

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

June 28, 2016

7:00 PM

Vice-Mayor Dan Henderson called the Regular Meeting to order with the following present: Councilwoman Grace S. Peterson, Councilwoman Leanne Phillips-Lowe and Councilman Orlando Holland. City Manager Dolores Slatcher, Assistant City Manager, Charles Anderson, Berley Mears, Director of Public Works and Building Official, Josh Littleton were also present.

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

Vice-Mayor Henderson solicited changes to the agenda. City Manager Slatcher stated there are none.

Vice-Mayor Henderson called for a motion to approve the minutes of the Regular Council Meeting of June 14, 2016. Councilman Holland made a motion to approve the minutes from the June 14, 2016 Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Vice-Mayor Henderson presented the correspondence. A letter from DNREC was received for the Waste Water Treatment Plant's Compliance Sampling & Inspection performed May 23, 2016. City Manager Slatcher stated that the letter spoke highly on the department and commended them on a job well done. They were also commended on being in compliance. Congratulations to the department and a job well done!

NEW BUSINESS

Vice-Mayor Henderson presented New Business # 1, Charles Anderson, ACM to present information on the Soroptimist Park clean up completed by the Gethsemane Youth Group. Mr. Anderson came forward and presented some pictures of the area that was cleaned up by the group on June 11, 2016 and showed before and after pictures. Mr. Jordan Forson who is the Youth Pastor at Gethsemane Church also came forward and thanked the City for the opportunity to do the Clean Up. He said that a group of 30-40 people including adults and youth were out to the park from about 7 a.m. until noon doing various things around the park. There was mulching done, painting of the swings and work was done along the shoreline. It was a successful event and the group looks forward to doing more projects in the City. The Vice-Mayor and City Council thanked them for their work and a job well done.

Vice-Mayor Henderson presented New Business #2, Lynn Betts and Susan Kent to present information on the Community and Occupational Service Station located in Seaford. Mrs. Kent came forward stating that the Nanticoke Memorial Hospital has given them the old Print Shop building for their use. They have developed a mission and a vision statement. She is excited to be able to have this facility to be able to help the people of the community. There will be youth staff services and training events held there. There will also be a commercial kitchen and a laundry area

so that people can come there to use them. Mrs. Betts stated that this is a great thing for the community and there will be the best practices used there. She added that this will not be a place for people to just come and hang out it is a place for people to come to get help.

Vice-Mayor Henderson asked if anyone would like to make a donation where should they send it to. Mrs. Betts stated that it is run through a non-prohibit organization and can be made to Love Inc.

Vice-Mayor Henderson presented New Business #3, Present the recommendation for the Third Street "No Parking" areas. Assistant City Manager Charles Anderson came forward stating that he went out to the site along with Lt. Jamison and Berley Mears, Director of Public Works to review the existing no parking markings and signage on the north side of Third Street between Market Street and Arch Street. While being on site, it was noticed that the road width is 25' +/- which will not permit parking of cars on both sides of the road. The existing no parking sign exists on the north side of the road and is very faded. There is also portions of the existing curbing that were yellow denoting no parking at the intersections and at several of the driveways. After review of the locations, it is recommend to remove the existing no parking signage in both blocks and the painting yellow of the curbing on the north side of Third Street between Market Street and Pine Street to prohibit parking. The recommendation is based on the existing road width does not support parking on both sides of the road and two way traffic and the existing no parking signs on Third Street do not currently mark the beginning and end of the zone as necessary to convey the restriction to the traveling public.

Vice-Mayor Henderson asked if the road width of Third Street from Market Street to Front Street is wider than this area or is there not as many complaints received. Mr. Anderson stated that he did not measure that area, however, there have not been any complaints received about that area and he added that there is a cemetery there so there are not as many residential homes in that block. Vice-Mayor Henderson asked for any other questions.

Vice-Mayor Henderson called for a motion. Councilwoman Peterson made a motion to approve the recommendation made by Assistant City Manager Anderson, Berley Mears, Director of Public Works and Lt. Richard Jamison to remove the existing no parking signage in both bocks and painting the curb yellow on the north side of Third Street between Market Street and Pine Street to prohibit parking on the north side of the roadway. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

Vice-Mayor Henderson presented New Business #4, Present the request from Hooper's Landing Golf Management to add parking to the site. City Manager Slatcher stated at the last quarterly meeting held with Hooper's Landing and the City it was discussed that the parking has been an issue there on site. The pool is growing, the golf course numbers are up and the senior center membership has also increased. There was some discussion about paving over the old tennis courts that are no longer able to be used in order to add 100 more parking spaces to the site. City Manager Slatcher added that hard top would be used and existing drainage would also be used. Another option has been looked at to do it in phases. Assistant City Manager Charles Anderson and Director of Public Works went out and looked at the site to see about another option. It was determined that the fencing can be removed to create 30 more spaces. Mr. Mears stated that he

felt that the Public Works Department could handle the work and a paver would need to be hired to do the paving portion.

Councilwoman Peterson asked about the spaces that were being added on Locust Street. City Manager Slatcher stated that there are some additional spaces; however that was mainly done to move the spaces out of the bike path and install sidewalk to the front of the building as well as along the parking area. She added that project was done for safety measures. Councilwoman Phillips-Lowe asked if there was any funding options that would be available. City Manager Slatcher stated that CTF funds could be applied for but the City would need to come up with some portion of the funds. She added that it was recommended to use this area to have the employees parking in and not open this area up to the public. City Manager Slatcher stated that when swim meets are held more parking is needed and it is not there. The school lot across the street is also used and fills up quickly. Councilwoman Phillips-Lowe stated that this is a good problem to have and added that she feels that we should pursue what options can be used to resolve the problem quickly as the larger project would take more time. Councilman Holland asked when the Public Works department would plan to start the project. Assistant City Manager Anderson stated after Riverfest which would be coordinated with Mr. Mears and Mr. Bennett and should take about 2-4 weeks to complete.

Vice-Mayor Henderson asked for any further questions; with there being none he asked for a motion. Councilwoman Phillips-Lowe made a motion to pursue additional parking spaces with the alternate plan work to be done by City employees with a cap of \$10,000 to enable staff to review ways to seek funding from other sources and for the money to come out of Street Maintenance Reserves. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Vice-Mayor Henderson presented New Business #5, Present the bids and recommendation for the new Recreation vehicle. City Manager Slatcher stated that there were two bids received with Hertrich Fleet being the low bidder in the amount of \$18,194.00. It is for a 2017 Ford Escape and the recommendation is to go with them.

Vice-Mayor Henderson asked for any questions, there were none.

Vice-Mayor Henderson called for a motion. Councilwoman Peterson made a motion to award the bid for the new recreation vehicle to Hertrich Fleet Services for the net amount of \$18,194.00 which includes the trading in of a 2007 Ford Taurus.

Vice-Mayor Henderson presented New Business #6, Present the bids received for the repairs and maintenance of the City and Seaford School District tennis courts. City Manager Slatcher stated that there were two bids received with American Tennis Courts being the low bidder in the amount of \$47,744.00. She added that the Seaford School District will be paying for half of the project.

Vice-Mayor Henderson then called for questions. Councilwoman Peterson asked where the company was located. City Manager Slatcher stated that there were located in PA and were given good reviews by all of their references.

Vice-Mayor Henderson then called for a motion. Councilwoman Phillips-Lowe made a motion to award the bids to the low bidder American Tennis Courts in the amount of \$47,744.00 with \$23,872.00 to be paid for by the Seaford School District and to authorize the use of General Fund Reserves for the City's cost. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Vice-Mayor Henderson presented New Business #7, Present the agreement with Lighttower for the fiber service in the City of Seaford. Assistant City Manager Anderson came forward stating that this would run to the 911 lines after attaching to our poles. In order for this to happen, an agreement needed to be established with Lighttower. An attorney was hired and negotiations have been done between the City of Seaford and Lighttower. Vice-Mayor Henderson stated that he felt this was a benefit for the community on a competitive basis.

Vice-Mayor Henderson asked for any questions, with no questions he asked for a motion. Councilman Holland made a motion to approve the agreement with Lighttower for the fiber network in the City. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Vice-Mayor Henderson presented New Business #8, present the non-budgeted expense for the replacement of the control modules in the two Automatic Transfer Switches at City Hall and the recommendation from the Electrical Engineer Rick Garner for these. City Manager Slatcher stated that there were two vendors who gave quotes for the work. The lower quote was from Premium Power Services, LLC who is our current vendor for generator maintenance. The quote was in the amount of \$4,139.25. It was asked if something were to currently happen then the power would need to be manually transferred. Mr. Anderson stated that is correct.

Vice-Mayor Henderson asked for any questions, with there being none, he then called for a motion. Councilwoman Phillips-Lowe made a motion to authorize the non-budgeted expenditure of \$4,139.25 to Premium Power Services, LLC to replace the control modules in two Automatic Transfer Switches used as part of the stand-by generator system at City Hall with the money coming from the City Hall Maintenance account. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Vice-Mayor Henderson presented New Business #9, Present the appointment of the Records Officer and Authorized Agents for FY2017 with the Delaware Public Archives. City Manager Slatcher stated that Tracy Torbert will be the records officer with June Merritt, Director of HR/Finance, Trisha Newcomer, ED/IT Manager and herself being authorized agents.

Vice-Mayor Henderson asked for any questions, with there being none, he called for a motion. Councilwoman Peterson made a motion to approve the Appointment of the Records Officer and

Authorized Agents for FY2017 with the Delaware Public Archives as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Vice-Mayor Henderson presented New Business #10, Present for approval the sidewalk agreement and easement agreement with Meadowbridge Associates, L.P. Josh Littleton, Building Official came forward stating that the site plan was approved in 2015. The Council agreed that along the road frontage would only need to be installed on Tull Drive and later installed on Atlanta Road until redevelopment or development was done and then it would need to go through DelDOT. The utility easement for the electric throughout the site has been granted as a blanket easement.

Vice-Mayor Henderson asked for any questions, with no questions he called for a motion. Councilwoman Peterson made a motion to approve the sidewalk agreement and easement agreement with Meadowbridge Associates, L.P. for the redevelopment project at Tull Drive and Atlanta Road. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS

Vice-Mayor Henderson presented Old Business #1, present purchase and sale agreement for approval dated October 23, 2015 which was tabled October 27, 2015 until the subdivision and sale of land to another owner was completed. City Manager Slatcher stated that the sale is now final and they would like to move this sale along as soon as possible. The agreement has been signed by the other party.

Vice-Mayor Henderson asked for any questions. With no questions, he called for a motion. Councilman Holland made a motion to approve the purchase and sale agreement with Seaford Development Associates, LLC dated October 23, 2015 which was tabled and is back due to the settlement with the subdivision of lands sold to Mr. Kreig. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Vice-Mayor Henderson presented Old Business #2, present for approval the City of Seaford Compensation Study – 2016 which was tabled June 14, 2016. Councilwoman Phillips-Lowe stated that she does have some concerns about the employees who have many years of service and they are at the minimum point of the pay scale. She understands that this year's budget has been completed but she feels that should be taken into consideration in FY18 budget. Councilwoman Peterson stated that she agreed with Councilwoman Phillips-Lowe and has the same concern and would like that looked at in the FY18 budget as well.

Vice-Mayor Henderson asked for any questions, with there being none he asked for a motion. Councilwoman Phillips-Lowe made a motion to approve the City of Seaford Compensation Study - 2016 as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Vice-Mayor Henderson presented Old Business #3, present for approval the City of Seaford Compensation Policy which was tabled on June 14, 2016. Vice-Mayor Henderson asked for any

questions, with no questions he then called for a motion. Councilwoman Peterson made a motion to approve the City of Seaford Compensation Policy as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- July 4th Holiday on Monday with all City and Utilities Offices closed
- Public Hearings scheduled for Pine Street Electrical Substation Expansion and Reconstruction including other distribution work for 7 p.m. on July 14 and July 28, 2016

COMMITTEE REPORTS

Councilwoman Phillips- Lowe reported that there was no fire department report submitted.

In the Police Department, Chief Flood reported on June 11th applicant testing was completed and oral boards are scheduled for June 30th. On June 15th officers assisted the US Marshalls apprehending a wanted subject. On June 16th a prostitution sting was conducted. On June 23rd officers responded to Family Dollar and apprehended a shoplifter.

Councilman Mulvaney was absent and no report was filed.

Councilwoman Peterson reported that in the Recreation Department the men's slow pitch softball will be held on Monday and Wednesday and Men's flag football will be held on Wednesday and Sunday. Flag football sign-ups are currently underway.

The Parks Department did field prep for the soccer, football and softball fields and did regular grass cutting along with grass cutting work orders.

Councilman Henderson reported that the electric department disconnected the west building in Meadowbridge to start their remodel. Breaker 140 opened and was reset on June 14, the department rode the circuit but no cause was found. There was a shut off down at Fred Douglas school so they could do breaker maintenance. The monthly substation checks were done and the Riverfest banners were hung. The APPA Safety award was presented to Mayor and City Council. The department started pulling wire for the new circuit 330. Taylor Budke and Joe McCabe successfully completed the basic 1 Lineworker training at the AMP energy training facilities. They also pulled some of the primary wire for circuit 330 and set the station arrestors and the breaker was delivered.

Councilman Holland reported the City Manager and Assistant City Manager reported that they attended various meetings. An interview was conducted for the IT Coordinator position and an offer was made to Gary Andrews, Parks Coordinator effective July 1, 2016. They attended project review for Sussex County Federal Credit Union expansion and a pension meeting. A Seaford Tomorrow meeting was attended and a bid package was put together for Teen Challenge Sidewalk. June Merritt, Director of Finance/HR attended the

annual client advisory board meeting in Savannah, Georgia and met with the new auditors. In the IT department, Trisha met with Delmarva Digital regarding the website and Gary Andrews. She also had a meeting with Advanced Security Solutions about the security camera systems.

With no further comments, Vice-Mayor Henderson called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe made a motion to move into an Executive Session. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 8:22 p.m. and moved into an Executive Session.

Mayor David Genshaw arrived at 8:25 p.m. and participated in the Executive Session.

Vice-Mayor Henderson reopened the Regular Council meeting at 8:39 p.m. and called for a motion to adjourn. Councilwoman Phillips-Lowe made the motion to adjourn with all present voting in favor. The meeting was adjourned at 8:39 p.m.


Dolores J. Slatsher, City Manager

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