

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

January 12, 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 William Mulvaney, Councilman Dan Henderson and Councilman Orlando Holland. City Manager Dolores Slatcher, Assistant City Manager Charles Anderson, June Merritt, Director of Finance and HR, Building Official Josh Littleton, Director of Public Works, Berley Mears, and Superintendent of Electric, Bill Bennett was also present.

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

Mayor Genshaw solicited changes to the agenda. City Manager Slatcher stated that there were two changes. First, to approve the change to add the discussion on Sea Level rise for information purposes and also to change the date listed for voter registration deadline from March 27, 2016 to March 25, 2016 as the last Friday in March 2016.

Mayor Genshaw called for a motion to approve the two changes to the agenda.

Councilwoman Phillips-Lowe made a motion to approve the addition of the discussion on Sea Level rise for information purposes and to also add the change of date listed for voter registration deadline from March 27, 2016 to March 25, 2016 as the last Friday in March 2016. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of December 8, 2015.

Councilman Holland made a motion to approve the minutes of the Regular Council Meeting of December 8, 2015. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented the Holiday Decorating Contest Awards for 2015 Christmas Light Display winners.

**CORRESPONDENCE**

Mayor Genshaw asked if there was any correspondence. City Manager Dolores Slatcher, stated that there were two. First being a letter from Peggy Geister with the Sussex County Health Coalition thanking the Mayor for coming out to the 10 year anniversary event. The second was an email from Matthew Brainer, stating that the Brightfield Construction group had received good news and had gotten the purchase order of \$53,000.00 for investigation work on the Riverwalk Project.

**PUBLIC COMMENTS**

Mr. Dan Cannon came forward from 411 Nylon Blvd. He stated our City has chosen to jump into the minefield of regulating employee use of social networking. In the US of A, we operate under the Constitution and its Amendments. Imposing discipline in this case our City, as in a proposed policy, proclaims its right too:

- Control/ limit an employee's freedom of speech even when an employee is not expressly representing our City;
- Tell City employees that as public servants their speech on or off duty is not protected speech under the first Amendment and will be a basis for discipline when our City deems it detrimental;
- Demand that employees as private citizens on their own time not express opinion(s) which may reflect negatively on the City of Seaford or negatively affect the public perception of the City;
- Deny City employees on their own time the basic right of every citizen to publish their opinions even if they would adversely affect the public's respect and/ or confidence in the City of Seaford, SPD or City of Seaford Elected or Appointed Officials.

This is an utterly presumptuous trampling of 1<sup>st</sup> Amendment rights of citizens who happen to be public employees.

We should be protecting employee rights- not trampling them.

## **NEW BUSINESS**

Mayor Genshaw presented New Business # 1, Agreement between the City of Seaford and Seaford Fraternal Order of Police Bargaining Unit effective July 1, 2015 through June 30, 2018 for approval. City Manager Slatcher explained that in the Tentative Agreement Section 6.6 shall be revised to read Court Time. Section 6.6.1 will state, if an employee is required to appear in Court on off duty hours in connection with the performance of the employee's duty, such employee shall be paid at time and one-half for all Court time, with a minimum of 2 hours. Section 6.6.2 will state, if the employee is placed on call for Court, the employee shall be paid at the employee's regular hourly rate of pay for the initial on-call for a minimum of two hours. Any extended hours by the Court will be paid at the regular rate of pay for the duration of the recorded time. No hours will be paid for gaps between the minimum standby and extended standby hours. Should on call extend beyond the minimum, those hours will be paid at the regular rate of pay and in no event shall an employee receive overtime pay for on-call hours. Section 14.1 shall be revised to read Eligible Employees; the City will provide health insurance, vision care, dental care and life insurance of all regular full time employees. Senior Corporal Rank shall be created effective July 1, 2015 with up to 5 Senior Corporal Position filled through the promotional testing process as set forth in Exhibit A. There shall be a 5% step increase for Sr. Cpl. Rank. Salaries will include a general salary increase of 1.5% in year one retroactive to July 1, 2015; a 2% increase in year 2 effective July 1, 2016; and a 1.5% increase in year 3 effective July 1, 2017.

Mayor Genshaw asked if there were any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made the motion to approve the Agreement between the City of Seaford and Seaford Fraternal Order of Police Bargaining Unit to be effective from July 1, 2015 through June 30, 2018 as presented with the attached pay plan for the same period as presented. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 2, changes to the General Orders Manual. City Manager Slatcher stated the changes to the General Orders Manual, upon successful negotiation agreements with the FOP will create an additional rank and pay grade for the rank of Senior Corporal. Change one will add the rank of Senior Corporal and list of minimum qualifications to G.O.M. 3/964.05. The second change will amend the time-in-grade requirements for the rank of Sergeant G.O.M. 3/964.05. The third will add the rank of Senior Corporal to be scored by Oral interviews in G.O.M. 3/964.25 and lastly, will add the rank of Senior Corporal in the list of ranks that require final scoring for eligibility list to fill vacancies, G.O.M. 3/966. Upon successful negotiations with the FOP and the passage of these changes by Council, the first testing for this new rank will be during the May-June 2016 promotional process, with initial promotions to be effective upon completion and promotions may not occur until after July 1, 2016. The implementation would keep the promotional testing within its current cycles for testing.

Mayor Genshaw asked if there were any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made the motion to approve the amended 3/960 Promotion Process to include a Senior Corporal position in section 3/964.05 Rank Criteria; to amend the criteria for Sergeant in the same section; and to add the rank of Senior Corporal in section 3/965.25 adding Senior Corporal for the Oral Interviews of the General Orders for the Police Department as presented. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 3, Bids for 2016 Backhoe. Mayor Genshaw called Director of Public Works, Berley Mears, up to present the bids. Mr. Mears stated that the Public Works department currently has two backhoes, a 1991 and a 2008; both are used daily to replace/repair water/ sewer mains, load stones and other materials in trucks, pick up oversized leaf/ limb piles and snow plowing in the winter. After reviewing the bids for the 2016 Backhoe and confirming it met the bid specifications, he would like to recommend in proceeding with the purchase of the new backhoe from the low bidder, Chesapeake Supply and Equipment Company, in the amount of \$102,825 which includes a \$13,000 trade-in for the 1991 backhoe. The purchase amount of the Backhoe is over budget by \$2,825, but there will no longer be expenditures for the equipment maintenance of the old backhoe.

Mayor Genshaw asked if there were any questions or comments from Council.

Councilman Henderson asked what the likelihood of selling the 1991 outright would be.

Mr. Mears stated that it is possible to list it for sale instead of trading the backhoe in, but the amount in which they would receive for it would be unknown.

Councilman Mulvaney asked what the time frame to receive the new backhoe would be.

Mr. Mears stated it takes 120 days to receive it.

With no further questions or comments from Council, Mayor Genshaw called for a motion. Councilman Henderson made the motion to approve awarding bid for the 2016 Backhoe to Chesapeake Supply and trading the 1991 JCG 1400 B 4x4 backhoe for the net purchase price of \$102,825 which will overrun the FY2016 street capital budget by \$2,825 as the budgeted amount in General Fund-Streets was \$100,000. Councilman Holland seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 4, approval of bid for the Vacuum Circuit Breaker. Mayor Genshaw called Superintendent of Electric Bill Bennett up to present. Mr. Bennett stated that he recommends the purchase of the new Substation Vacuum Circuit Breaker to WESCO Distribution. The bid met all bid specifications and WESCO was the sole bidder; bids were sent out to four prospective vendors. The Electric department had \$23,000 budgeted for the substation vacuum circuit breaker purchase and the bid from WESCO was under budget coming in at \$16,510 and the breaker will be installed in the Ross Substation.

Mayor Genshaw asked if there were any questions or comments from Council.

Councilman Henderson asked if the new breaker was identical to the current breakers.

Mr. Bennett stated that it is the same make as the current breakers, but the new ones are magnetic, which are less maintenance than the current ones.

Councilwoman Phillips-Lowe asked how long it takes to receive the new breaker.

Mr. Bennett explained that it takes about 20 weeks, including sending in the final spec orders, sending in the purchase order, and delivery of the breaker.

With no further questions or comments from Council, Mayor Genshaw called for a motion. Councilwoman Peterson made the motion to approve awarding the bid for the Vacuum Circuit Breaker for the Ross Substation to WESCO in the amount of \$16,510 which was in the FY2016 Electric Fund Budget- Upgrading and New Service for \$23,000. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 5, Letter to Deputy Commissioner OABC. Mayor Genshaw called Building Official, Josh Littleton up to present. Mr. Littleton stated he wanted to make Council aware of the letter being sent to Mr. Robert Weist, Deputy Commissioner OABC in regards to the new Plaza Tapatia. He stated that new Plaza Tapatia has moved to 22928 Sussex Hwy, owned by Oi & Sing LLC; Tax Map and Parcel # 331-5.00-50.08, located in the City of Seaford, Sussex County, Delaware zoned as C-2 Highway Commercial. Plaza Tapatia will sell and/

or serve alcoholic beverages which are permitted in the C-1 and C-2 zoning districts, and there are no restrictions in the City's Code for this type of activity with these zoning districts.

Mayor Genshaw asked if there were any questions or comments from Council. There were none.

Mayor Genshaw presented New Business # 6, information from Trust of Dorothy Andronen Fleetwood Miller regarding the offer of sale of lands to the City of Seaford and the appraisal as prepared by Carmean Appraisal Group for Council to determine their decision. City Manager Slatcher stated the higher of the two appraisals shows a combined value for the two contiguous properties to be \$410,600. The City has 90 days from the receipt of the receiving of the documents, and if the City chooses to purchase the properties, the settlement must occur 45 days from the 90 days. The property is a total of 41.06 sold at \$10,000 an acre and will include tax map and parcels 5-31 10.00 206.00 and 5-31 10.00 207.00 both located in Seaford, Delaware, near Seaford Armory.

Mayor Genshaw asked if there were any questions or comments from Council.

Councilwoman Phillips-Lowe asked if the property was being sold to the City for a higher amount (\$10k an acre versus \$8k), because it is of higher value to the City.

Mrs. Slatcher stated that in her opinion they appraised it higher to the City because it was adjacent from the Industrial Park; and is of more value to the City.

Councilwoman Phillips- Lowe asked if there were any current vacant parcels in the Industrial Park.

Mrs. Slatcher stated, yes, but there are only a few empty parcels.

Councilwoman Peterson made the comment that the land would be very valuable to the City.

Councilman Henderson stated that he didn't agree with paying a \$400,000 premium, and asked where the funds for the purchase will come from.

Councilman Mulvaney asked if the seller's were willing to adjust the selling price.

Mayor Genshaw suggested that he and Council take more time to discuss the purchase and table the decision until a further date.

Mayor Genshaw called for a motion. Councilman Henderson made a motion to table the decision to purchase or pass on the 41.06 acres in the purchase price of \$410,600 adjacent to the Industrial Park. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 7, Judy Schwartz with George, Miles and Buhr to present information on Sea Level Rise Vulnerability Study for the Seaford Wastewater Treatment Facility. Mayor Genshaw called Judy Schwartz up to present. Mrs. Schwartz stated Delaware

coastal communities are threatened by sea level rise, and affect those within the Chesapeake Bay watershed. Sea levels are rising globally as a result of the warming of ocean waters and the melting land glaciers. DNREC and Delaware's Sea Level Rise Advisory Committee have published sea level rise forecasts and recommendations for adapting to sea level rise. In June 2015 the City of Seaford received a DNREC Coastal Management Assistance Grant to study the vulnerability of the Wastewater Treatment Facility (WWTF) as the first step in recognition of the risks of sea level rise for Seaford. The study included ground-based surveys, GIS mapping, inventory of critical elements, and assessment of risk under various sea level rise scenarios. DNREC has predicted a sea level rise of up to 1.5 meters (nearly 5ft.) by the year 2100; worst case scenario. A 30 year projection of 1.5 ft of sea level rise was considered for the WWTF. Under those conditions certain essential structures would be subject to flooding including the primary pump station, chlorine contact tank and portions of Nanticoke Avenue. A final report is scheduled to be submitted to DNREC by March 15, 2016, which should identify the next steps that will aid Seaford in planning for the next WWTF upgrade.

Mayor Genshaw asked if there were any questions or comments from Council.

Councilman Mulvaney asked what the worst case scenario equated to.

Mrs. Schwartz stated it would be worse than some of the severe storms Seaford has had in the past, as far as flooding goes.

Councilman Henderson asked if the City should consider other upgrades after the five year permit.

Mrs. Schwartz stated that in 2050 the expectancy of sea level rise is .50 m, plus add in the factors of a storm, and the WWTF could still experience issues with flooding.

Mayor Genshaw presented New Business #8; discuss the potential marker replacements for the Hooper's Landing Walking Trail needed for those damaged. Assistant City Manager, Charles Anderson came up to present the different options for the replacement of the markers, due to vandalism of the old ones. The options for the markers that would be mounted to the concrete base would include a hard plastic (color core), granite, and aluminum. Mr. Anderson suggested to Council that the new marker be similar to that of the marker at Kiwanis Park, which is a concrete base approximately 9 inch out of the ground and almost 2 ft. wide. He did mention that all of the markers could still be vandalized, but with the marker being lower to the ground, it wouldn't be able to be knocked over like the previous one.

Mayor Genshaw asked if there were any questions or comments from Council.

Councilwoman Phillips-Lowe asked which option out of the three would be the most durable.

Mr. Anderson asked Mr. Tower's, from Tower's Sign's to come forth to answer.

Mr. Tower's stated that naturally the plastic would fade over time, but the aluminum and granite would probably hold up the best, and in his opinion the granite is the most appealing to the eye.

With that being said, they could all be vandalized including painted or busted if someone hit them hard in the cold. But the raised base allows leaves to blow off, and with the base being concrete and lower to the ground it would make it harder to get messed up.

Councilwoman Phillips-Lowe also asked where the money for the markers would come from.

Mr. Anderson stated that the City would check the Grounds Funds to see if it would be covered; if not this budget period, it will fall under the next budget period.

Councilman Henderson stated he was concerned on the height of the stone being a tripping hazard and be a liability issue for the City.

Mr. Anderson stated that the stone marker would have some landscape around it to make it more noticeable and the marker sits off the sidewalk a good ways.

Mr. Towers offered to raise the stone a few more inches if Council felt better about it being higher and not being a tripping hazard.

Mayor Genshaw said the marker at Kiwanis Park was a good height, was not in the way of walkers/runners, and was landscaped around it to make it more noticeable. He suggested Council go out and look at it, and if they decide it should be higher, then Council could agree on that before installation of the new marker.

With no further question or comments from Council, Mayor Genshaw called for a motion. Councilman Mulvaney made the motion to replace the Hooper's Landing Walking Trail marker with a sandblasted granite top with a similar concrete base to that at Kiwanis Park in the amount of \$1187.00. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor.

### **OLD BUSINESS**

Mayor Genshaw presented Old Business #1, Approval of the Charter amendments. City Manager Slatcher stated the amendments include Section 2. Annexation of Territory. The polling place used to be open from 2:00 p.m. until 6:00 p.m.; those times will now read 7:00 a.m. to 3:00 p.m. prevailing time, on the date set for the special election. In addition, absentee voting shall be permitted in conformity with Chapter 75 of Title 15 of the Delaware Code will be added to Section 2. Section 32. Good Government; "manufacturing industries" will now read "economic development projects". Section 35. Power to Borrow Money and Issue Bonds will read; At the Special Election, every owner of property whether an individual, partnership, or corporation shall have one vote and every person who is a bona fide resident of The City of Seaford, but who is not an owner of property within the corporate limits of The City of Seaford shall have one vote. All votes may be cast either in person or by proxy. Any Special Election held pursuant to the provisions of this Section may be conducted by paper ballot and without the use of voting machines. In addition it will also read; the polling place shall be opened from 7:00 a.m. prevailing time, until 3:00 p.m.

prevailing time, on the date set for the Special Election. Absentee voting shall be permitted in conformity with Chapter 75 of Title 15 of the Delaware Code.

Mayor Genshaw asked if there were any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the Charter amendments for Section 2. Annexation of Territory; Section 32. Good Government; and Section 35. Power to Borrow Money and Issue Bonds for the purpose of setting the hours for voting, and to authorize absentee voting for special elections and to authorize the City of Seaford to exempt from City taxation for a period not to exceed ten years, economic development projects which may hereafter be located in the City. And to direct the charter changes to be sent to Senator Bryant Richardson and Representative Daniel Short to be introduced in the General Assembly for approval this session. Councilman Holland seconded the motion. Motion passed with all present voting in favor.

Mayor Genshaw presented Old Business # 2, amended Social Media Policies. City Manager Slatcher explained the policies are for General Employees and Police Department Employees per the City Solicitors review as the workplace guidelines for the City of Seaford employees. These procedures and guidelines are for the acceptable use of social media. Employees should be aware that this policy is not intended to be comprehensive in scope, but employees are expected to apply the standards in the policy and more general standards of good judgment and professionalism. Employees who choose to identify themselves on any social media (explicitly, implicitly or visually) shall consider themselves to be publicly representing the Department and are bound by the policies and procedures set forth. Social Networking Policy (IV- USE) shall read;(A) Employees include full and part time; ex: dispatchers, administrative secretary, and record clerks shall not post, access or monitor Social Networking sites by any method when on duty unless such posting/ monitoring is for a law enforcement purpose, which is cleared by the Chief of Police/ Deputy Chief. (B) Information posted on social networking is not secure or private; firewalls and privacy claims by service providers cannot be relied on to safeguard information once it is posted. (L) No employee shall post information which is derogatory to any group, or individual based on race, sex, sexual orientation, or religion. (M) Department employees are prohibited from posting obscene or sexually explicit language, images/acts, statements that ridicule, malign, disparage or otherwise express bias against any race, sex, sexual orientation, religion or individual.

Mayor Genshaw asked if there were any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to approve the amended Social Media Policies for General Employees and Police Department Employees per the City Solicitor review and as workplace guidelines for the City of Seaford employees. Councilman Holland seconded the motion. Councilman Mulvaney opposed the motion. Motion so passed with Councilwoman Phillips-Lowe, Councilwoman Peterson, Councilman Henderson, and Councilman Henderson voting in favor and Councilman Mulvaney voting against.

#### **REMINDER OF MEETINGS & SETTING NEW MEETINGS**

- Seaford Economic Development meeting, City Hall, Thursday, January 14<sup>th</sup> at 9 a.m.
- Electric Committee meeting, City Hall, Friday, January 15<sup>th</sup> at 9 a.m.
- Greater Seaford Chamber of Commerce, Economic Development meeting, Thursday, January 14<sup>th</sup> at 11:30 a.m. at Stargate Diner
- Think Big Meeting, City Hall, Wednesday, January 20<sup>th</sup> at 4 p.m.
- Police Awards Ceremony, SVFD Banquet Hall, Thursday, January 21<sup>st</sup> at 6 p.m.

### **MUNICIPAL ELECTION- APRIL 16, 2016**

The City of Seaford Municipal Election will be held on Saturday April 16, 2016 in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

One (1) Mayor will be elected for a (2) year term.

One (1) Council Member will be elected for a (3) year term.

**All candidates must have filed by 5:00 p.m. E.S.T., February 26, 2016.** Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/ her name after 5:00 p.m., E.S.T. will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident to be eligible to vote, **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 25, 2016.** A nonresident property owner to be eligible to vote must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 16, 2015) and shall have one vote **provided he or she is registered on the "Books of Registered Voters maintained at the City Hall. Registration hours are Monday through Friday, 8 a.m. until 5 p.m. or by appointment if you cannot register during these normal business hours.** The City of Seaford has independent registration procedures for the Annual Municipal Election. **To vote, you must meet the eligibility requirements and be registered on the "Books of Registered Voters" maintained at City Hall.**

A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

All voters will need to show proof of residency which may be a State of Delaware driver's license, a State of Delaware identification card, a federal or state tax return with address, a City of Seaford utility bill or real estate property tax bill, or other acceptable proof of residency or ownership.

Note: To date Mayor Genshaw has filed for re-election and Councilwoman Phillips-Lowe has filed for re-election. No other candidates have filed as of Friday, January 8, 2016 at 11 a.m.

## **COMMITTEE REPORTS**

Councilwoman Phillips- Lowe reported that in the month of November, SVFD ambulance answered 288 calls for service. 47 of those calls were second emergencies, which mean 2 ambulance calls were dispatched at the same time. The department only has enough employees on duty to staff 1 ambulance at a time, so they rely on help from our volunteers on second emergencies. The Department was able to respond to 42 of the second emergencies. With only failing to respond on 5 calls out of 293 dispatches, the ambulance had a 98.3% response rate. With the Delaware State Fire Commission requiring a 90% response rate, Seaford is providing emergency medical care far ahead of the state standard. In November, the Department also answered 46 fire/rescue calls. On Monday, November 2<sup>nd</sup> at 10:37am, Seaford Volunteer Fire Department along with Sussex County Paramedics and Delaware State Police Aviation, were dispatched to an Agriculture Rescue with extrication at 6127 Owls Nest Road Seaford Delaware. 87 Command responded and was notified of one person trapped in a grain silo. 87 Command requested the Sussex County Technical Rescue Team and the Perdue Rescue team out of Maryland, to be dispatched as well. Once on scene, 87 commands found a 30' high 12x12 round silo, with a 67 year old male lying in the bottom. The patient was trying to make access to the tank via a homemade rope ladder when it broke. Crews from Rescue 87 and Ladder 87 started assembling available rope rescue equipment, to make extrication go faster upon the arrival of the County Tech Rescue team. Ladder 87 was used as a high anchor point above the tank for the rope system. Two Tech Rescue members were lowered into the tank and removed the patient through the top of the tank. The patient was flown by DSP Aviation to Christiana Care, Level 1 Trauma Center. A total of 53 personnel from Seaford Vol. Fire Department, Sussex County Tech Rescue, Kent County Tech Rescue, Perdue Rescue, and Sussex County Paramedics operated to bring the situation under control. These types of incidents require precision, and team work from many emergency personnel, due to the safety procedures that must take place when using rope systems, along with the potential hazards from working around agricultural equipment. At the Sussex County Fire Chiefs Association meeting, the department presented the Delaware Burn Camp Representatives, Jack Lattomous and Joanne Hutchison, a donation check in the amount of \$9,320.00 from the proceeds of our 34<sup>th</sup> Annual Firefighters Softball Tournament that was held at the Jays Nest in August 2015. Delaware Burn Camp provides a physical and emotional support through a camp setting, free of charge, to children under the age of 18 that have sustained a serious burn injury. SVFD takes pride in working to raise money for this organization. The department training for the month of November was going over the equipment and operations of our new Engine/Tanker 87-9. With 87-9 just being put into service, they wanted to make sure all members were oriented with the new engine before using it. 87-9 is classified as an Engine/Tanker because it carries 3,000 gallons of water, as to where the typical fire engine carries 750 gallons or less. To carry that amount of water dictates that the apparatus will be large, however, what is sacrificed in mobility is gained in allowing the department to bring as much water as possible. This allows them to successfully operate on a fire at times of limited staffing, or in areas without fire hydrant access, without having to rely as heavily on mutual aid from neighboring fire

stations. The department is accepting bids for the installation of 5 mobile Computer Aided Dispatch (CAD) units. The CAD units will be installed into 2 of the ambulances, Engine 87-2, Rescue 87-6, and the Command vehicle. The CAD units are able to map the route of travel to calls, the location of fire hydrants, storage of safety information on various facilities in the district, and talk to the dispatch center via computer to computer. SVFD has a Facebook page that is updated frequently. Pictures of incidents, training sessions, and department functions are uploaded as a recruitment tool, along with a way to show the public how the department is working to serve them. November 17<sup>th</sup> was the 114<sup>th</sup> anniversary of the official organization of the Seaford Volunteer Fire Department Inc. SVFD appreciates all of the support from the City of Seaford, which has allowed them the ability to provide the residence of Seaford Delaware the best Fire, Rescue, and Emergency Medical care possible, for the past 114 years. The Police Department is preparing to finish the year end state requirements as well as preparing for the Awards Ceremony January 21, 2016. The department also did a great job with their first Honor Guard Services for retired Sgt. Otas Cephas.

Councilman Mulvaney reported that City Manager Dolores Slatcher conducted an interview with Downes Associates for an Electric RFP with Councilwoman Peterson, Councilman Henderson, Assistant City Manager Charles Anderson, Superintendent of Electric Bill Bennett, and Citizen Representative Tony Lowe. She met with Senator Carper and developers for a project and site review followed by a luncheon with Mayor Genshaw, Assistant City Manager Anderson, and ED Manager Trisha Newcomer. Other meetings and projects included a SCAT meeting with Councilwoman Phillips-Lowe, Board of Adj. meeting for new signage for Pizza Hut at the Big Lots Shopping Center, Hooper's Landing Golf Course quarterly meeting, met with the City Solicitor James A. Fuqua, Jr., and participated in the backhoe and vacuum circuit breaker bid openings, as well as Representative Short's community meeting. Mrs. Slatcher prepared the prep work for the Executive Session to finalize the negotiation with the Seaford Fraternal Order of Police Bargaining Unit. She also worked on the review of the electrical engineering contract documents for the proposed Electrical Improvement project, reviewed changes on the web site with IT Manager Trisha Newcomer, and assisted the Superintendent of Electric Bill Bennett with a review of his presentation before Council.

Assistant City Manager Charles Anderson worked with the signage vendor regarding materials options for the walking trail replacement signs which were vandalized. Mr. Anderson also participated in the engineer interview on the Pine Street Substation project, the part time recreation position interview, bid openings previously mentioned, Hooper's Landing Golf course quarterly meeting and the conference call with the compensation consultant the Singer Group. Finance Director June Merritt, along with the Assistant City Manager Anderson met with the FOP Bargaining Unit to finalize negotiations with the contract, which was ratified by the FOP awaiting tonight's Council action. Mrs. Merritt participated in a phone conference with Edmunds to discuss upgrade issues, attended the Job for Delaware Graduates job fair at Seaford High School, and reports all other business with customer service and financial management has been routine. Utility bills were scheduled to be mailed out today.

Councilman Holland reported that in the Recreation Department, the department completed the schedule for youth basketball (3 leagues, 17 teams, 157 participants). They have started open gym, youth basketball practices and scheduled picture dates with Jim Hill for youth basketball league. First day of youth basketball league is Saturday, January 16<sup>th</sup>. In the Parks Department, they have been finishing routine maintenance on equipment including oil changes, repairs to ramps at the complex, worked on removal of overgrowth along right of ways and helped take down the Christmas tree and décor at City Hall and Gateway Park.

Councilman Henderson reported that Economic Development Manager Trisha Newcomer, attended several meetings. Most notably she attended a meeting with U. S. Senator Tom Carper at the Riverplace Apartment work site. Trisha also attended a meeting to discuss Riverfest 2016. She performed research on Business Retention and Expansion Programs, and developed an Employment Flyer for the Human Resources Department. The flyer was distributed at a recent job fair. In Information Technology, Trisha worked through issues with the city's MCSJ software and its vendor to make improvements, and she also provided assistance to other users on the network. She updated the Community Calendar to reflect the 2016 Council meeting schedule. Trisha met with the City's Dispatch Administrator regarding the timeline for a Computer Assisted Dispatch upgrade at the 911 Center.

Superintendent of Public Works, Berley Mears reported, that the Harrington Street water main replacement and repair project is functional. Patching and paving are pending a vendor selection and good weather. Department personnel performed some routine equipment maintenance. They performed other routine tasks such as leaf and limb pickup, street sweeping, state sampling, and meter readings. They also cleaned key sections of the sanitary sewer system. Formal leaf vacuuming was concluded on December 31. Some non-routine repairs such as a water service leak repair on Magnolia Street, and unscheduled maintenance of two lift station pumps were performed. Crews also replaced a faulty disconnect switch for the 534 North well pump, and they installed a Hydra-Stop for the Riverplace Apartment tie-in. The Waste Water Treatment Facility's total system performance is reported as good. The leachate treatment program is going well. Compost sales have slowed, and the screening of material is slow. Equalization Pump (EQ) #1 is back and EQ Pump #2 will be sent out for repair soon. Facility personnel have determined that the Influent Pump #2 Variable Frequency Drive needs to be replaced. Recently four compost bay manifolds have been replaced. This was a budgeted expense. Reports are that other operations and maintenance are routine.

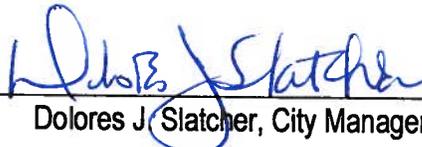
Building Official, Josh Littleton reports that in the Code department, permit and violation inspections as well as most other activities were routine. The department continues work on the City's Standard Design Specifications. He had several other meetings during the period including a meeting with staff members to review zoning ordinance re-codification, City Council meeting, Board of Adjustment meeting, Planning and Zoning meeting where

he presented a subdivision request. He also met with a commercial property owner regarding a potential fit-out. The department has ongoing plan reviews for several projects, and continues to monitor planned projects and projects underway.

Councilwoman Peterson reported that Electrical Engineer Rick Garner, worked on materials procurement and drawings for circuit 330 addition to the Ross Substation. Mr. Garners also attended a DEMEC board meeting, worked on the FY16 budget, and evaluated the bid for the vacuum breaker.

The Electric Department personnel has read meters, installed more of the LED street lights, and helped with Parks and Rec to paint the higher parts of the press boxes at the softball fields. They also set a new pole for the service to the new building at Chandler Heights 2, and set two poles and an anchor for the Residence at Riverplace. The department has trimmed several trees around town, unhooked Christmas light on all streets but High St. (they stay on until the end of January) and helped take down the Christmas tree in Gateway Park.

With no further comments, Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Peterson made the motion to adjourn the Regular Council Meeting and Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 8:40 p.m.

  
Dolores J. Slatcher, City Manager

/sne