

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

February 23, 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 H. William Mulvaney, Councilman Dan H Henderson and Councilman Orlando Holland, Assistant City Manager Charles Anderson, Rick Garner, Electrical Engineer, Building Official Josh Littleton, and Superintendent of Electric Bill Bennett were also present.

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

Mayor Genshaw solicited changes to the agenda. Assistant City Manager Anderson stated that there were no changes.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of February 9, 2016. Councilman Holland made a motion to approve the minutes from the February 9, 2016 Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

**CORRESPONDENCE**

There was none.

Mayor Genshaw asked Councilman Henderson for his committee report.

Councilman Henderson reported that Economic Development Manager Trisha Newcomer, met with an executive from M & T Bank to provide an overview of the Downtown Development District program. She also facilitated a meeting between the City of Seaford, Sussex County, and State of Delaware Economic Development officials. She continued planning for Riverfest 2016. She submitted a release for the Communities of Distinction video that was recently produced, and she is awaiting the final cut. She participated in a planning session for the Live for Chocolate event coming this spring. She continued her outreach efforts with area businesses. She also returned the Conceptual Vision Plan agreement to the State of Delaware. She represented the City of Seaford at several functions including: a Chamber of Commerce Economic Development Forum, attended a focus group meeting with Sussex County Habitat for Humanity, participated in a Supervisor Webinar Training Series (1 of 6) and set up the Del Dot workshop for the upcoming Route 13 Williams Pond bridge repair work. In Information Technology, Trisha continued her public outreach on behalf of the City by updating and maintaining the website and other social media. She placed orders for personal and lap top computer equipment that was budgeted for in Fiscal Year 2016. She also resolved a hardware conflict between a keyboard, video, mouse switch and the main server.

Director of Public Works Berley Mears reported, department personnel performed a lot of equipment maintenance due to heavy use during repeated bouts of winter weather. Three fire hydrants with the updated Storz steamer connection were replaced. They performed other routine tasks such as leaf and limb pickup, meter readings, and disconnects. They also performed video

inspections and root clearing on some sewer laterals. Asphalt patching was installed on Harrington Street for the water main replacement project. Director of Public Works Berley Mears met with officials from Dover, Newark, and Wilmington to discuss the looming MS-4 regulations. At the WWTF, total system performance is reported as good. The leachate treatment program is going well. Compost sales are slow, and the material screening is still seasonally slow. Facilities personnel performed the following key procedures and repairs: they compiled a parts list and pricing for grit collector repairs, received and installed the repaired motor for the oxic tank blower #3, received the repaired FE-3 pump (#2), the EPA annual pretreatment report is complete, and it will be submitted to DNREC and EPA and the first draft of the local limits evaluation is complete.

Building Official Josh Littleton reports that in the Code department, he attended the bid opening for the new pickup truck on February 10<sup>th</sup>, attended the Community Rating system workshop in Dover on February 16<sup>th</sup>, received preliminary revisions for the Flood Insurance Rate Maps, and presented two subdivision requests at a Planning and Zoning meeting held on February 4<sup>th</sup>. He reports that permit and violation inspections as well as most other activities are routine. His department continues to work on the City's Zoning Ordinance revisions, and he worked on revisions to the Fee and Rate Schedule. The department has on-going plan reviews for several projects, and continues to monitor planned projects and projects that are underway.

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-05-16: City of Seaford, property owners of a lot identified as Tax Map and Parcel 431-5.00-208, located between N. Market St and N. Front Street are seeking to subdivide 4500 sq. ft. from the larger parcel; the newly created parcel will front on N. Market Street. The property is zoned C-3 Riverfront Enterprise Zone. The City proposes to subdivide 4,500 sf from the larger parcel to create two lots; Building Official Littleton explained that the remaining larger parcel +/- 36,508 sq. ft. will front on N. Front Street & King St. The property is zoned C-3 Riverfront Enterprise Zone and the lots will comply with the C-3 District area and bulk requirements.

Mayor Genshaw asked for any questions from the Council.

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

Building Official Littleton presented PH#2, Case # S-06-16; FRE Investments, property owners of a lot identified as Tax Map and Parcel 331-5.14-12 located on the SE corner of N. Pine St. Ext. and Virginia Ave, proposal to subdivide the lot into three (3) lots in conformance with the requirements of the R-2 Medium Density Residential District. The subdivision will create 3 lots: 9,067± sf, 4,818 ± sf and 4,540 ± sf. Building Official Littleton explained that the property is zoned R-2 Medium Density Residential. The proposed lot sizes comply with the area and bulk requirements for the district.

Mayor Genshaw asked for questions from the Council. Councilman Henderson asked if a duplex home would be able to fit on a 4500 square foot lot? Building Official Littleton stated that a semi-

detached duplex would require two 4,500 sq. ft. lots; he further added that a detached duplex (over/under) would require a 9,000 sq. ft. minimum lot size.

Mayor Genshaw asked for questions from the public. Mr. Scott Trice of 104 Virginia Ave came forward. He stated that the area has some problems with flooding and he is concerned about the ongoing issue. He added that with a heavy rain and the way that everything slopes down in the area there is constant issues. He feels that there should be a better plan for storm water management in the area. Building Official Littleton pointed out that this is just up for subdivision only at this time. As the developer gets plans prepared; issues such as this will be addressed. Councilman Henderson asked if there were dwellings on this property at one point in time. Mr. Littleton stated that there was at least one trailer at one point in time on this property. Assistant City Manager Anderson stated that the Sussex Conservation District completes all of the reviews for storm water management in the City. If the developers plan falls under the standard plan they may not need a review. Councilman Henderson asked Mr. Trice if he felt that the drainage from the lot contributed to the flooding? Mr. Trice stated that water comes from that lot to his property and he added that there were three trailers on the property at one point in time. He feels that the infrastructure for the drainage is not up to date to hold what it needs to. Assistant City Manager Anderson stated that both roads that are in the area are state maintained roads. Building Official Littleton added that once the plans are completed it will have to go through DelDOT for an entrance permit since all of these lots front state maintained roads.

Mayor Genshaw closed the Public Hearing at 7:18 p.m. and reopened the Regular Council Meeting.

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

- Case # S-05-16
- Property is located on N. Market St and N. Front St. and identified as TMP 431-5.00-208
- A 4,500 sf lot will be subdivided from the larger parcel
- Newly created lot will front on N. Market St.
- The remainder of the parcel consisting of +/-36,508 sf will front on N. Front St & E. King St
- Property is zoned C-3 Riverfront Enterprise Zone
- Lots will comply with area and bulk requirements of the district.
- Planning and Zoning made a favorable recommendation to Council

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to approve the subdivision of the lot identified as Tax Map and Parcel #431-5.00-208 owned by the City of Seaford located between N. Market Street and N. Front Street taking 4,500 sq. ft. from the larger parcel and creating a new parcel being in conformance with the C-3 Riverfront Enterprise Zone zoning as presented. Councilwoman Peterson seconded the motion.

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.

Mr. Littleton then presented the Findings of Facts for PH #2:

- Case # S-06-16
- Property is located on N. Pine St Ext and identified as TMP 331-5.14-12.00
- Property is zoned R-2 Medium Density Residential
- The proposed subdivision will create 3 lots:
  - 9,067± sf
  - 4,818± sf
  - 4,540± sf
- Proposed lot sizes comply with the area and bulk requirements for the district.
- Planning and Zoning made a favorable recommendation to Council

Mayor Genshaw called for a motion. Councilman Henderson wanted to make sure that Mr. Trice's concerns will be addressed if this is approved. Assistant City Manager Anderson stated that if approved the standard practice is for the Building Official to move through the plan review and approval process; City staff will reach out to DelDOT to request that maintenance to the existing system be done. Councilman Mulvaney made a motion to approve the subdivision of the lot identified as Tax Map and Parcel #331-5.14-12 owned by FRE Investments and located on the SE corner of N. Pine Street Ext. and Virginia Ave into three (3) lots being in conformance with the R-2 Medium Density Residential District zoning as presented. Councilman Holland seconded the motion; Mayor Genshaw then called for a Roll Call Vote:

Councilman Henderson voted yes based on the findings of facts;  
Councilwoman Phillips-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, Bids – new truck for the Code Department. Josh Littleton, Building Official presented the information for the new pickup truck. He stated that there were two bids received with Hertrich Fleet being the low bidder. The trade-in is a 1998 Ford F150 that is currently in the Parks Department. The plan is for the Code Department to receive the new 2016 Dodge Ram pickup and the current 2004 Chevrolet pickup will be given to the Parks Department. He stated that the 1998 Ford F150 is a 2 wheel drive, V6 with ± 111,200 mile and has 18 years of service. He added that it is starting to have mechanical issues: overheating in summer while towing and the engine knocks. The Kelley Blue Book shows about \$866 for the trade in value for this truck. The code department pickup truck will be transferred to the parks department is a 2004 Chevrolet 1500, 2 wheel drive, V8 with +/- 42,170 miles and has 12 years of service. The only major mechanical issue to date: rack and pinion steering system that was replaced a few years ago. The original truck purchase price +/- \$14,500 in 2003 and the parks department will install tow hitch on truck. Councilman Henderson made a motion to award the new 2016 Code

pickup truck with the trade-in of the 1998 Ford F-150 pickup in the net amount of \$18,623.00 which is budgeted. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 2, Bids- Solar Array at Utility Building for Wastewater Treatment Plant electric offset. Mr. Brian Turner from Pennoni Engineering came forward to present the information. He stated that there were 3 bids received for the City of Seaford Solar Facility with Solair, LLC being the low bidder in the amount of \$1,584,837 which is for the alternate bid capacity of the system. Mr. Turner stated that the bid has been evaluated and references have been checked and Pennoni is recommending to award the bid to Solair, LLC using the alternate bid price. He stated that it is a 21 week project timeline and he expects the project to start in late April or early May time frame. Councilwoman Peterson made a motion to approve the Solar Array bid to Solair, LLC in the amount of \$1,584,837 to generate 643 kw AC to be located at 8000 Herring Run Road for offsetting the electric usage at the Wastewater Treatment Facility and funded by the State of Delaware Revolving Loan Fund with \$500,000 principal forgiveness. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 3, Present for approval of the Construction Administration services contract with Pennoni Engineering for the solar array project to be constructed at the Utility Building. Assistant City Manager Anderson stated that Pennoni submitted a proposal to provide professional engineering services for the Seaford Solar Project during the construction phase. Their scope of services will include assisting the City Manager with preparation and execution of the construction contract, attending the preconstruction conference and two progress meetings, review and respond to shop drawings submittals and design information provided by the contractor, review the requested change orders and prepare change order documents, perform site visits during construction to provide QC and contractor oversight, limited to 4 total visits not including progress meetings, attend the final inspection and assist with preparation of a punch list, issue a project certification to DE State Revolving Fund upon completion and acceptance by the City, preparation of record (as-built) drawings based on the contractors "red-line" documents and respond to questions and miscellaneous consultation, as requested by the City. The cost for these services will be \$15,000. Assistant City Manager Anderson added that Mr. Bill Bennett, Supt. of Electric has agreed to be the City representative so he will do the day to day coordination of the project. Councilman Holland made a motion approve the Solar Array construction administrative services contract with Pennoni Engineering in the amount of \$15,000; to be paid for with the SRF loan funds. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 4, Present for approval the Environmental Attribute Purchase Agreement with the Delaware Municipal Electric Corporation, Inc. (DEMEC) Assistant City Manager Anderson stated that the agreement with DEMEC addresses the payment rate the City will receive for the Sustainable Renewable Energy Credits (SRECs) generated by the solar facility once constructed and operating. He explained that the agreement sets the rate at \$110.00 per SREC. Once the facility is commissioned, the numbers will be plugged into the agreement based on the production of the facility determined at commissioning. He added that the numbers used in the City's return on investemetn calculations for the project are estimated based on the

bidders facility production values. Councilman Henderson questioned how production values would be verified if it is cloudy during the commissioning process. Mr. Anderson stated that the commissioning meters and takes into account solar irradiance at the site for this purpose. In addition, the agreement permits production to be within 25% of the system output values and still receive the SREC payments. Councilwoman Peterson made a motion to approve the Environmental Attribute Purchase Agreement with the Delaware Municipal Electric Corporation, Inc. as presented and authorize the City Manager to execute upon the commissioning of the Solar Array project. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 5, Bids – Maintenance Bids 2016. Assistant City Manager Anderson stated that that were 5 bids received with Designscares, LLC being the low bidder for the 3 year bid period. The submitted bid information, insurance requirements were reviewed and references were contacted and the recommendation is to award Designscares, LLC the bid for 2016 services in the amount of \$24,979.76, 2017 for \$24,982.97 and 2018 for \$26,081.19. Councilwoman Phillips-Lowe made a motion to award the 2016 Maintenance Bids for the specified grounds of the City of Seaford to Designscares, LLC in the amount of \$24,979.76. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #6, High Street Maintenance Bids 2016. Assistant City Manager Anderson stated that there were 3 bids received with Olsen Enterprises, LLC being the low bidder. The submitted bid information, insurance requirements were reviewed and references were contacted. It is being recommended by staff to award the bid to Olsen Enterprises, LLC for the bid for 2016 services in the amount of \$9,800, 2017 as \$9,800 and 2018 as \$9,800. Councilman Henderson made a motion to award the 2016 High Street Maintenance bid to Olsen Enterprises, LLC in the amount of \$9,800. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #7, Present request from E&D Holdings II, LLC to purchase the +/- 1 acre parcel south of their lands in the Seaford Industrial Park. Assistant City Manager Anderson stated that they received a letter of interest from Mr. Frank DiMondi of E&D Holdings for the 1 +/- acres that borders their property to the south. It was requested that the selling price be set at \$10,000 for the property. Councilman Henderson made a motion to sell the 1 +/- acre parcel of land owned by the City of Seaford in the Seaford Industrial Park to E&D Holdings, LLC the adjacent property owner north in the amount of \$10,000 to be surveyed by the City with legal documents also prepared by the City.

### **OLD BUSINESS**

Mayor Genshaw presented Old Business #1, Real estate property tax appeals hearing has been set for Tuesday, March 8, 20106 between the hours of 7 p.m. and 8 p.m.

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

- Delaware League of Local Governments dinner, Duncan Center, Dover, February 25, 2016 @ 6:30 p.m.
- SCAT dinner, Bear Trap Dunes, Ocean View, March 2<sup>nd</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 Saturday, January 23, 2016 at 7:45 a.m.

Assistant City Manager Anderson stated that an application was received today for the Council position. Mr. Frank Cannon, Jr. of 411 Nylon Blvd filed for the office of Councilman.

### **COMMITTEE REPORTS**

Mayor Genshaw asked Councilwoman Phillips- Lowe to give her reports for the Seaford Volunteer Fire Department and Police Department. Councilwoman Phillips- Lowe reported that the fire department met on January 13<sup>th</sup> and officers were sworn into position for the 2016 term.

Fire Officers for 2016:

Fire Chief - Jeremy Moore

Deputy Chief - Brad Taylor

1<sup>st</sup> Assistant Chief - Matt Read

2<sup>nd</sup> Assistant Chief - Brian Truitt

Chief Engineer - Patrick Gaskin.

The Administrative Officers for 2016:

President - Harry Mulrine

Vice President - Rich Toulson

Secretary - Ken Tull

Treasurer - Jim Mitchell

January started off the year steady for the fire department. They responded to 67 fire/rescue and 281 EMS calls for service. On January 20<sup>th</sup>, Seaford Fire Department along with Station 71 Blades, Station 100 Federalsburg, and Sussex County Paramedics were dispatched to Atlanta Rd for the report of a house on fire. Command 87 (Deputy Taylor) reported a 2 story single family dwelling with smoke showing from the exterior. Engine 87-2 and Engine/Tanker 87-9 were the first two units on scene. Crews stretched an attack line to the second floor of the residence and found fire in the attic. The fire was extinguished before the arrival of Blades or Federalsburg Fire Company. The remaining units on scene assisted with ensuring there was no fire spread into any void spaces in the walls before turning the scene back over to the home owner.

With heavy snow predicted for the weekend of 1/23, they arranged for volunteer firefighters to stay at the station. By having staffing in the station for fire apparatus, they can ensure quick response times to emergencies, when it would otherwise be delayed by firefighters trying to make it from their home to the station during inclement weather. They had nine members in the station around the clock from Friday 1/22 till Sunday 1/24. This allowed them to staff the Command unit, have five firefighters on Engine 2, and three firefighters in the Department pick-up. The pick-up responded along with the ambulance on numerous EMS calls as support. Pulling it out when stuck, and navigating unplowed driveways and lanes that are inaccessible by the ambulance during heavy snow. This way they can get their equipment to the patient, and the patient out to the ambulance as quickly as possible. 87 Command and Engine-2 responded to nine fire/rescue calls for service during the 48 hours, including a motor vehicle accident, and a tree that had fallen into a residence.

The training night for the month was their annual CPR/AED recertification. In order to maintain a healthcare providers CPR card, each member has to recertify on the skills and take the CPR test every two years. It is important for them to make sure their members hold this certification, and is a qualification to be an Active Member. The entire Fire Department is alerted to assist the ambulance on cardiac arrest calls. That way if a cardiac arrest is dispatched, any firefighter in the area can respond directly to the scene and start CPR.

A few of the members made a 7-8 minute video with pictures and videos taken on fire scenes and during training. The video was played for the first time at their annual banquet on February 6<sup>th</sup>. They hope to use this video to get out to the public what the Seaford Fire Department does on a daily basis, along with being a tool to recruit new members. I encourage all of you to watch it. You can find it on the Department Facebook page or on YouTube under "Seaford Volunteer Fire Department 2015".

The fire department year-end report was as follows 2015 was a progressive year for the Seaford Volunteer Fire Department. They were able to provide our EMS personnel and fire police with ballistic vests, replace our 1992 engine/tanker with a new unit, and ordered a new ambulance; scheduled to be delivered in April.

19 ballistic vests were purchased by the Department to outfit our EMS personnel and fire police. A Department SOP was put in effect requiring the crew staffing the ambulance and fire police to wear the vests on every dispatched call. Despite the high price of ballistic vests, the Department felt it was our responsibility to put the safety of our employees and volunteers at the forefront.

They were able to put a 2015 Pierce Engine/Tanker in service, replacing the 1992 unit. This new Engine/tanker holds 3,000 gallons of water, almost four times the amount of a standard fire engine. To carry that amount of water dictates that the apparatus will be large, however, what is sacrificed in mobility, is gained in allowing us to bring as much water with us on a unit as possible. This allows us 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 station.

In 2015 our Department was the second busiest in Sussex County, answering 697 fire/rescue emergencies, only 14 short of surpassing Rehoboth Volunteer Fire Department the busiest fire agency in the county. Seaford Fire Department was also dispatched to a record high 3,486 EMS calls, coming in second place to the Lewes Volunteer Fire Department for the busiest ambulance in the county. This made it eight consecutive years that they have set a new Department record for EMS responses. They currently have nine full-time employees that staff our ambulance. Two employees are on duty 24 hours a day, with a third employee that works 7a-7p day shift. The third EMT that works during the day, allows us to only need a volunteer driver to complete the crew for our second ambulance to respond to calls. In 2015 we were dispatched to 599 second emergencies. A second emergency is when our station is alerted for an EMS call while our first ambulance is committed to another call in the district. With the third EMT and a volunteer driver, we were able to make a response to 505 of the dispatched second emergencies.

With no decline in sight, the department has had to start conversations about the future of our EMS. This led them to the conclusion that a paid employee supervisor was needed. The supervisor will be responsible for all of the administrative responsibilities of our EMS services. Including but not limited to completing the monthly work schedule, submitting payroll to the treasurer, ordering of medical supplies, performance evaluations of employees, and handling any day to day problems that arise. This employee will be a Nationally Registered EMT, giving us full staffing for two ambulances during the daytime, to help handle second emergencies. The EMS supervisor will report directly to the President, Fire Chief, and Executive Board. They are currently accepting applications for this position which is scheduled to close February 29<sup>th</sup>. In today's society, where most households rely on two incomes, it's becoming increasingly difficult to find individuals that have the time to volunteer. The creation of the EMS Supervisor position will allow us to continue to provide the citizens of Seaford the quickest response times, and highest level of care possible.

Councilman Mulvaney reported that June Merritt, Director of Finance reported that besides participating in the ICMA webinar also attended the Safety Committee Health Fair. She processed the quarterly Justice Assistance Grant with Captain Flood and the 2015 US Department of Commerce Annual Survey of Local Government Finances. She is continuing to work on the FY17 budget and with continuing software issues with Edmunds & Associates on the version 4.0 upgrade. All other business is routine. The January consumption utility bills are due February 25,

2016 with non-payment disconnects to be processed on March 8, 2016. January consumption was significantly higher due to colder temperatures; there were 29 days in the billing cycle and the new rates went into effect with the January 2016 consumption.

Assistant City Manager Charles Anderson reported attendance at the City Safety Committee Health Fair, the City Managers meeting, the DELDOT Route 13 bridge project meeting/workshop and the monthly Economic Development meeting of the City, County and our local State representative and Senator. He also participated in the first webinar session in an ICMA leadership program which included several staff members including Finance Director June Merritt. Participation in the solar project and Code truck bid openings included on tonight's agenda was noted. Charles met with Teen Challenge representatives at the former Food Lion location concerning fit-up plans, worked with the Environmental consultant regarding additional field testing at the power plant property and met with the Sussex County Engineer regarding the Blades Sanitary Sewer District future capacity relating to Seaford's Waste Water Treatment Plant expansion. This meeting is a compliance schedule requirement of the 5 year EPA permit. Finally Charles traveled to Dover to participate in the Storm Water regulation review meeting with DNREC officials which involved Seaford, Dover, Newark and Wilmington.

City Manager Dolores Slatcher is on vacation and no report was filed.

Councilman Holland reported that in the Recreation Department basketball and open gym are still underway. Tina reached out to local businesses for donations for the coaches. The Parks Department did snow removal. Gary attended a conference and members of the Parks Department attended a Turf Management class. They also cut trees down on the Arbutus tree line.

Councilwoman Peterson reported that Electrical Engineer Rick Garner, helped with the Safety Committee health fair. He also worked on the SVFD generator replacement project and reviewed two new net metering applications. He attended the solar bid opening, Construction Coordination meeting, Broad Valley fiber optic meeting and the Power Plant phase II testing meeting.

The Electric Department personnel have been trimming trees in Westview. They also cut down a tree for Parks and Recreation at their building. They helped with the snow clearing and started putting up the new pole marking system. The high school intern was shown the substations, SCADA system, solar project, inventory room, distribution system, trucks and some of the equipment that is used. They also completed the monthly substation checks.

Mayor Genshaw stated that there have been some questions about how our Council Minutes are done. They are done in a manner to include the intent of the meeting; not word for word transcripts. After he reached out to other municipalities and the County they do the same as we do.

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 8:05 p.m. to move into an executive session.

Mayor Genshaw reopened the regular council meeting at 8:50 p.m. and called for a motion to adjourn the regular meeting. Councilman Holland made a motion to close the regular council meeting. Councilman Henderson seconded the motion and the motion so passed with all present voting in favor.



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Charles Anderson, Assistant City Manager

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