

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
November 7, 2016
SEAFORD CITY HALL - 414 HIGH STREET

- 7:00 P.M.** - Mayor David Genshaw calls the Regular Meeting to Order.
- Invocation
 - Pledge of Allegiance to the Flag of the United States of America.
 - Changes to agenda for this meeting.
 - Approval of the Special FY18 Budget Workshop minutes on October 18, 2016
 - Approval of minutes of the regular meeting on October 25, 2016.

CORRESPONDENCE:

- 1.

NEW BUSINESS:

1. Mr. Jeffery Walton and Mr. Joseph Griffin, Buck Consultants, LLC, A Xerox Company will be present to present the General Employee Pension Benefit Plan.
2. Mr. William Seymour, S B & Company, LLC will be present to present the Audit Report ending 6/30/16.
3. Bids - Transformers
4. Bids - Switchgear
5. Present for approval Committee Meeting Posting Guidelines.
6. Mayor Genshaw to request approval of his appointment of Elizabeth Jenkins as the newest member of the Planning and Zoning Commission.

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OLD BUSINESS:

1.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

1. City Offices closed for the Thanksgiving Holiday on November 24th and 25th.
2. Caroling in Gateway Park, Monday - November 28th @ 7 p.m. and please bring a canned good with current date for the Community Food Closet. Rain date is Friday - December 2nd.
3. 2016 Christmas Parade, "Candy Cane Christmas", Saturday, December 3rd @ 7 p.m. Rain date is Sunday, December 4th @ 7 p.m.

LEAF MACHINE WILL BE IN OPERATION STARTING OCTOBER 1ST THROUGH DECEMBER 31ST. In rain events help us to help you by clearing a catch basin or calling Public Works to have the catch basin cleaned at 302-629-8307 or after hours 302-629-4550.

COMMITTEE REPORTS:

1. **Police & Fire - Councilwoman Leanne Phillips-Lowe**
2. **Administration - Councilman Orlando Holland**
3. **Code, Parks and Recreation - Councilwoman Grace Peterson**
4. **Public Works & WWTF - Councilman William Mulvaney**
5. **Electric - Councilman Dan Henderson**

Mayor Genshaw solicits a motion to adjourn the regular council meeting.

NOTE: Agenda shall be subject to change to include or delete Additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

N.B.3
11/7/16

11/1/16

I have reviewed the four bids for the Pad-Mounted transformers. All of the bids meet the requirements of the bid and I would like to recommend to award the bid to the low bidder, Anixter Inc. for the GE transformers.

2 – 1500 KVA 48-/277V @ \$17,122.70 each for a total of \$34,245.54

3 – 300 KVA 208/120 V @ \$7,157.75 each for a total of \$ 21,473.25

1 – 75 KVA 208/120 V @ \$4,641.25 each for a total of \$4,641.25

The total awarded amount will be \$60,359.90 and has an estimated delivery time of 10-16 weeks.

Bill Bennett



Superintendent of Electric

Perdue Teimburne \$17,122.70
Project Cost
Balance - City

N.B.4
11/7/16

11/1/16

I have reviewed the bids for the Pad-Mounted Switchgear. All three bids meet the requirements and I would like to recommend going with the low bid from Anixter, Inc. for the Federal Pacific units with a price of \$19,664.30 for the PMH-12 and \$18,740.50 for the PMH-9 for a total of \$38,404.80. The estimated delivery of these units is 6-8 weeks.

Bill Bennett



Superintendent of Electric

Perdue Reimburse \$ 19,664.30
Project Cost
Balance City

U.B.5
11/7/14

COMMITTEE MEETING POSTING GUIDELINES
11-07-16

These guidelines are written to assist the Employee, Supervision, and Management in the administration of the posting of minutes for committees that would constitute a public meeting under FOIA guidelines.

Section 10002(h) of FOIA law broadly defines "public body" to include committees. Thus open meeting requirements generally apply to meetings of committees comprised of a quorum of the members of a public body, if the committee will be discussing public business.

The "public body" of the City of Seaford include all members of City Council and the Mayor. Therefore, any committee that includes a member of the City Council or the Mayor will be treated as a public meeting, and as such will be held to all open meeting requirements up to and including the posting of meeting minutes.

Section 10004(f) of FOIA law provides that all public bodies must keep minutes of all public meetings including executive sessions. The minutes must include a record of members present and a record, by individual member, of each vote taken and each action agreed upon. The minutes must be made available for public inspection and copying as a public record, but they may be temporarily withheld from public disclosure for so long as public disclosure would defeat the lawful purpose for the executive session.

Minutes to public meetings should be posted after the conclusion of the meeting in a timely manner. Prior to being posted, draft minutes will be distributed to all members of the committee electronically for review and approval. All minutes will include the verbiage:

"Anyone taking exception to any statements contained herein should notify the writer within 10 days. If no exception is made, the minutes will stand as approved after the 10th day."

This allows for changes to be made within 10 days of the distribution of the draft minutes. If there are changes, they will be made and the new minutes will be redistributed to all parties. Then after the 10th day with no exceptions the minutes will stand as approved.

Minutes must be posted on the City of Seaford website once approved.

Current Committee meetings that fall under the open meeting requirements include:

Operations Committee
Electric Committee
Parks and Recreation Committee
Economic Development Committee
Planning and Zoning Committee

Approved M&C: _____