

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

February 9, 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, Acting Chief of Police, Captain Gary Flood, Trisha Newcomer, IT and Economic Development Manager, Director of Public Works, Berley Mears and Superintendent of Electric Bill Bennett were also present.

Councilwoman Peterson 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 Electric Committee and Mayor and Council joint workshop held on January 25, 2016. Councilwoman Peterson made a motion to approve the minutes from the January 25, 2016 meeting. Councilman Henderson 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 January 26, 2016. Councilman Holland made a motion to approve the minutes from the January 26, 2016 Council Meeting. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw called for Acting Chief of Police Captain Gary Flood to come forward with Patrolman Jones so Patrolman Jones could take the Oath of Office as read by Mr. Bill Bennett, Notary.

**CORRESPONDENCE**

There was none.

**PUBLIC COMMENTS:**

Mr. Dan Cannon of 411 Nylon Boulevard came forward to speak on censorship, electric rate hike and a budget process. Mr. Cannon stated that the editing of the public comments of the January 12<sup>th</sup> Council Minutes was a slippery slope towards censorship of public record. He also stated that his recent utility bill reflected a 16.3 kWh charge of his electric rates, and tonight's Council will raise the residential rates to 16.7 kWh, furthering the problem. During the FY'16 budget workshops Mr. Cannon was concerned on the well practiced process allowing unrealistically high initial proposal of budget to cushion the anticipated pairing down. The strategy, in his opinion, successfully increased spending levels over the FY15 and provided 1.5 % raises. The paired down proposal was \$750,000 over the anticipated revenue, ultimately the level of deficit spending was approved. With

\$750,000 of reserves or savings used to balance the budget a fiscally unwise decision. However in the face of effectively declining revenues from the resale of electricity, allowing the current budget process to produce continuously inflated budgets is fiscally unwise. This is particularly true in light of the City's vast over dependence on electric resale revenues. Mr. Cannon proposed some changes be made in the current budget process to include requiring all major departments to submit all budget requests at three levels, to include: FY16, FY16 minus 5%, and FY16 minus 10% and prohibiting request higher than FY16 spending levels other than documented necessity. These requirements should help limit inflated budget requests along with subsequent pairing down process in addition requiring submission request at the FY16 minus 5% and minus 10% levels to help identify items or areas where reductions in spending might be made. Mr. Cannon requested his remedies be placed on the February 23<sup>rd</sup> agenda for discussion with Council.

Mr. Richard Boyd of 817 West Locust Street came forward to speak about the request for on-street parking spaces and marked spaces for special parking at Saint Luke's Episcopal Church. Mr. Boyd stated the parking would be beneficial to its Church members to be able to have the accessible spots close to the entry of the Church, not only for handicap members but for anyone that may use a cane, or can only walk a short distance. He asked for the members of Council to consider the request for this parking.

### **NEW BUSINESS**

Mayor Genshaw presented New Business # 1, request for on- street parking at Saint Luke's Episcopal Church. Assistant City Manager, Charles Anderson, came up to present the committee report for on-street parking spaces marked for special parking at Saint Luke's Episcopal Church on Front Street. Mr. Anderson stated that the request was for additional on-street handicapped parking spaces and a loading and unloading zone on Front Street and North Street to accommodate patrons entering the church and parish hall. Mr. Anderson stated he would like to recommend to Council the installation of two handicapped parking spaces and a loading/ unloading zone on Front Street. The loading zone would be 35' long centered on the main entrance door to the church. The handicapped parking spaces would be 20' long one located on the north side of the loading zone and one on the south. The new spaces and loading/ unloading zones will be marked with compliant signage and curb painting. The existing two hour parking restriction on Front Street from King to Poplar Streets would be resigned and stay in effect. The loading/ unloading zone and handicapped parking spaces would be signed to limit the use to Sundays from 8:00 a.m. to noon and on Wednesdays from 6:00 p.m. until 9:00 p.m., this allows general parking by the general public at other times.

Mayor Genshaw solicited any questions or comments from Council.

Councilwoman Peterson asked how long each space would be.

Mr. Anderson stated each space would be 20' long each.

Councilman Henderson asked what risks the City would have since the curbing isn't compliant.

Mr. Anderson stated that the City is aware the curbing in front of the Church and the entrance to the church are not compliant, but the curb does have a reveal, and there are handicap access ramps on each side of the street that are compliant. He also stated that with talking to Mr. Boyd from the Church, that the handicap spots aren't typically necessary for handicapped members of the church but more so for members that can only walk a few steps or have a cane, etc. and just need a closer distance access to the church

With no further questions or comments from Council, Mayor Genshaw called for a motion.

Councilwoman Peterson made a motion to approve the Staff Parking Committee review and recommendation for the adjusted parking requested by Saint Luke's Episcopal Church to install two handicap parking spaces on North Street to be located to the south side of the existing curb ramp in the sidewalk adjacent to the door on North Street with the appropriate signage marking these spots installed. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 2, engineering contract with Downes Associates for the design work for the Pine Street Substation, various Distribution Circuit upgrades, Distribution Circuit extensions, Demolition of Central Substation, potentially a second tie point to the 69KV Transmission Line, and electrical system improvements. City Manager Slatcher stated the Pine Street Electrical Substation Expansion and Reconstruction project will cost a total of \$315,000 which will be paid from the reserve accounts until financing is secured for the project.

Mayor Genshaw solicited any question or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Peterson made a motion to approve the Pine Street Electrical Substation Expansion and Reconstruction which includes other distribution circuit improvements and extensions and a potential redundant 69KV Tie Point for the lump sum of \$315,000 with payment to be made from the reserve accounts until financing is secured for the project which the engineering costs will be incorporated as part of the overall debt service. Councilman Holland seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 3, Electric Committee recommendations for new rates. City Manager Slatcher stated the Committee recommends new rates for all classes of customers, purchased power cost adjustment clause, setting new purchased power cost adjustment clause, increase the customer service charge and minimum bill charge except for large general services, and remove the summer/ winter rate differential in all classes. Mrs. Slatcher stated the 2016 Purchased Power Cost Adjustment Clause (PCAC) would be blocked and would continue to collect the \$82.72 per wholesale Megawatt hour in lieu of reducing the PCAC rate by 1.88 mils based on the new wholesale \$80.84 per megawatt hour. The funds would be placed into a restricted reserve account for future debt service for the upcoming electrical system improvements for the Pine Street Electrical Substation Expansion and Reconstruction project; may be referenced differently in bidding as performed.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion to accept the Electric Committee's recommendation. Councilwoman Peterson made a motion to accept the Electric Committee recommendations to block the 2016 Purchased Power Cost Adjustment Clause and continue to collect for the \$82.72 per wholesale Megawatt hour in lieu of reducing the PCAC rate by 1.88 mils based on the new wholesale rate of \$80.84 per Megawatt hour and to place the funds into a restricted reserve account for the future debt service of the forthcoming electrical system improvements currently referred to as the Pine Street Electrical Substation Expansion and Reconstruction projects which includes other scopes of work and may be referred differently as bidding is performed. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw called for a motion in reference to set the 2016 PCAC as a credit. Councilwoman Peterson made a motion to set the 2016 Purchased Power Cost Adjustment Clause as a credit of 5.6 mils which is a 1.06 mils reduction from the current 2015 Purchases Power Cost Adjustment Clause. Councilwoman Phillips-Lowe seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw called for a motion in reference to increase the customer charge and the minimum bill charge. Councilwoman Peterson made a motion to increase the customer charge and the minimum bill charge for the residential, commercial non-demand, commercial with demand, and medium general services rate classes as presented by Downes Associates at the January 25, 2016 workshop. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw called for a motion in reference to the removal of summer/ winter rates. Councilwoman Peterson made a motion to remove summer/ winter rate differential for the residential, commercial non-demand, and commercial with demand rate classes. Councilman Holland seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 4, approval the amended Schedule of Rates and Fees. City Manager Slatcher stated the amended Schedule of Rates and Fees for the City were amended February 9, 2016 and to be effective January 1, 2016.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson had a question regarding the motion effective date being January 1, 2016.

City Manager Slatcher stated the effective date is January 1, 2016 since the City of Seaford bills a month behind, it will reflect on the January billing cycle that the residents of Seaford will receive in February.

Mayor Genshaw presented New Business # 5, to approve the sale of lands of the City of Seaford. City Manager Slatcher stated the City of Seaford has received an offer to purchase the land it owns

being tax map and parcel #4-31-05.00 206.00 located on the east side of Front Street just north of the parking lot of 105 B Front Street in the amount of \$16,700.00. The City is also being asked to pay the realtor, Thomas Cooper; Cooper Realty a commission of 10%.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to sell lands of the City of Seaford being TMP # 4-31-05.00 206.00 located on the east side of Front Street just north of the parking lot of 105 B Front Street in the amount of \$16,700.00 and to pay a 10% realtor fee of \$1,670.00 to Thomas Cooper, Cooper Realty. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 6, approval of Mayor Genshaw's recommended 2016 Municipal Election Standing Board, staff, and relief assignments, and the Board used for Election Challenges known as the Municipal Board- Election 2016. Mayor Genshaw stated the Standing Board for Municipal Election 2016 will include:

1 year term: Velda Syce and Rick Peterson  
2 year term: George Logan and Elaine Vincent  
3 year term: Sharon Drugash

Staff will include:

6:15-11:00 – Jeanne Sapp and Annette Cole  
11:00-3:30- Tracy Torbert and Erica Colegrove

Relief will include:

Dolores Slatcher  
Charles Anderson  
Trisha Newcomer

#### **Municipal Board- Election 2016 (Board used for Election Challenges)**

Allen Temple  
John Leverage  
Nancy Harper

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilman Holland made a motion to approve Mayor Genshaw's recommended 2016 Municipal Election Standing Board, staff and relief assignments, and the Board used for Election Challenges known as the Municipal Board- Election 2016. Councilwoman Phillips-Lowe seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 7, information about National Joint Powers Alliance program (NJPA). Mayor Genshaw called Bill Bennett, Superintendent of Electric and Director of Public Works, Berley Mears, to the podium to present the information. Mr. Mears explained that the NJPA allows members to sign

up through different vendors on their website and allows them to leverage different purchasing power. The vendors offer different savings for different things. For example, Mr. Mears stated that it used to cost them \$9.60 for an air filter through the company they buy them from. With being a member of NJPA, they can now purchase that exact air filter for \$4.62. Another example includes a fuel filter that was previously purchased for \$26.24 and now can be purchased for \$12.75 through the program. Mr. Bennett explained one of the vendors, Altec, is a vendor they have worked with before for previous bids on larger items such as service trucks, backhoes, etc.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked what obligations the City has to being a member of the group.

Mr. Bennett explained there were no costs or obligations by being a member of the group.

Councilman Henderson also asked if Altec's future bids will be comparable with other bids from vendors.

Mr. Bennett stated that they will still put out notices for bids for trucks, etc. but they will also receive a bid from Altec with the NJPA member discounts.

Mayor Genshaw presented New Business # 8, approval to participate in the Conceptual Vision Plan with Downtown Development. Mayor Genshaw called Trisha Newcomer, Economic Development Manager up to discuss the Conceptual Vision Plan (CVP) for downtown and to request the approval to participate with Downtown DE in the initiative. The Master Plan Charrette will allow its residents, visitors and business to promote the development of the downtown area. The Master Plan Charrette will be prepared and provided to the City of Seaford and its community representatives a CVP by or before April 2016 and Community Design Solutions will be the projects consulting firm. For the plan the City and Delaware Economic Development Office (DEDO) will enter an agreement between DEDO and Community Design Solutions for a total fee of \$28,250.00 to include all professional fees and project related expenses. The City of Seaford's contribution to the project will be \$5,250.00 and DEDO will pay \$23,000.00 of the total costs toward planning of the Downtown Seaford Plan Charrette project. Upon approval the City Council would also commit \$20,000.00 as a minimum, toward the implementation of the final Master Plan with this expenditure to be made no later than December 2016; the additional funds intent is to spur success over the life of the Plan by the City of Seaford.

Mayor Genshaw solicited any questions or comments from Council.

Mr. Ben Muldrow with Community Design Solutions came forward to answer questions

Councilman Henderson asked if the additional commitment would have to be spent in the FY'16 budget.

Mr. Muldrow replied, stating it would not matter when the funds would be spent. That would be left up to Council to decide.

Councilman Mulvaney asked if the process would be the same as branding. Ex: three person teams

Mr. Muldrow stated yes, they would include group focuses on retail marketing, property owners, property revitalization, and overall urban design.

With no further questions or comments. Mayor Genshaw called for a motion in reference for the Resolution of funding. Councilman Henderson made a motion to approve the Resolution for the funding of a Downtown Seaford Master Plan Charrette and Acceptance of Community Design Solutions as project lead consulting firm. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw called for a Roll Call Vote.

Councilman Henderson voted yes, based on the information as presented.  
Councilwoman Phillips-Lowe voted yes, based on the information as presented.  
Councilwoman Peterson voted yes, based on the information as presented.  
Councilman Mulvaney voted yes, based on the information as presented.  
Councilman Holland voted yes, based on the information as presented.

Mayor Genshaw called for a motion in reference to the agreement with the DEDO. Councilman Henderson made a motion to approve the Agreement with the Delaware Economic Development Office for a "Master Plan Charrette" that will result in written "Downtown Seaford Master Plan" and the commitment of \$5,250.00 to be paid from the FY'17 Budget as presented and authorize the City Manager to execute. Councilwoman Phillips-Lowe seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 9, Downtown Development District grant awards. Mayor Genshaw called Mrs. Newcomer up to present. Mrs. Newcomer explained the Downtown revitalization continue to grow in Seaford, with The Residences at River Place. The Residences at River Places LLC has reserved funding to assist in the construction of the third and fourth phases of the project; which will include two four-story apartment buildings with a clubhouse and covered parking spaces. The Downtown Development District will initiate another round of funding in the spring. The round will open on March 1<sup>st</sup>, with applications due by May 15<sup>th</sup>. Applicants receiving DDD grants are eligible for up to 20% of their construction costs in the form of a rebate. Grants are awarded only when the projects are completed.

Mayor Genshaw presented New Business # 10, request to set real estate property tax appeals. City Manager Slatcher stated the real estate property tax appeals will take place on March 8, 2016 at the regular meeting of City and Council between 7 p.m. and 8 p.m.

Mayor Genshaw solicited any questions or comments from Council. There were none.

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to set the 2016 Real Estate Property Tax Appeal hearing for Tuesday, March 8, 2016 between the hours of 7 p.m. and 8 p.m. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor.

### **OLD BUSINESS**

Mayor Genshaw presented Old Business #1, discuss the information regarding the offer of sale of land from Trust of Dorothy Andronen Fleetwood Miller. City Manager Slatcher stated that the information regarding the sale was tabled from the 1/12/16 Council Meeting.

Mayor Genshaw solicited any questions or comments from Council regarding the offer of sale of lands to the City of Seaford and the appraisal as prepared by Carmean Appraisal Group.

Councilwoman Peterson said she felt the land was a good piece of property, but isn't happy about the difference in the cost per acre that the City would pay verses an outside buyer; but was worried that countering the offer they could lose the opportunity to purchase the property.

Councilman Henderson stated that the City just approved a \$315,000 project at tonight's meeting and that the City currently has dozens of acres elsewhere in the City that could be utilized and annexed for water/ sewer. At this time, he doesn't feel the money should be spent on this piece of property.

Councilman Mulvaney made the comment that he agreed with what Councilman Henderson had stated.

With no further questions, Mayor Genshaw called for a motion.

Councilman Henderson made a motion to reject the offer of sale of lands by the Trust of Dorothy Andronen Fleetwood Miller. Councilman Mulvaney seconded the motion. Motion so passed with Councilwoman Phillips-Lowe, Councilman Dan Henderson, Councilman Mulvaney, and Councilman Holland voting in favor and Councilwoman Peterson voting against.

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

- DEL DOT public workshop for the bridge work both north and south bound Sussex Highway north of Popeye's from 4 p.m. until 7 p.m., February 11<sup>th</sup> in the Council Chambers.
- Economic Development meeting with State, County, and City on February 11<sup>th</sup> at 9 a.m. in Council Chambers.
- Riverfest Committee meeting on February 11<sup>th</sup> at Pizza King at 7:30 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 Tuesday, February 2, 2016 at 9:30 a.m.

### **COMMITTEE REPORTS**

Councilwoman Phillips- Lowe reported that the Fire Report will be given at the February 23<sup>rd</sup> meeting. In the Police Department, they received 740 Police calls, 67 Fire calls, 279 EMS calls, 843-911 calls, 533 cell phone calls, 94 voiceovers and 3,379 administrative calls. Personnel at the Police Department are being trained on the use of the new phone system that has been installed. The CAD system in Dover is completed and should be installed in May of 2016. Kyle Jones, will graduate from the DSPA on Friday February 12<sup>th</sup>, and a conditional job offer has been given to John Bonnewell the 2<sup>nd</sup>; he should start the DSPA on March 14<sup>th</sup>. Yearly evaluations at the department have begun and should be completed by Administrative officers and Sergeants.

Councilman Mulvaney reported that in the Administrative department, City Manager Dolores Slatcher reviewed and responded to the engineering proposal from Downes Associates on the DEMEC/ SREC agreement and the Tier II Emergency and Hazardous Material Inventory Report for sending to DNREC. Mrs. Slatcher also finalized the electrical easement with Mrs. Susan Haggerty for the extension of circuit 330 and worked with Director of Finance, June Merritt, on FY' 17 budget preparation and schedule. Preparation was also completed for the job ad for the Public Works Tech 1 position including distribution for advertising and for the Agenda for tonight's Council meeting. Mrs. Slatcher attended multiple events including the pre-bid meeting for Solar Array project, MS-4 workshop, Delaware League of Local Governments, City planning session, Sussex County Profile Luncheon, Representative Short's monthly meeting, SCAT dinner, SVFD banquet and Steering Committee meeting. Assistant City Manager, Charles Anderson attended and/or participated in the planning session, the Habitat for Humanity events, Representative Short's monthly meeting, Board of Adjustment hearing, the DLLG meeting and the Solar Project pre-bid meeting. He also published the minutes for that meeting, as

well as met with the uniform vendor's representative updating current pricing and contract status and began work with the new Seaford High School intern. Finance Director, June Merritt, participated in the annual planning session, and attended the joint electric committee/council meeting with Downes Associates presentation of retail maintenance and Power Cost Adjustment Clause. Mrs. Merritt also reviewed the spreadsheets used to report Electric sales to Downes including participation in the subsequent phone conference with Downes, Dolores and Charles. Reviews were also conducted in the annual electric rate changes and the retroactive pay for the sworn police officers pursuant to the contract agreement. Software issues relating to the 4.0 version upgrade continue to be addressed with Edmunds and Associates as they arise and all other business is reported as routine. Nonpayment disconnects were processed on February 8<sup>th</sup> and the bills for January consumption are expected to be mailed by the end of the week.

Councilman Holland reported that in the Parks department, they have been continuing routine maintenance for the winter. There is no Recreation report at this time.

Councilman Henderson reported that in Economic Development, Trisha Newcomer's activities are highlighted by her transition to focus on Economic Development. She has begun implementation of a Business Retention and Expansion Program. This included the research and selection of a Customer Relationship Management software application to help her manage the program. She also sent introduction letters to local businesses as part of this program. Mrs. Newcomer consulted with a potential grant recipient to promote benefits of the Downtown Development District. She represented the City at several functions including two Habitat for Humanity Home blessings, a Chamber of Commerce Tourism Committee meeting, and a Seaford Tomorrow meeting, as well as attended the City of Seaford annual planning session. Trisha prepared an advertisement for Southern DE Explorer, and she issued press releases regarding DDD Funding and the City's LED lighting project. In Information Technology, Trisha Newcomer continued her public outreach on behalf of the City by updating and maintaining the website and other social media.

In Public Works, the department personnel performed a lot of equipment maintenance due to heavy use during the recent inclement weather. They performed other routine tasks such as leaf and limb pickup, meter readings, disconnects and performed a sinkhole repair on Arch Street, and filled potholes on some streets. The department also removed old concrete and asphalt by the shop yard. Upon passing the State Water Operator's examination Greg Brooke will now enter into the on-call rotation. Superintendent of Public Works, Berley Mears, prepared and advertised three paving bids; Street Paving 2016, Senior Center Additional Parking, and Harrington Street and Utility Building paving bid package.

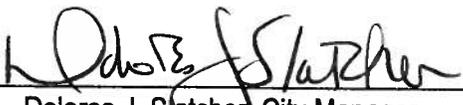
The Waste Water Treatment Facility's total system performance is reported as good. The leachate treatment program is going well, compost sales are slow, and the material screening has slowed as well. Facilities personnel performed key procedures and repairs including, replacing electric cables serving the Oxidizer Motor #3 while it is shut down

for repairs. They also replaced the mixer bearing on the sludge thickener poly-blend unit, received and installed a new variable frequency drive on Influent Pump #2, and received, installed, and commissioned a replacement blower.

Building Official, Josh Littleton, reported the Code departments permit and violation inspections as well as many other activities are routine. The department continues to work on the city's zoning ordinance revisions and he has worked on revisions to the Fee and Rate Schedule. The department has ongoing plan reviews for several projects, and continues to monitor planned projects and projects that are underway. Mr. Littleton consulted with the representative of a local business regarding a potential parking facility expansion, performed an inspection for an Equivalent Dwelling Unit credit at a building that is proposed to be demolished. He attended multiple meetings including, a subdivision request at the regular City Council meeting on January 26<sup>th</sup>, attended the City of Seaford's annual planning session, and presented two subdivision requests at a Planning and Zoning meeting held on February 4<sup>th</sup>. As well as presented one variance request and one 00special use request at the Board of Adjustment meeting on February 3<sup>rd</sup>.

Councilwoman Peterson reported that Rick Garner, Electrical Engineer, has been working on the 330 Circuit for the substation, worked on the FY'17 budget and finished the rate class change report. In the Electric Department, personnel has cleaned up from the winter storm, followed up on the job locations from the outages, read meters, worked in Chandler Heights 2, staked out the new pole line for circuit 330 and took down the snowflakes on High Street. The department also worked on an outage on circuit 290 caused by an arrestor failure that lasted two hours and affected 1000 customers, as well as an outage on Woodlawn Ave, that lasted about 20 minutes and affected 6 customers.

With no further comments, Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Peterson made a motion to close the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 8:20 p.m.

  
Dolores J. Slatcher City Manager

/sne