

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

March 8, 2016

7:00 PM

Vice Mayor Phillips-Lowe opened the Real Estate Property Tax Appeal Hearing at 7:00 p.m. She explained that if any appeals come in prior to 8:00 p.m., they will stop the Regular Meeting and the appeals will take precedence. City Manager Slatcher said that Mr. David Hickey, the City's licensed tax assessor, was present to take appeals. She explained that the City's assessed property values are based on a 2008 assessment, and that any appeals should be based on the fact that the assessments were done incorrectly at that time. She added that Mr. Hickey will take the information from the appeals, and will try to have his recommendations for those appeals done for a Council Meeting in April.

Tracy Torbert, City Clerk, called on the first property owner, Karen Kittila.

Mrs. Kittila, property owner of 217 N. Pine Street, stated that she has owned the property for forty years, and is currently under contract to sell the property. She stated the land value is listed at \$40,000 and the house value is \$112,200 totaling the property assessment at \$152,200, which is above the listing price she is selling the house for. Mrs. Kittila believes the new owners of the property should not have to pay for the assessed tax value of \$152,200 if they are not purchasing the house at that amount.

Mr. Hickey asked if the house was built in the 1900's.

Mrs. Kittila stated that it may be even before the 1900's, but yes it is atleast 100 years old, has three bedrooms, two bath, no basement or garage.

Mr. Hickey stated that the house is smaller than most of the homes in the neighborhood, but will check to see if it was reasonably assessed with others in 2008.

Ms. Torbert called on the next property owner, Christine Collier.

Mrs. Collier, property owner of 711 Woodlawn Avenue, stated that Mr. Hickey had already answered most of her questions but wanted to mention that her property was assessed higher than larger homes in her neighborhood. She stated her house has 2 ½ baths, has central air, and no basement, and houses that had a lower tax assessment had basements, bigger attached garages, more square footage of the house, etc.

Mr. Hickey stated he would check the property and determine if the assessed value is reasonable or not.

There being no one else present for property tax appeals, Vice Mayor Phillips-Lowe closed the Real Estate Property Tax Hearing at 7:11 p.m. and opened the Regular Meeting of Mayor and Council. She explained that if any property owners came in before 8:00 p.m., they would close the Regular Meeting to receive appeals.

Vice-Mayor Phillips-Lowe asked Councilman Henderson to do the opening prayer and lead those present in the Pledge of Allegiance.

Vice-Mayor Phillips-Lowe solicited changes to the agenda. City Manager Slatcher stated that there were none.

Vice-Mayor Phillips-Lowe called for a motion to approve the minutes of the Regular Council meeting of February 23, 2016.

Councilman Mulvaney made a motion to approve the minutes of the February 23rd, Council Minutes. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor.

CORRESPONDENCE

There was none.

PUBLIC COMMENTS

Mr. Dan Cannon of 411 Nylon Blvd came forward to speak. Mr. Cannon stated that the Seaford School District is being overlooked, and the City should help revitalize the School District to make it more special and appealing to new residents coming into the area. The City should be promoting the School and involving students in different aspects of what the City has to offer. Mr. Cannon also stated that he believes the utility billing the City has is deceptive and he has asked to speak on the matter during a Council Meeting, but has been denied the opportunity.

NEW BUSINESS

City Manager Slatcher presented New Business # 1, Landlord/ Mortgage Waiver for Nanticoke Little League to borrow funds for new lights on their fields. Mrs. Slatcher stated that Nanticoke Little League Inc. is borrowing money to purchase new lights for their fields and that the waiver is required by M & T Bank when securing loans with equipment/ inventory when there is not a title or property to lien. It is a UCC-Uniform Commercial Code requirement and will be recorded with the Secretary of the State as part of the banking requirements. Mrs. Slatcher stated since the City is the owner of the property, Williams Pond Park, they are responsible for signing the waiver, but the borrowing of funds is between the Little League and M & T Bank.

Vice-Mayor Phillips-Lowe solicited any questions or comments from Council.

Councilman Henderson asked, what will happen if the lights fail UCC requirements?

City Manager Slatcher stated it would not affect the City, since the lights would have a lien but not the property itself.

With no further questions or comments. Vice-Mayor Phillips-Lowe called for a motion. Councilman Mulvaney made the motion to approve the Mayor and City Manager to sign the M & T Landlord/ Mortgagee Waiver as the property owner of lands Nanticoke Little League, Inc. is borrowing funds to install new ball field lights on. Councilman Holland seconded the motion. Motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 2, Proposal from Bright Fields, Inc. for the Limited Phase II Site Investigation/ Asbestos Survey and Lead Based Paint Evaluation for 60 N. Pine Street, the proposed site for the Pine Street Substation. Environmentalist will come in to do testing on soil, lead paint, asbestos, etc. for \$19,040 which will be paid from reserves, and once funding is secured the reserves will be repaid.

Vice-Mayor Phillips-Lowe solicited any questions or comments from Council.

Councilman Henderson asked when the reserves would have compensation take place.

City Manger Slatcher stated that the preliminary design takes 8-12 months and once that is final the City will have the numbers on what mechanisms will be needed to secure funds and get reimbursed to reserves.

Councilman Henderson asked what the time frame for the demolition of the building/property would be.

City Manager Slatcher stated it would be within the 18 month time frame, when everything will need to be completed.

Councilman Henderson asked if the funding will span into the 2017 budget, or even possibly the 2018 budget.

City Manager Slatcher stated yes, it probably will.

With no further questions or comments Vice-Mayor Phillips-Lowe called for a motion. Councilwoman Peterson made the motion to approve the Phase II for the Limited Phase II site Investigation/ Asbestos Survey and Lead Based Paint Evaluation for 60 N. Pine Street which is the proposed site for the new Pine Street Substation in the amount of \$19,040 and to be paid from reserves then once project financing is secured the reserves will be reimbursed. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 3, Approve the Lease Agreement Renewal Option with George, Miles, and Buhr. Mrs. Slatcher stated this is the second and final Renewal Option that GMB requested in 2014. Upon the approval of the agreement the annual rent will be \$40,800 and will run from April 1, 2016 to March 31, 2017.

Vice-Mayor Phillips-Lowe solicited any questions or comments from Council. There were none.

Vice-Mayor Phillips-Lowe called for a motion. Councilman Mulvaney made the motion to approve the Lease Agreement Renewal Option with George, Miles, and Buhr for the period April 1, 2016 through March 31, 2017 in the amount of \$40,800 as the annual rent. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor.

City Manager Slatcher presented New Business # 4, the Amended 2016 Municipal Board of Election naming the Election Judge and replacing an alternate. The Election Judge will be Elaine Vincent and Josh Littleton will take Trisha Newcomer's place as one of the reliefs.

Vice-Mayor Phillips-Lowe solicited any questions or comments from Council. There were none.

Vice-Mayor Phillips-Lowe called for a motion. Councilman Henderson made the motion to approve the Amended Standing Board for Municipal Election 2016 naming Elaine Vincent as the Election Judge and replacing Relief Trisha Newcomer with Josh Littleton. Councilman Holland seconded the motion. Motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Sussex County Association of Towns Legislative breakfast, Cheer Center, Georgetown, 9 a.m. City Representatives- Mayor, Vice-Mayor, City Manager, and Assistant City Manager, March 18th at 9 a.m.
- Conceptual Visual Plan Process March 8-10th with a public workshop on March 8, 2016 from 5:30 p.m. until 6:30 p.m. in Council Chambers and a Concept plan reveal on March 10, 2016 at 5:30 p.m. in Council Chambers.
- Delaware of Local Governments, Duncan Center Dover, March 24th at 6:30 p.m.

2016 MUNICIPAL ELECTION INFORMATION

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.

One (1) Mayor will be elected for a (2) year term
Candidate filed - Mayor David Genshaw

One (1) Council Member will be elected for a (3) year term
Candidates filed - Frank Daniel Cannon
- Councilwoman Leanne Phillips-Lowe

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.**
DUE TO FRIDAY, MARCH 25, 2016 BEING A CITY OF SEAFORD HOLIDAY THE OFFICES WILL BE CLOSED. WE ENCOURAGE ALL INTERESTED RESIDENTS TO REGISTER PRIOR TO THE DEADLINE.

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.

COMMITTEE REPORTS

Councilwoman Peterson reported that Electrical Engineer, Rick Garner, attended the Management Training webinar and Electrical system improvements project meeting with the consultants. He has also been working on research and engineering for SVFD generator grant application, updating fiber optic network documentation and worked on the FY 17 budget. In the Electric Department personnel read meters, disconnected the electric to the last two old buildings in Chandler Heights 2 for renovations, installed the entire new pole marking system that was in the budget for this year, and will finish the system next year if approved in the budget. The department recorded data about the commercial and industrial services for future upgrades to our data base, had the majority of the electrical system infra-red heat tested for hot spots; will finish this week, attended the ICMA supervisory webinar and once the ground dried up some the department started cleaning

up the tree trimmings by the water tower and fixed the three yards that they went into during the Saturday snow event.

Councilman Henderson reported that in Economic Development Trisha participated in Sussex Economic Development Action Committee (SEDAC), worked with consultants on the Conceptual Vision Plan and their pre-process needs. She also sent out invitations and advertisements for Seaford's Conceptual Vision Plan, participated in Substation Design kick-off meeting, and sent out notices to developers about DDD Spring round of funding being open. Mrs. Newcomer also attended Representative Short's monthly coffee, University of Delaware Economic Development training "Crafting Smart Incentives for Impact and Accountability", and participated in a Supervisor Webinar Training Series based on ICMA materials. Trisha submitted the FY 2017 Budget for Economic Development and Information Technology, and submitted the DE Division of the Arts Riverfest Grant Request for FY 17. In Information Technology, Mrs. Newcomer continued her public outreach on behalf of the City by updating and maintaining the website and other social media, and distributed departmental IT replacements for FY 2017.

In the Public Works department the sweeper is down until repair parts arrive, hopefully this week it will return to service. Department personnel completed monthly pump house maintenance, replaced one fire hydrant, and video inspected and root cut a few more laterals. The department also installed the recently approved signage and curb markings for St. Luke's Episcopal Church along Front and North Streets. Director of Public Works, Berley Mears, attended an Effective Supervisor ICMA webinar (International City/ County Management Association), produced the Generator maintenance bid, final trash collection bid, and clean-up week bid packages. Mr. Mears also prepared and submitted Homeland Security Terrorism Preparedness grants for Fire Department generator replacement and utility division radio upgrades, as well as completed and submitted budget requests for FY 17. All Public Works staff attended the Delaware Rural Water Association conference held in Harrington on February 24th and 25th.

The Waste Water Treatment Facility is reported as good. The leachate treatment program is going well, compost sales are slow, and the material screening resumed last week. Operations and maintenance are routine, however facilities personnel performed key procedures including, ordering parts for the grit collector repairs, completed and submitted budget requests for FY 17, and completed the first draft of the local limits evaluation. Bryant Tiff attended and eDMR overview for future electronic submission. DNREC, eDMR, or electronic Discharge Monitoring Reports will be required in the near future, and will eventually replace reporting by hard copy.

Building Official, Josh Littleton, reported that in the Code department, permit and violation inspections as well as most other activities have been routine. Mr. Littleton is reviewing new FEMA Flood Insurance Rate Maps (FIRM), and the department has ongoing plan reviews for several projects, continuing monitoring planned projects and projects that are underway. Josh also attended multiple meetings including an ICMA training webinar, a Board of Adjustment where he presented two variances requests, completed Code

Department FY 17 budget request and submitted to management. Mike and himself are preparing for ICC certifications.

Councilman Holland reported that the Parks and Recreation department has been prepping Softball and Soccer fields, cleaning up the SC Cummings lot, and working with the Seaford Community Swim Center for the pool opening. The department has open gym Monday- Thursday and held three basketball championship games on March 3rd.

Councilman Mulvaney reported that in Administration, Finance Director June Merritt participated in two webinars including the ICMA Supervisory Practice and the second webinar topic was transparency and citizen's engagement. She attended the kick off meeting for the Electric Substation and Distribution Project; the Hooper's Landing quarterly meeting and the Proposal Audit Services meeting with the said proposals due this week. She continued work on the FY 17 budget plus ongoing work with Edmunds and Associates on software system upgrade issues. All other business was routine, non-payment disconnects were processed today and bills for February consumption are scheduled to be mailed on or about March 11th.

Assistant City Manager Charles Anderson reported that he met with a Broad Valley Rep. regarding potential use of the City Fiber Optic Network, attended the Delaware Rural Water Conference in Harrington and met with Seaford Community Swim Center Rep. and Pool Vendor concerning the 2016 pool opening. Mr. Anderson also attended the Hooper's Landing quarterly meeting, the electric kick-off meeting with Downes, Representative Short's Coffee meeting, and the conference call with the Singer Group regarding the status of the compensation study.

Since the February 23rd Council Meeting, City Manager, Dolores Slatcher, used some of her well earned vacation time and returned to catch up on projects, meetings, and emails. Mrs. Slatcher did attend Representative Short's Coffee meeting, the Hooper's Landing quarterly, the Downes Assoc. kick-off and the conference call with the Singer Group. She also attended and participated in the SCAT Steering Committee Legislative prep meeting.

Councilwoman Phillips-Lowe reported that the Fire Report will be given at the next meeting. In the Police department, they received 712 incident calls, 48 fire calls, 239 EMS calls, 617 911 calls, 377 cell calls and 2,660 administrative calls. New officer Kyle Jones started duty with the City two weeks ago, and is progressing well in his field training. He has been assigned to Officer Wingate. New hired office John Bonnewell has started with the City and has been working on paper work and will begin the Police Academy on March 14th. The department has submitted the FY 17 budget to management, evaluations are ongoing and CAD work is still progressing. Sergeant Sterner and Corporal Linville attended the Hometown Security Conference at the Delaware State Police Academy and Sergeant Sterner and Sergeant Bowen are scheduled for their last 40 hours for their Supervisor Leadership Class; after completion they will be eligible for the FBI Trilogy Award.

With no further comments, Vice-Mayor Phillips-Lowe called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilman Mulvaney made a motion to close the Regular Meeting of Mayor and Council. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 7:43 p.m.


Dolores J. Slatcher, City Manager

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