

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

July 14, 2015

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 Dan H Henderson, Councilman Orlando Holland and Councilman H. William Mulvaney III. Dolores J. Slatcher, City Manager, Charles Anderson, Assistant City Manager, Trish Newcomer, ED/ IT Manager, and Chief of Police Gary Morris, were also present.

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

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

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of June 23, 2015. Councilman Mulvaney made a motion to approve the minutes of the Regular Council Meeting of June 23, 2015. Councilman Holland seconded the motion, and the motion so passed with all present voting in favor.

Mayor Genshaw called Chief of Police Gary Morris forward to introduce new Seaford Police Officer John P. Thompson III. Mr. Thompson completed the Delaware State Police Academy in July 2014, and has been an officer for the Town of Blades Police Department for the past year. Jeanne Sapp, Notary Public, then administered the Oath of Office to new Police Officer, John P. Thompson III.

CORRESPONDENCE

- City Manager Slatcher stated that they have received a letter of retirement from Chief of Police Gary W. Morris.
- City Manager Slatcher stated that the City of Seaford and Mayor and Council received a letter from the Town of Blades thanking the City and Mayor and Council for all of its help during their 100th Anniversary Event.

Mayor Genshaw presented New Business # 1, the 2015 engagement letter with the City's auditors, PKS & Company, P.A. City Manager Slatcher stated that the City of Seaford received the letter to confirm the services the company will provide, auditing the financial statements of the City for the year ended June 30, 2015. PKS & Company are expecting to start the audit on or about August 31, 2015 and issue its reports no later than October 31, 2015. The fee for the audit will be \$25,000. Mayor Genshaw solicited any further questions or comments. There being none, he called for a motion. Councilwoman Phillips- Lowe made a motion to approve the audit services from PKS & Company P.A. in the amount of \$25,000 for the year ended June 30, 2015 financial statements. Councilwoman Peterson seconded the motion, and the motion so passed with all those present voting in favor.

Mayor Genshaw presented New Business # 2, Riverfest Co-Chair to present wrap up report for Riverfest 2015. Mayor Genshaw called Trisha Newcomer, Riverfest Co-Chair, to the podium to present. Mrs. Newcomer stated that the Riverfest went smoothly this year. There were no major issues, and there was a record breaking number for this year's Float-In, with over 400 participants. Despite the slight rain fall Saturday morning, all vendors came, the car show had 51 participants and many came out for the fishing tournament as well. Mrs. Newcomer thanked the Council for all of its support, the committee for their help during the event, the Police Department for patrolling the event for any issues that may arise, and the Fire Department for taking their time out to help tremendously during the Float-In.

Mayor Genshaw presented New Business #3, appointment of the Parks and Recreation Committee:

Councilman Orland Holland
Dolores Slatcher, City Manager
Charles Anderson, Assistant City Manager
Natalie Wilson, Superintendent of Parks and Recreation
Gary Andrews, Parks Coordinator
Tina Hurley, Recreation Coordinator
Vince Evans
Norma Ortiz
Debbie Buttridge
Scott Pickinpaugh

Mayor Genshaw solicited any questions or comments. There being none, he called for a motion. Councilman Holland made a motion to approve the appointed personnel of the Parks and Recreation committee. Councilman Henderson seconded the motion, and the motion so passed with all those present voting in favor.

PUBLIC COMMENTS

There were none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

There are no upcoming meetings at this time.

COMMITTEE REPORTS

Councilwoman Phillips- Lowe reported that there is no fire report at this time. In the Police Department, they have welcomed a new dispatcher, Jonathon James, and also a new police officer, John Thompson III. There were no major issues during Riverfest. The testing for the police vacancy will begin this Saturday July 18th.

Councilman Mulvaney reported that June Merritt, Director of Finance/HR, has had a busy few weeks. Besides daily routine business of financial management, purchasing, payroll and benefits, billing and customer service, she has also been preparing for the audit scheduled to begin the week of August 31st. Mrs. Merritt has been working on the fiscal year end activities of posting the budget and rolling over the accounting system. On July 2nd she assisted in the restoration of the MCSJ system following the system failure. She also assisted the Police Department with filing for the Justice Assistance Grant, reviewed employment applications for the Customer Service Representative position, prepared for the change in Hooper's Landing agreement, continued with participation in the FOP negotiations and assisted with Riverfest setup. Assistant City Manager Anderson's two week report from June 29th included working with the new cleaning vendor regarding the changeover of service for City buildings. Mr. Anderson also worked on the draft of the Fibertech franchise agreement and assisted with Riverfest.

Councilman Holland reported that the Parks and Recreation Department assisted with Riverfest. They had approximately 75 people attend the July 3rd movie night, and the next one is scheduled for August 1st. The Parks Department has been working on fixing the irrigation leak at Kiwanis Park, and doing routine clean up for spring. In the Recreation Department, sign-ups for flag football are underway.

Councilman Henderson reported that Trisha Newcomer, ED/IT Manager, coordinated and prepared for Riverfest, attended the Seaford Tomorrow meeting, and handled the promotion of Riverfest via radio and television interview in the Economic Development, and has no current report for Information Technology. In the Public Works Department, Director Berley Mears attended several meetings, and reported that the department has sprayed for weeds, installed a 25 mph sign on Porter Street, performed a walk-thru and created small punch list for the Route 20 Sewer Main Extension project. The department has also installed a manhole riser on Delaware Avenue, located all utilities in the Seaford Village shopping center for survey, cleaned the Industrial Park water tower, and repaired the sidewalk at 401 High Street. All paving as part of street paving 2015 bid has been completed. The department helped with preparations for Riverfest and performed other routine work. The Waste Water facility performance has been excellent, and operations and maintenance have been routine. The department's Leachate treatment is going good, as well as the compost sales. They have completed the annual staff rotations, and are continuing screening. In the Code Department, Josh Littleton, Building Official, reported that he attended the meeting in Blades regarding FEMA revisions to floodplain maps, coordinated with the demolition contractor, and has completed continuing education credits for Certified Floodplain Manager. He also attended the Planning and Zoning meeting on 7/3/15 to present 3 proposed projects. The department began implementation of the permit section of the Edmunds MCSJ software, completed permit reviews on 5 substantial projects, and 2 others are currently under review. Two of four major construction projects are nearing completion, with the remaining projects less than 50% complete. Josh and his department were fully involved with planning and implementation of Riverfest activities and support.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, has been working on researching alternative LED street lights for Standard Design Specifications. Mr. Garner has also attended several meetings, helped with Riverfest, worked on engineering database and had the final inspection of the SPD generator installation, as well as on-site support for the fiber optic conduit installation at the SPD. Bill Bennett, Superintendent of Electric, reported that the Electric Department was sent out on June 23rd due to a major outage caused by a lightning strike at Central substation. Circuit 150 that feeds NMH, Manor House, and Genesis at Lofland was out for about 1 ½ hours, and circuit 140 that feeds down the river, Westview and the southwest side of town was out for about 2 hours. Martin Farms, Wilmar Village and several other small outages were around town. The department worked for about 5 hours in the storm, and the outage affected approximately 1,000 customers. The Electric Department cleaned up damage and performed tree trimming from the storm, performed meter readings, finished counting inventory for budget year end and helped with Riverfest.

With no further comments, Mayor Genshaw called for a motion to close the Regular Meeting of Mayor and Council. Councilwoman Peterson made the motion to close the Regular Meeting of Mayor and Council. Councilman Henderson seconded the motion, and the motion so passed with all present voting in favor. Mayor Genshaw closed the Regular Meeting at 7:22 p.m.


Dolores J. Slatcher, City Manager

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