

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

September 13, 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, Director of PW, Berley Mears, Director of HR/Finance June Merritt, and Rick Garner, Electrical Engineer were also present.

Councilwoman Phillips- Lowe 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 August 23, 2016. Councilwoman Phillips-Lowe made a motion to approve the minutes from the August 23, 2016 Council Meeting as amended. Need to insert the language for the amendment to the minutes. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

CORRESPONDENCE

City Manager Slatcher presented a letter from the Spade & Trowel Garden Club, sending their appreciation for our support of the Club's Community Beautification Project. They were pleased to inform us that the project continues to expand and club members are now planting two bridges, numerous business pots, and beginning to plan and implement projects to beautify the grounds at the historic Governors Ross Mansion.

City Manager Slatcher also presented a letter from Delmarva Power in the reference to the 69(kv) transmission line build. The project is intended to improve electric service reliability and features modernization of the infrastructure which includes installation of steel poles, new conductors and fiber optic cable. The project will replace 91 wooden poles that range in height from 50 to 60 ft. with steel poles that will be 75 to 90 feet tall. Construction on the project is expected to begin in October 2016 and be completed by March 2017. This approximate \$9 million project will be borne by Delmarva Power customers as well as by customers of the Electric Cooperatives and Municipally- owned electric utilities in Delaware and on the Eastern Shore of Maryland and the Virginia (Delmarva Peninsula).

NEW BUSINESS

Mayor Genshaw presented New Business #1, Proposal from GMB for the Seaford WWTF upgrade and expansion Preliminary Engineering Report which is a part of our NPDES permit compliance schedule. Judy Schwartz stated that we have an NPDES permit that was renewed in November of 2015 and this permit contains both interim and final limits the Wastewater Treatment Facility has to meet certain parameters and those limits take us to Dec 31 2025 and the final limits will take effect on January 1, 2026. These limits have a compliance schedule that is included in the permit that will need to be met in order to meet the new limits. There are a dozen parameters to be treated by the Wastewater Treatment Facility but the one for

total nitrogen is the one that is most important for the upgrade. Two milestones have already been met, the next milestone which needs to be met by Jan 31, 2017 requires that there be a planning study generated that looks at the expansion and upgrade of the treatment works and solids handling facility. GMB suggests that the planning study be formatted in the form of a PER (Preliminary Engineering Study) because it is consistent with the DNREC Financial Assistant Branch and many of the federal agencies requirements. Therefore, in order to secure funding for this project through the State Revolving Fund this study needs to be done. This plan consists of updating existing liquid stream alternatives to include advances made in technology as was considered in previous upgrades to the WWTF, updated cost estimates associated with the bio-solids expansion report, develop a cost estimate associated with spray irrigation of treated effluent at lands of the Hoopers Landing Golf course, consider potential locations, sizing, and costs for alternative rapid infiltration basin based disposal options and spray irrigation based disposal options. GMB proposes to accomplish the above referenced work for an estimated fee of \$60,000.00.

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson asked if alternate sites for spray or rapid infiltration have already been identified. Mrs. Schwartz stated that identifying alternate sites will be included in the study to be done.

With no further questions or comments, Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the proposal submitted by GMB to prepare the Preliminary Engineering report for the next Wastewater Facility upgrade and expansion to meet the Delaware DNREC, NPDES permit in the estimated amount of \$60,000.00. Councilman Mulvaney seconded the motion and the motion so passed, with all present voting in favor.

Mayor Genshaw presented New Business #2, The Resolution Authorizing the Preparation and Submission of an application to the DE DNREC, Financial Assistance Branch for participation in the Wastewater Project Planning Advance No-Match Required, to develop an Upgrade and Expansion Preliminary Engineering Report (PER) for the Seaford Wastewater Treatment Facilities. GMB's Judy Schwartz stated that DNREC has a new program where they designated funding for project planning and they will advance funds without requiring a match for the 60,000.00. The way it works is that they reimburse for the cost of the planning study but in the future when you apply for implementation funds to build this treatment plant they forgive 50% of that cost and the other 50% they roll into the loan. In order to apply for the planning advance grant there is a resolution that needs to be approved by Council.

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson asked in the case of other alternatives and possible cost overruns will the grant cover them up to the \$100,00.00. City Manager Slatcher stated that if it should happen we would be able to amend the application and show why we would need the additional funds.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the resolution authorizing the preparation and the submission of an application to DNREC Financial Assistances Branch for participation in the Wastewater Project Planning Advance

Program in order to receive up to \$60,000.00 in grant/loan funds with no match required to develop a Preliminary Engineering Report for the Seaford Wastewater Treatment Facility upgrade and expansion project. Councilwoman Peterson seconded the motion with Mayor Genshaw requesting a roll call vote as follows:

Councilman Henderson- YES
Councilwoman Phillips-Lowe- YES
Councilwoman Peterson- YES
Councilman Mulvaney- YES
Councilman Holland-YES

Mayor Genshaw stated the motion so passed, with all voting in favor.

Mayor Genshaw presented New Business #3, The Project Planning Advances for Wastewater, Surface Water, and Drinking Water Projects application for the funding of the WWTF –Upgrade & Expansion Preliminary Engineering Report (PER). GMB's Judy Schwartz presented the application to be authorized for the planning and funding of the Seaford WWTF Upgrade and Expansion Project.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Henderson made a motion to authorize staff to submit the application for the project planning advances for wastewater, surface water, and drinking water projects to fund the Seaford WWTF Upgrade and Expansion PER. Councilman Holland seconded the motion and the motion so passed, with all present voting in favor.

Mayor Genshaw presented New Business #4, background information for the Letter of Agreement with Ecogy Solar for the Seaford Meadows site. Rick Gardner, Electrical Engineer stated that Seaford Meadows Apartments has 6 Solar systems rated at 109 kW (AC) total. 4 of 6 buildings are over generating and exceed annual limits of 110% imposed by City of Seaford in accordance with State legislation. Impacts of excessive generations are excess KWH credits at the end of each month which are carried forward and applied to the next month's bill at full retail value. Revenues from energy sales are reduced. Also payment for any KWH credits remaining at the end of the calendar year are made to the customer at a rate equal to the Energy Supply Cost in effect at that time.

Seaford will not pay for KWH credits resulting from generation that violates the "110% rule". The intent of the 110% limit by State Legislators was to promote renewable energy installations under net metering tariffs by allowing customers to potentially achieve a "net 0 KWH" billing. The dialog with Ecogy began in 2015, after receiving a full year of generation data for 2014. Explanation of data discrepancies (due to meter failures) extended the dialog to the fall of 2015. The decision was made to review 2015 data to help determine if the solar systems were consistently over-producing or if 2014 was an anomaly. 2015 generation data was received early in 2016, also it was determined that some of the discrepancies were due to inverter failures. A Letter of Agreement which has been drafted between the City of Seaford and Ecogy Solar states, "Instead of the normal practice of evaluating the six solar systems separately for compliance with the 110% limit, Seaford agrees to total all generation on site and compare it to the total of all the average annual consumptions. Ecogy agrees to monitor the total generation and curtail generation if

the total KWH generated approaches the 110% limit. Ecogy also agrees to provide periodic reports of the total generation to Seaford. The frequency of the reports shall increase as the end of the calendar year approaches." The LOA will 'self-terminate' due to the expected degradation of the solar system output. The year-end generation report from Ecogy Solar will continue.

Seaford Meadows Apartments Annual Generation vs. Avg. Annual Consumption 2014 - 2015						
	Bldg. 3	Bldg. 5	Bldg. 7	Bldg. 8	Bldg. 10	Bldg. 12
2014	117%	118%	116%	108%	81%	121%
2015	114%	115%	116%	104%	110%	118%

Mayor Genshaw solicited any questions or comments from Council. Mayor Genshaw asked why some of the solar panel are over generating? Rick Gardner stated that there was no exact answer to that at the moment.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the Letter of Agreement with Ecogy Solar for the systems installed on six of buildings within Seaford Meadows, 122 Seaford Meadows Drive, Seaford, DE. Councilwoman Phillips-Lowe seconded the motion and the motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #5 Economic Development Committee recommendation on request from Seaford Development Associates, Inc. for Real Estate Tax Abatement. Trisha Newcomer, Economic Development Manager stated at the Aug 9th Council meeting Council was presented with a letter of request for real estate property tax abatement for a period of ten years on the Residences at River Place buildings one and two. Council forwarded to the Economic Development Committee for review and a recommendation. Phases I and II consists of 72 units, the community building, a pool and is a gated community. This development also received DDD funding in the amount of \$671,000.00 towards the \$11.4 million overall investment. Estimated tax revenues were calculated to be based on today's values no hard assessment numbers are available until the buildings are complete have been issued the certificate of occupancy by the Code Department. The committee also looked into the fact that we are no longer the only Sussex County Community receiving the Downtown Development Funds. Recently the Governor awarded two more communities in Sussex County being Georgetown and Laurel, so we are in competition with those communities as well. The Economic Development Committee recommends a ten-year Real Estate Property Tax Abatement be implemented to begin July 1, 2017 or at the issuance of the Certificate of Occupancy, whichever event occurs first. The property owner will continue to pay the assessed real estate

property taxes for the land of parcel 431-5.00-314, which is subject to change should reassessment occur. The real estate property tax abatement recommendation is:

Years 1-5 – Full tax abatement on the improvements portion of the real estate property tax assessment.

Years 6-10 – Increasing incremental rates at 20% annually i.e.:

- Year 6 - 20% Payment of annual assessed improvement property tax value.
- Year 7 - 40% Payment of annual assessed improvement property tax value.
- Year 8 - 60% Payment of annual assessed improvement property tax value.
- Year 9 - 80% Payment of annual assessed improvement property tax value.
- Year 10 - 100% Payment of annual assessed improvement property tax value.

Mayor Genshaw solicited any questions or comments from Council. Councilwoman Phillips-Lowe asked if this will make it somewhat competitive with the other communities awarded. Mrs. Newcomer responded absolutely because many of them are doing a full 5-year abatement on new construction they have some creative incentives for reinvestment and rehabilitation too, but this will keep us somewhat competitive.

With no further questions or comments, Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the recommendation from the Economic Development Committee for Seaford Development Associations, Inc; TMP#431-5.00-314 to provide a real estate property tax abatement for a ten year period with these stipulations:

- ❖ Abatement will begin July 1, 2017 or at the issuance of Certificate of Occupancy, whichever event occurs first.
- ❖ Property owner will continue to pay the assessed real estate property taxes for the land of parcel 431-5.00-314, which is subject to change should reassessment occur.
- ❖ Ten (10) Year Real Estate Property Tax Abatement shall be implemented per the following schedule:
 - ◆ Years 1-5 – Full tax abatement on the improvements portion of the real estate property tax assessment.
 - ◆ Years 6-10 – Increasing incremental rates at 20% annually i.e.:
 - Year 6 - 20% Payment of annual assessed improvement property tax value.
 - Year 7 - 40% Payment of annual assessed improvement property tax value.
 - Year 8 - 60% Payment of annual assessed improvement property tax value.
 - Year 9 - 80% Payment of annual assessed improvement property tax value.
 - Year 10 - 100% Payment of annual assessed improvement property tax value.
- ❖ The Real Estate Property Tax Abatement resides with current property owner only and is non-transferable.

Councilman Holland seconded that motion and the motion so passed, with all present voting in favor.

Mayor Genshaw presented New Business #6 bids for water main materials. Berley Mears Director of public Works stated that on Sept 7th the City received bids for materials to complete the 10" water main loop on north bound Rte. 13. This water main installation will close the loop between Taco Bell and Dollar Tree

consisting of roughly 1,380 feet of ten inch PVC water main, and two fire hydrants to be installed. It will provide seven water services to the adjacent properties for future hook-ups. The budgeted amount for this project is \$72,000. There were three bidders for this project being Bellaire Road Supplies - \$28,512.59, Dover Plumbing Supply Co - \$30,133.34, and HD Supply Waterworks - \$34,440.83.

Mayor Genshaw solicited any questions or comments from Council. Councilman Holland asked if we have purchased from the low bidder before. Mr. Mears stated yes he has purchased from them before. However this bid is for materials only and not for labor. Councilman Henderson asked if the \$72,000 included labor cost for this project? Mr. Mears stated that no, labor is not included because that is covered in the operating budget.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a motion to award the Water Main Materials bid to low bidder Bellaire Road Supplies in the amount of \$28,512.59 to be paid from the FY17 budget. Councilman Mulvaney seconded the motion and the motion so passed, with all present voting in favor.

Mayor Genshaw presented New Business #7 information on the Employee Parking area for Hooper's Landing Golf Course and the repairs to the manhole on Market Street. Berley Mears Director of Public Works stated that the Hooper's Landing tennis court was transformed into additional parking with 30 spots. The electric department also removed two old light post that were there and repurposed old street lights to put out there for lighting at night. Total cost of this project was \$7,364.86 and was open for use on Sept 2, 2016. PW also repaired a manhole on Market Street. The total cost for replacement materials was \$865 and all labor was performed by the Public Works Department.

Mayor Genshaw presented New Business #8 Mayor Genshaw, Asst. City Manager Charles Anderson, ED Manager Trisha Newcomer, and Lynn Brocato followed up on the attendance at the Main Street Now Conference 2016 Milwaukee Wisconsin. They presented items that were the outgrowth of Main Street initiatives and ideas like First Saturday, Façade Program, Branding of the City, and Conceptual Visioning Plan. They also spoke about the different neat ideas that other small towns are doing in their community that we can also adopt to get the community more involved.

Mayor Genshaw presented New Business #9 information for procuring materials to have staff build a parklet for use on High Street and as a bandstand in Gateway Park. Charles Anderson, ACM presented the idea of doing a parklet for our downtown area. A parklet is a small self-contained area that provides outdoor seating with shade for restaurants or venues that would otherwise not have it. There is one already set up in Georgetown. The parklet will be broken down into two halves. It will be 20ft long by 7ft wide to fit in a parking space or any small area in downtown. Ms. Brocato had an idea to also use this parklet as a stage for other downtown events so it would be a mobile parklet. Businesses will be able to sign up to use the parklet for a week and then it would go to the next requester. The floor would be a composite deck material, the exterior fencing will be a PVC type fencing which will need power washing occasionally, it will have

some umbrellas, hanging planters, solar lights, and it will also be on wheels. It will need at least two traffic barriers to meet Del-DOT requirements to have it out. Total estimated cost for this project would be \$3,044.00 to purchase the necessary materials with City personnel building the unit.

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson had a concern that having Jersey Barriers out surrounding the parklet will not look attractive. ACM Anderson suggested that the barrier can be painted to make it look more decorative.

With no further questions or comments, Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to approve the purchase of materials for the portable parklet for use on High street and as a bandstand in Gateway Park. Councilwomen Phillips- Lowe seconded the motion and the motion so passed, with all present voting in favor.

Mayor Genshaw presented New Business #10 City Manager Dolores Slatcher made a recommendation to appoint Charles Anderson, Asst. City Manager as the Alternate Director for Seaford on the DEMEC Board, replacing Rick Gardner, Electrical Engineer at the annual board meeting which is on Sept 21, 2016.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to appoint Charles Anderson, Asst. City Manager as the Alternate Director for Seaford on the DEMEC Board. Councilman Henderson seconded the motion and the motion so passed, with all present voting in favor.

Mayor Genshaw presented New Business #11 to the request for a bidding waiver for SVFD equipment to be purchased with Community Trust Funds (CTF) provided by Representative Short. The Seaford Volunteer Fire Department would like to purchase an ATV unit with a Firelite Transport to be able to use in some areas in the community that Fire and Ambulance are not able to get to because of space. City Manager Slatcher stated that our charter the limitation for bidding is \$25,000.00 and without a Council waiver it would have to be bid. Under the State purchasing which they could have used the State unit did not provide the correct weight requirements the Seaford Fire department needed. Representative Short is willing to provide CTF funds but based on City charter requirements the City Council has to provide a waiver so that the agreement for the funding can be signed. The Firelite Transport Deluxe FDH ATV come with a Hanny 400 series manual reel with 50' of 1" or 100' of ¾" booster hose, all aluminum tubing, 55 or 70-gallon poly water tank, rescue area with stainless steel grab bars, large hose storage with tail gate, and a Darley-Darey Honda 5.5 AP stationary pump. The department had to use two different suppliers to get its complete unit. These purchases will be made with CTF funds.

Mayor Genshaw solicited any questions or comments from Council. Councilman Mulvaney asked how will the ATV be transported? The SVFD stated that they will be bidding out a trailer to carry the unit that will not be included in the funds. Councilman Henderson asked if they will be able to draft with it or will it be filled by a pumper? SVFD stated that it would be supplied by an end unit of a fire truck.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the purchase of the SVFD equipment as presented waiving, the bidding requirements due to the specific needs of SVFD and authorize that Mayor and City Manager execute the Del Dot agreement to accept the Community Transportation Funds in the amount of \$25,724.00 to purchase these two pieces of equipment. Councilman Holland seconded that motion and the motion so passed with all present voting in favor.

OLD BUSINESS

Mayor Genshaw presented old business the options for new Mission Statement for the City of Seaford.

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

Draft #4:

The City of Seaford works hard to provide its diverse citizenry the best quality of life possible. We do that with efficiency, effectiveness, thrift and respect for the people whom we serve

Draft #5:

The City of Seaford will provide its residents and businesses with good governance, positive customer service, and a desirable quality of life.

Draft #6:

The City of Seaford exists to provide the best experience possible for all through good governance, positive improved customer service, and a unique quality of life, making Seaford the perfect place.

Draft #7:

As an organization firmly grounded in continuous, progressive improvement through ensuring our infrastructure and services support our stakeholders, The City of Seaford can aspire to give you the best experience in this diverse community. By providing our residents, businesses, and visitors with efficient and effective municipal services, being delivered at a high level of customer service satisfaction allows The City of Seaford to be the perfect place to start.

Mayor Genshaw asked which draft did Council want to adopt as the New Mission Statement for the City of Seaford. Councilwoman Phillips- Lowe stated that she drafted statement #5 and she liked that one because if it's going to be used and remembered by the City Council and staff a shorter one will be easier to remember. Councilwoman Peterson and Councilman Mulvaney both liked draft number five with an addition of the last statement made on draft six. Councilman Henderson and Holland both liked it as if was.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Henderson made a motion to accept draft number five as written. Councilman Holland seconded the motion and the motion so passed, with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- DEMEC annual dinner meeting, Dover Downes, 9/21 @5:30 p.m.
- Seaford Police Community Night Out, Seaford Police Department, 300 Virginia Avenue, 9/29 from 5p.m. until 8 p.m.
- Sussex County Comprehensive Plan meeting, Sussexplan.com Seaford Fire Hall, 9/29 from 4:30p.m. until 7 p.m.

COMMITTEE REPORTS

Councilwoman Phillips-Lowe reported that Calls for Service for the month of August 2016: Police: 1,336, EMS:287, Fire: 57. Patrol officers picking up the pace recovered the following: 394 bags heroin, 2 grams' crack cocaine, 2 grams' marijuana, \$5,971.00 in suspected drug money and one shotgun. Cpl. Mitchell and Pfc. Bradley attended an eight-hour Pedophile Investigations class at the Delaware State Police Training Academy. Ptl. Kyle Jones attended a two-day class on Abnormal Behavior at the Delaware State Police Training Academy. Four new recruits began training at the DSP academy on September 12, 2016. Dispatcher Testing will be held on Saturday, October 8, 2016. On September 1, 2016, Seaford CID working with DSP PACE (Proactive Criminal Enforcement) unit from Troop #5 arrested two subjects at different times. The result was 915 bags of heroin, crack cocaine, and powder cocaine along with marijuana. One arrest took place in the Liberty/Thompson Court area; the other occurred in the front parking lot of NCSC. The totals were added to the final count below. Several members of SPD attended the Patriots' Day Ceremony at Heritage Shores: Chief Flood, Lt. Pete Bohn, Cpl. Toby Laurion, Cpl. John Wingate, all of whom are veterans. The dept. is preparing for Seaford Community Night Out to be held on Thursday, September 29, 2016. For the last four weeks Seaford CID has been working with the Delaware State

Police Troop 5 PACE unit initiating drug investigations within the City limits of Seaford. As a result, the following was recovered: 12.1 grams of crack cocaine, 30.1 grams of marijuana, approximately \$6,277.00 in suspected drug money, approximately 7,048 bags of heroin, 10 oxy pills, 11 drug dealers were arrested And two search warrants were executed.

Councilman Holland reported that Administration attended various meetings, attended the Teen Challenge Sidewalk pre-construction meeting, attended the Greater Seaford Chamber of Commerce mixer at Hoopers Landing, Solar progress meeting number three, DEMEC Executive Committee meeting and special Board meeting by phone, Davelli's ribbon cutting, and Economic Development meeting, IT reports that routine work, updates and miscellaneous IT request have been done. Attended annual Cyber Security Conference, worked with Delmarva Digital for website updates and obtained radio equipment and editing software. Administration also reports that they worked with Edmunds to install a test data base for the version 4.1 upgrade.

Councilwoman Peterson reported that Building Official Josh Littleton attended the Board of Adjustment hearings and Planning & Zoning hearing. He met with DNREC regarding Herring Run Drainage improvements and attended City Council and staff meeting. Also, he has completed several building plan reviews. He continues to work with the Parks Department to complete work orders for grass cutting and rubbish cleanup and the re-certification for Flood Insurance Community Rating System.

Parks and Recreation Supervisor, Katie Hickey reports that Youth Football has started with seven teams of 6 - 8-year-old and ten teams of 9 - 11-year-old players. This is the third week of men's softball; there was no game Monday due to holiday and only make-up games on Wednesday. Parks is busy cutting regular and work order grass.

Councilman Mulvaney reports that during the past two weeks WWTF performance is reported as good with no major maintenance issues. In Public Works two projects are noted as being completed. The Stein Highway sidewalk and the seal coating and stripping of the additional parking at Hoopers Landing which is open now for use. The following work tasks were accomplished replacement of the manhole frame and cover on Market Street, fire hydrant replacement, repair of a water leak on north Sussex Avenue, rebuilt a sweeper head and performed additional equipment maintenance and completed cleaning quarterly key sewers. All other routine weekly tasks of sweeping leaf and limbs, big piles, water meter reading, disconnects, etc. were also completed. The Route 13 water main materials bid arrived and is still under review. Berley also attended the MS4 Consortium and various other meetings.

Councilman Henderson reported that Electrical Engineer Rick Garner continued developing SCADA operator training screens. He coordinated with the engineer regarding the solar array project. Along with Blake Chaffinch, Rick attended an EIG meter workshop in Springfield, VA on the 23rd & 24th of August. Among the several meetings Rick attended was a Solar Array Project progress meeting. He worked on the APPA (American Public Power Association) RP3 (Reliable Public Power Provider) application. He is also investigating the cause of and the solution to a low system power factor. The problem has been isolated to sets of capacitor banks on Circuits 140 and 310. It is important to maintain a power factor within DP & L specifications in order to avoid surcharges.

Superintendent Bill Bennett reports that work in Kiwanis Park for the SVFD Tribute and pathway lighting is nearing completion. Progress is being made on the new GOABS (gang operated air break switch) at Middleford Road & Poplar Street which is part of segment 1 of the Substation Expansion project. Work continues at Meadowbridge Apartments with the relocation of transformers to new pads. The first two sets of apartments were connected, and power was disconnected to the 100 section of the north building. All of the department's trucks were High Potential tested, a test to ensure a device or piece of equipment is electrically isolated. The Electric Department conducts these tests on their utility vehicles on a semi-annual basis. Bill worked with June and Erica to resolve some inventory questions. The LED Street Light Project Phase 2 began with work on Dutton Avenue.

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. Councilman Henderson seconded the motion. Motion so passed, with all present voting in favor. Mayor Genshaw closed the Regular Council Meeting at 8:48 p.m.

Dolores J. Slatcher, City Manager

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