

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

January 26, 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, and Superintendent of Electric Bill Bennett were also present.

Councilman Mulvaney 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 no changes.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of January 12, 2016. Councilwoman Peterson made a motion to approve the minutes from the January 12, 2016 Council Meeting. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

CORRESPONDENCE

There was none.

Seaford Fraternal Order of Police Bargaining Unit representatives and City of Seaford representatives to sign new contract effective July 1, 2015 through June 30, 2018 approved at the regular meeting of January 12, 2016. Cpl. Matt Mills and Cpl. Eric Chambers came forward to sign the agreement on behalf of the Seaford Fraternal Order of Police Bargaining Unit. Mayor David Genshaw and City Manager Dolores Slatcher signed on behalf of the City of Seaford.

Mayor Genshaw closed the Regular Meeting at 7:05 p.m. and opened the Public Hearing.

Building Official Josh Littleton came forward to present PH #1, Case #S-02-16: Joan P. Simpson, Harry L. Price & Joseph Price, Jr., are the property owners of 123 N. Porter Street, identified as Tax Map and Parcel 5-31-13.10-88 and a lot identified as Tax Map and Parcel 5-31-13.10-89. The property owners wish to subdivide and convey part of TMP 5-31-13.0-89 to TMP 5-31-13.10-88 as a continuation of a parcel. Mr. Littleton stated that the owners wish to subdivide and convey part of TMP 531-13.10-89 to parcel 88 as a continuation of the parcel. He added that both properties are zoned R-1 Single Family Residential. The new lot sizes will conform to the area and bulk requirements of R-1.

Mayor Genshaw asked for any questions from the Council. Councilwoman Peterson asked if the lot would be smaller after the change. Mr. Littleton stated that parcel 89 would be smaller since they are taking off some of the rear portion of the land.

Mayor Genshaw asked for questions from the public; there were none.

PH #2, Cable Franchise Agreement to review the past performance of the cable operator, Comcast, and to identify the future cable-related community needs of the City. City Manager Slatcher stated that this public hearing is regarding the cable franchise renewal for the City of Seaford. This public hearing is held pursuant to Section 626 of the federal Cable Act, which sets forth the process for franchise renewal. The City's current franchise with Comcast is set to expire at the end of this year, and the City is beginning the process of renewing the franchise.

This public hearing is part of the preliminary portion of franchise renewal in which the City reviews the cable operator's past performance and identifies the City's future cable-related community needs. As such, as part of this public hearing, we invite comments from any citizens who wish to speak regarding either or both of the aforementioned subjects.

Franchise renewal is the best opportunity for municipalities to assert their rights with respect to their cable operator and to obtain important benefits in return for granting the cable operator the right to use their public rights-of-way. These benefits include:

1. A State-of-the-Art Cable System now and in the future;
2. Strong Customer Service Standards;
3. Free Services to Community Facilities;
4. Better Reporting Requirements from the Cable Operators;
5. Maximized Franchise Fees;
6. Franchise Grants;
7. An Educational and Governmental (EG) Channel;
8. Legal Protections of the Rights-of-Way; and
9. Better Mechanisms to Enforce the Franchise Agreement.

These are just some of the potential benefits available through franchise renewal. Citizens may address these items or any other cable-related items that are important to them.

Mayor Genshaw asked for questions from the Council. Councilman Mulvaney asked for a copy of the letter due to some questions from the public. City Manager Slatcher stated that she would provide him a copy. Mayor Genshaw then asked for questions from the public; there were none.

Mayor Genshaw closed the Public Hearing at 7:08 p.m. and reopened the Regular Council Meeting.

Mr. Littleton then presented the Findings of Facts for PH #1:

- Properties are located on N. Porter Street and identified as TMP 531-13.10-88 & 89
- Properties are zoned R-1 Single Family Residential District
- Lots will comply with area and bulk requirements of the district.
- Planning and Zoning recommends approval to Council

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to approve the subdivision of land to create a new parcel TMP 5-31-13.10-89 with conveyance of a portion of TMP 5-31-13.10-89 to TMP 5-31-13.10-88 as a continuation of the parcel for Joan P. Simpson, Harry L. Price and Joseph Price, Jr., owners of the property at 123 N. Porter Street. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then called for a Roll Call Vote:

Councilman Henderson voted yes based on the findings of facts;
Councilwoman Philips-Lowe voted yes based on the findings of facts;
Councilwoman Peterson voted yes based on the findings of facts;
Councilman Mulvaney voted yes based on the findings of facts;
Councilman Holland voted yes based on the findings of facts.

NEW BUSINESS

Mayor Genshaw presented New Business # 1, George Bjelovuk, Program Manager and Jared Price, Chief Technology Officer from AMP to present information on the Advanced Metering project. Mr. Price came forward and gave a quick background about American Municipal Power. It was formed in 1971 and in 1996 there was a public letter to make it a tax exempt company. There are currently nine states that are a part of the AMP group which is owned and governed by 132 members. Mr. Price added that Mr. Pat McCullar who is the President of DEMEC of which Seaford is a member of serves on their board. Mr. Price stated that members subscribe to projects of their choice. AMP has a \$750 million line of credit to provide with underlying support. Leidos Engineering was hired in 2014 to do a study on the Advanced Metering Project for AMP. During that time, AMP reached out to their members to see who would be interested in the project. The City of Seaford was one of the members that responded and stated that they did have interest. After touring the City of Seaford's facility, it was found that there is aging equipment and there are water meters that have modules that are near the end of their life which have stopped or are under registering. He stated that by doing the advanced meters, it would improve the cost of customer service, enhance customer communication and enable remote control and disconnect electric service. Mr. Price stated that there is support for emerging needs such as metering requirements, changes in rate design and distribution grid maintenance. There are many advantages to the meters including customer access to their utility usage, all meters can be read on the same day, confirm power restoration, reduction in time that is spend on reading meters and a better plan for

load management and system upgrades. The networking on the system was discussed which included the head end of the system in the AMP office with the use of fiber optic which connects to the billing system. It was added that special employees would be needed to maintain the equipment, however, there is a group of vendors that are willing to work with AMP and the City on providing the data services. There are many components that go into the system and how it all operates.

There was an RFI issued to 23 vendors for the project and 24 responses were received. An RFI design was done for the City of Seaford based on the information that was provided to them. A committee was put together to review the RFI's and it is currently in the process of finalizing the selection of vendors. The AMI communications network allows flexibility, ability to fully monitor and a foundation for future requirements. There are some back office applications that include deep experience with working with Municipal Utility systems, usability of applications and extensive billing system and integration experience.

The costs were then reviewed. There is a one-time cost which includes new electric meters, water communication module, water meters, AMI communication network, installation of field equipment and billing equipment. The electric meters would be about \$310,000- \$450,000, the water communication module would be about \$110,000, the AMI communication network would be about \$55,000-\$75,000, installation of field equipment \$95,000 and complete meter-to-cash integration \$60,000. There are also optional modules that can be added if the City wished to include them. There is also an estimated cost of \$80,000- \$100,000 in project maintenance and training, capital cost of \$710,-\$915,000 and the annual operation cost of \$75,000-\$85,000. There will need to be security considered as well as IT infrastructure and an AMI operator/support staff. It was added that AMP can provide assistance with financing which will work with DEMEC on the project.

It was suggested that the City educate themselves on the smart metering equipment and reasons why people would be opposed to these. A person should be designated as the spokesperson who would answer questions about the smart meters and the Automated Metering Infrastructure program. It was also suggested to communicate with residents as much as possible. A verbal commitment has been given from the AMP board members and they are requesting tonight that the City of Seaford give them a non-binding letter of intent. The letter of intent is to continue working with AMP.

It was then asked if there were any questions. Mayor Genshaw asked if all the smart metering was installed at once or if it could be done gradually. It was stated that it could be done gradually and there are benefits by doing them either way. Councilman Mulvaney asked if the proposal included the water meters. It was stated that it does include the water meters of what we currently have based on the data that was submitted to them. City Manager Slatcher added that this would also show if a meter was tampered with and we would know when it happened which would give us more collection of information to respond to. Councilman Henderson asked if the estimated budget included any system build out. It was stated that it included all networks and a 10 year life span. It was also noted that four other members from DEMEC submitted interest in the program. Mr. Bjelovuk added that they asked the vendors to hold their pricing for two years. Councilman Henderson asked if we wanted to add more water meters in the future would that be possible. It

was stated that more meters can be added. Councilman Henderson added that he is in favor of the project but would like to see the letter before it is signed off on. Councilwoman Phillips-Lowe made a motion to approve a non-binding letter approving Seaford participates in the Automated Metering Infrastructure (AMI) project with American Public Power (AMP) pending the approval of the letter. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 2, Present information on the golf carts at Hooper's Landing Golf Course for the purchase of new golf carts or funding the maintenance for the optimum operation of the carts in the 2016 season. Mr. Greg Thomas came forward representing Hooper's Landing stating that the current golf carts were purchased in 2008. The batteries were replaced in 2012 and 2013. He stated that the life span of a golf cart is around 8 years so these carts have met their expectancy. He stated that the batteries could be replaced, however, it is not known for sure if the batteries are the problem and he feels that there are other problems with most of the carts. There are currently 36 carts and the proposal is replace them as well as adding 4 additional carts to bring the total to 40 carts at the course. The recommendation is to have 32 electric carts and 8 gas carts. Mr. Thomas added that there have been times when people had to be turned away during the busy time because there were no carts available for use and they have also left people on the course. He feels that by getting new carts it would help business and the reputation of the course. Mr. Thomas said that the proposal from Yamaha includes an \$840 trade-in allowance for each cart making the trade in value \$30,240. The cost for 32 new 2016 Yamaha Electric carts would be \$4,284 per car making a total of \$137,088 and 8 new 2016 Yamaha Gas carts would be \$4,216 per cart making a total of \$33,728. The total net purchase price after the trade in allowance would be \$140,576. Councilman Mulvaney stated that he has been out to the course before and one of the carts has left him stranded. He feels that they have outlived their expectancy and it is good for the course to get the new carts.

Mayor Genshaw asked for any questions. Councilman Henderson asked if gas carts lasts longer and if they are cheaper then why did the proposal not include more gas carts. Mr. Thomas stated that the gas carts have more parts to them so there is more opportunity for something to break or need service so the cart would not be able to be used. Also they are louder so some people do not want to use them. Councilman Henderson also stated that on the proposal it states that each cart must come with a working charger he asked Mr. Thomas if we have one for each one we are trading in. Mr. Thomas stated that to date that is correct each cart has a working charger. Councilman Holland asked if Yamaha was the only vendor that was checked for prices. Mr. Thomas stated that Club Cart was also looked into but they were higher and the trade in allowance was lower. Mayor Genshaw stated that he feels that it is important to have good equipment and it would be a good thing for the course.

With no further questions, Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the purchase of 40 New Yamaha golf carts with 32 being electric and 8 being gasoline trading in 36 - 2008 Yamaha electric golf carts for a net cost of \$140,576 and to authorize the payment using \$40,000 from the golf fund reserve; \$40,000 from the rent reserve fund; and \$60,576 from the sale of land reserve fund. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 3, Request to set Clean-Up Week for May 9th through 13th, 2016. City Manager Slatcher stated that Berley Mears, Director of Public Works has requested to set this week aside for Clean Up Week. With no questions, Mayor Genshaw called for a motion. Councilman Holland made a motion to set the Public Works Clean Up week for May 9th through 13th, 2016. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 4, Present recommendation for engineering services for the Electric System Improvements. City Manager Slatcher stated that there was six firms in attendance at the pre-bid meeting with four firms submitting proposals on October 21, 2015 for the project. All of the firms that submitted proposals were found to be well qualified and credible. The committee ranked the firms after their review. The committee is recommending that the City award the Electrical Engineering for the Pine Street Electrical Substation Expansion and Reconstruction with the firm of Downes Associates, Inc. for the required engineering services. She also advised the project titles may change throughout the design phases as the work may need to be description for the various bidding documents and financing. Councilwoman Peterson made a motion to award the electrical engineering request for proposals for the Pine Street Electrical Substation Expansion and Reconstruction project to Downes Associates. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 5, Mrs. June Merritt, Director of Finance to present the quarterly FY16 budget report. Mrs. Merritt stated that that this was with the quarter ending 12/31/2015.
REVENUE:

- General Fund – 46% realized
 1. Justice Assistance Grant – 242%, part of this grant is a pass-thru grant and it has been received but not yet dispersed to the participating police departments.
 2. Realty Transfer Tax – 36%, the first two quarters of FY 16 have been flat which is somewhat typical. Expect these revenues to increase in the next two quarters.
 3. Code Admin Fees – 81%, fees for grass cutting and property services have continued steady through the end of the year.
 4. Board of Adjustment Fees – 96%, have seen an increase in variance requests by property owners, but is unknown if we will have any more the rest of the fiscal year.
 5. Equipment & Labor – 60%, use of City labor & equipment for clean & liens, property rehabilitation, etc.
 6. Special Duty Police Fees – 82%, used more policing services during the holiday season.
 7. Youth Football – 106%, program is complete for this FY.
 8. Police – Fines & Fees – 33%,
 9. Red Light Camera Fees – 0%

- Water Fund – 41% realized
 1. Water Sales – 46%,
 2. Water Capacity Fees – 428%, attributable to the Chandler Heights II project.
 3. No transfers from reserves this quarter.

- Sewer Fund – 46% realized

1. WWTF EDU Charges – 43%
 2. Septage Dumping Permits – 75%, outside septic haulers
 3. Septage Treatment – 72%
 4. Compost Sales – 253%,
 5. Impact Fees – 154%, attributable to the Residences at River Place project
- Electric Fund – 43% realized
 1. Equipment & Labor – Billed – 116%
 2. Electric Construction Fees – 146%, attributable to Chandler Heights II & Residences at River Place projects
 3. Electric Sys Cost Recovery Fee – 7%

EXPENDITURES:

- Executive – 76.17%
 1. Salaries & Taxes – 99%, all paid to elected officials in July
- Administration – 61.86%
 1. Senior Citizen Tax Exempt – 67%, exemptions are complete for the FY
 2. Non Profit Tax Exempt – 101%, exemptions are complete for the FY
 3. Professional Fees – 71%, FY 15 audit services were paid
 4. Equipment Maintenance – 96%
 - a. Tab Fusion – filing system software maintenance agreement
 - b. MCSJ – annual software maintenance & support agreement
 - c. Pervasive Upgrade 11.31 – software platform agreement
 - d. Vehicle Maintenance – 89%, service & repair A/C on Durango
 5. Building & Grounds Maint – 71%
 - a. Repair & paint interior of City Hall
 - b. HVAC maintenance/repair
 6. Travel – 73%, NLC meeting and SCAT meeting
- Economic Development/Information Technology – 33.78%
 1. Marketing – 5%
 2. Dues – 100%, IEDC annual dues
- Code – 63.69%
 1. Professional Fees – 69%, attorney's fees associated with board of adjustments
 2. Property Demolition – paid \$63K for demos budgeted in FY 15 but not completed and billed until FY 16.
- Fire – 36.16%
 1. Gasoline – 23%, cost of gas is down
 2. Equipment Reserves – 0%, transfer has not yet been made for FY 16.
- Police – 48.44%

1. Police Salaries-Special Duty – 82%, more request for policing services which are billed to customer requesting service.
 2. Police Salaries-O/T Special Assignment – 85%
 3. Professional Fees – 19%, attorney fees for FOP agreement, negotiations are ongoing.
 4. Safety/Protective Gear – 100%, bulletproof vests
 5. Equipment Maintenance – 14%, various annual maintenance contracts to be paid during the remaining FY
 6. Advertising – 76%, employment advertising
 7. Travel – 146%, new recruit costs for training
 8. JAG Grant – 0%, received but not yet expended
 9. Misc Police Grants – 115%, grant for bullet proof vests, received more than budgeted.
- Dispatch – 45.84%
 1. Salaries O/T – 63%, manpower shortage
 2. Operating Supplies – 10%, random drug screenings and misc supplies
 - Recreation – 51.94%
 1. Professional Fees – 32%, umpire fees, seasonal
 2. Advertising – 32%, money mailer
 3. Travel – 3%, minimal travel but may change with new superintendent
 4. Youth Football – 116%, flag league is finished for year
 5. Public Trip Expense – 0%, no trips planned so far this FY
 6. Special Events – 81%
 - a. Movie in the Park
 - b. 1st Saturday Events
 - c. Easter Egg Hunt to take place at Easter
 7. Nanticoke Riverfest – 90%, event was held in July 2015. The 2016 event preparation will begin soon.
 8. Capital – 62%
 - Parks – 99.32%
 1. Sanitation – 24%, trash and port-o-johns, seasonal
 2. Equipment Maintenance – 77%
 3. Vehicle Maintenance/Repairs – 23%
 4. Communication – 28%
 5. Operating Supplies – 93%, increase due purchase of several small tools such as drills, string trimmers, chainsaws, etc.
 6. Capital – New Parks Maintenance Shed was not budgeted, obtained 10 year loan.
 - Pool – 48.73%
 1. Professional Fees – 67%, weekly certified pool operator fees
 2. Equipment Maint – 67%
 3. Chemicals – 57%
 4. Utilities – 52%
 - Streets – 32.43%

1. Salaries O/T – 77%, due to manpower shortage
 2. Cleanup Week Contract – 0%, scheduled in May 2016
 3. Equipment Maintenance – 39%
 4. Vehicle Maintenance – 40%
 5. Street Maintenance – 24%, street paving is scheduled in late Spring/early Summer
 6. Communications – 33%
 7. Operating Supplies – 27%
 8. Capital – 5%, purchase of backhoe was bid and awarded with trade-in.
- Golf – 40%
 1. Equipment Maintenance – 9%
 2. Operating Supplies – 78%, reimb. Adkins for Gift Cert. issued prior to new agreement.
 3. Merchandise – 18%
 - Water – 33.33%
 1. Safety/Protective Gear – 31%
 2. Vehicle Maintenance – 38%
 3. Service Maintenance – 12%, water line services
 4. Advertising – 179%, advertising for bids and employment
 5. Office Supplies – 7%
 6. Small Tools – 12%, hand tools such as rakes, shovels, brooms, etc
 7. Gasoline – 26%
 8. Water Meters – 11%, meters for projects such as Chandler Heights II and Residences at River Place
 9. Capital – 28%, hydrants on order
 - Sewer Collector – 51.55%
 1. Professional Fees – 15%, engineering fees for Cypress St and Virginia Ave
 2. Right of Way Fees – 10%, Norfolk Southern grade crossing due in April
 3. Capital - \$22.9K not budgeted for the completion of the Rt 20 Sewer Expansion project
 - Waste Water Treatment Facility – 42.32%
 1. Professional Fees – 577%
 - a. NPDES permit renewal requiring GMB services
 - b. Sea Level Rise Study – not budgeted, but there is grant funding available for reimb.
 2. Safety/Protective Gear – 31%
 3. Building & Grounds Maint – 34%
 4. Office Supplies – 28%
 5. Operating Supplies – 72%, purchase of bill forms & delinquent notices in November
 6. Gasoline – 33%
 - Compost – 26.48%
 1. Salaries O/T – 82%, manpower shortage
 2. Equipment Maintenance – 38%
 3. Building & Grounds Maintenance – 70%

4. Chemicals – 33%
 5. Bulking Agents – 0%, seasonal. Usually purchased in Spring & Summer
 6. Utilities – 20%, seasonal.
- Electric – 35.63%
 1. Professional Fees – 37%
 2. Clothing Allowance – 12%
 3. Safety/Protective Gear – 32%
 4. Building & Grounds Maintenance – 36%, gate maintenance, hvac maintenance, general maintenance.
 5. Travel – 12%, lineman training
 6. Office Supplies – 24%
 7. Operating Supplies 81%, pole marking system, pilot valve for breaker
 8. Small Tools – 16%, screwdrivers, wrenchs, drills, etc.
 9. Gasoline – 26%
 10. Operating Inventory – 108%, LED Street Lights to be reimbursed through Green Energy Fund
 11. Bad Debt – 90%, written off \$31.5K and sent to collections for this year.
- Upgrading & New Service – 14%, bid for Ross Substation breaker just awarded.

Mrs. Merritt asked for any questions, there were none.

OLD BUSINESS

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- MS 4 Workshop, Duncan Center, Dover, January 28, 2016 @ 3:30 p.m.
- Delaware League of Local Governments dinner, Duncan Center, Dover, January 28, 2016 @ 6:00 p.m.
- Elected officials and staff planning session, Council Chambers, January 29, 2016 @ 8:30 a.m.
- SCAT Legislative Dinner, Cheer Center, Georgetown, February 3, 2016 @ 6 p.m.
- Sussex County Profile Luncheon, Sussex County Association of Realtors, Georgetown, February 2, 2016 @ 11:30 a.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 Saturday, January 23, 2016 at 7:45 a.m.

COMMITTEE REPORTS

Councilwoman Phillips- Lowe reported that she did not receive a fire report. The police department has started their training and testing has been completed for the open police officer position. The annual awards ceremony was held on January 21st and was a successful event. Capt. Flood recently met with the new Troop 5 Captain, Darren Short to discuss key areas. The department also prepared for the snow. She also commended all of the departments on a job well done during the recent storm and thanked them all for their dedication and hard work.

Councilman Mulvaney reported that June Merritt, Director of Finance reported that she has been working with Annette on the Affordable Care Act employer reporting requirements, attended and participated in the electric meeting with Downes Associates with the City Manager, Assistant City Manager and other staff, worked on the quarterly FY16 budget report and processed account reconciliations. She also reported all other business is routine, bills were due yesterday, January 25th with non-payment disconnects to be processed on February 8, 2016.

Assistant City Manager Charles Anderson reported attendance at the monthly State/County/Municipal economic development meeting, participating in the police interviews and the electric meeting with Downes. He also attended the Sussex County

Mitigation plan update meeting and attended the Police Department awards ceremony. He also reported meeting with the Mayor and the youth Pastor from Gethsemane UMC regarding potential community projects in Seaford.

City Manager Dolores Slatcher reported participation/attendance in the Seaford Economic Development meeting, staff electric workshop with Downes Associates, the Police Officer interviews, the Police Awards Ceremony, a meeting with Broad Valley Micro Fiber Networks for a potential new option in Seaford with several staff members, and a Think Big meeting with Mayor Genshaw, Councilman Henderson and Economic Director Trisha Newcomer. She also reviewed the presentation information on the Advanced Metering Project for tonight's meeting, prepared the agenda for tonight's meeting and worked the snow event with power outages on Saturday and Sunday's city-wide outage.

Councilman Holland reported that in the Recreation Department, rescheduling was done for youth basketball practices and games as well as pictures due to snow. There are youth basketball games scheduled this week for Monday and Thursday. The parks department built pallets for the Christmas lights and are working on painting goal posts. Preparation was also done for the storm and snow removal was completed.

Councilman Henderson reported that Economic Development Manager Trisha Newcomer, was focused on collaboration with other groups through her attendance at various forums and work groups. She attended a city/county/state economic development work group meeting, an economic development forum at Salisbury University as well as a Greater Seaford Chamber of Commerce Economic Development Forum. She started to prepare a database for use with the Business Retention and Expansion Program. Her other outreach efforts included her attendance at a "Thing Big" event hosted by John Hollis. Trisha met with a potential vendor regarding the production of an informational video regarding a proposed upgrade to our electrical infrastructure. She also continues to promote our Downtown Development District to potential grant recipients. Trisha was among a group of City representatives that met with a potential vendor for expansion of a fiber optic network within the City. She also assisted a local business with the development of a delivery map. In Information Technology, Trisha participated in a social media lunch and learn session. She was also interviewed by the Singer Group for their research on a compensation review. She continued with computer upgrades and monitor replacements as well as assisted Gary Andrews with the new computer ordering process. Trisha and Gary also made updates to the City's Facebook page during the recent storm.

Director of Public Works Berley Mears reported, congratulations goes out to Greg Brooke who recently passed the examination for the Delaware Water Operator's License. The department personnel performed some routine equipment maintenance. They also performed other routine tasks such as leaf and limb pickup, and meter readings. They also performed a hydrant repair in Belle Ayre, and they did maintenance work on the street sweeper. Crews extracted roots from sewer mains in the area of Oak Road and on Stein Highway. In preparation for the recent winter storm, Jonas the department's snow plows and trucks were set up. They applied a pretreatment of brine on certain streets and parking

lots. Snow plows were deployed during and after the snowfall ended. At the WWTF, total system performance is reported as good. The leachate treatment program is going well. Compost material screening is slow. An evaluation of EQ Pump #2 is underway. Oxid Blower Motor #3 has been removed for bearing repairs. An order was placed to replace the Blend Tank Blower. Facility personnel recently performed quarterly influent and effluent sampling. A meeting was held with the City's engineer to reevaluate the NPDES copper discharge limit. They also met with local businesses to discuss copper limits, and pretreatment of discharges regulated by the EPA and DRNEC into the City's system.

Building Official Josh Littleton reports that in the Code department, permit and violation inspections as well as most other activities were routine. Josh met with a property owner to re-address a multi-unit apartment building. The department continues to work on the City's zoning ordinance revisions, and he attended a meeting regarding this topic with other staff members. Josh performed inspections in order to cover a shortage during the Code Inspector's vacation. 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, attended several meetings including the DEMEC board meeting, Fiber Optic and Rate Maintenance meetings. He also has been working on the upcoming budget and year end reports.

The Electric Department personnel has finished Phase 1 of the LED street lights. They cut down a tree on Porter Street near the primaries. A presentation was made to Mayor and Council on the new Ross Substation Vacuum Breaker which has been ordered. The crews worked in Chandler Heights 2 running the primary wire, setting transformers and hooking up 5 units. The goalposts were taken down at the football fields for Parks and Recreation. The Christmas lights were also taken down except for the snow flakes on High Street which are removed the end of January. A new service was hooked up at Mr. Tire. There were numerous outages during the snow and wind on January 23rd and the crew worked 10 ½ hours to restore power to all customers in the City. On January 24th, power was lost due to DP&L losing their transmission line from Invista to their North Seaford Substation.

Mayor Genshaw thanked everyone that came in and helped during the snow storm and commended everyone on a job well done.

With no further comments, Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council to move into an executive session. Councilwoman Phillips-Lowe made the motion to adjourn the Regular Council Meeting to move into an executive session and Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 9:01 p.m. to move into an executive session.

Mayor Genshaw reopened the regular council meeting at 10:54 p.m. and called for a motion to adjourn the meeting. Councilman Henderson made a motion to close the regular council meeting. Councilman Mulvaney seconded the motion and the motion so passed with all present voting in favor.



Dolores J. Slatcher, City Manager

/tnt