

REVISED 4-08-16 AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
April 12, 2016
SEAFORD CITY HALL - 414 HIGH STREET

- 7:00 P.M.** - Mayor David Genshaw calls the Regular Meeting to Order.
- Invocation
 - Pledge of Allegiance to the Flag of the United States of America.
 - Changes to agenda for this meeting.
 - Executive Session - Personnel
 - Approval of minutes of the Regular Council meeting of March 22, 2016.
 - Approval of minutes of the FY17 Budget workshop meeting on April 4, 2016.

Ms. Dianna Bogle and Ms. Olivia Curzi to do a presentation for the Jefferson Award nominees.

CORRESPONDENCE:

- 1.

PUBLIC COMMENT:

NEW BUSINESS:

1. Kris Smith, Integra to present information on the employee health and life insurance renewal.
2. Dan Short and J. C. Willin from the Seaford Volunteer Fire Department to present information on the proposed SVFD Tribute to be built in Kiwanis Park.
3. Bids - SVFD Tribute Sidewalk & Brick Pavers
4. Bids - Senior Center Additional Parking
5. Bids - Street Paving 2016
6. Bids - Harrington & Utility Building Paving
7. Bids - Porta - John

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Agenda - REVISED 4-08-16

Regular Meeting of the Mayor and Council

April 12, 2016

NEW BUSINESS (CONTINUED):

8. Bids - Clean-up Week

9. Bill Bennett, Supt. of Electric to present the report on the infrared electric system evaluation.

OLD BUSINESS:

1.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. Budget workshops - April 19th, May 2nd, May 17 from 6 p.m. - 8 p.m. at City Hall.

2. Delaware League of Local Governments, Duncan Center, Dover April 28th @ 6 p.m.

3. Mayor's Right Choice Award taking applications from a high school senior living in the Seaford School District until 5 p.m., May 6, 2016. Information available at www.seafordde.com.

CITY OF SEAFORD

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

(Note - Mayor Genshaw will not appear on the ballot as he is the only candidate for the Mayor's Office.)

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

Candidates filed - Frank Daniel Cannon, Jr.

- Councilwoman Leanne Phillips-Lowe

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AGENDA - REVISED 4-08-16

Regular Meeting of the Mayor and Council

April 12, 2016

Anyone eighteen (18) years of age or older who is a bona fide resident to be eligible to vote and **must be registered at the Seaford City Hall**. 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"**. 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.**

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:

1. Police & Fire - Councilwoman Leanne Phillips-Lowe
2. Administration - Councilman H. William Mulvaney III
3. Parks and Recreation - Councilman Orlando Holland
4. Operations Committee - Councilman Dan Henderson
5. Electric - Councilwoman Peterson

Mayor Genshaw solicits a motion to hold an Executive Session for the purpose of discussing personnel.

Executive Session

1. Personnel

Mayor Genshaw solicits a motion to adjourn the regular council meeting.

NOTE: Agenda shall be subject to change to include or delete Additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

N.B.1
4/12/16

Memo

To: Dolores J. Slatcher
From: June Merritt
Cc: Lisa Gillispie, Annette Cole, and Glenn VanFleet
Date: 4/8/2016
Re: Employee Benefit Committee Recommendation

The Employee Benefit Committee met to evaluate various options for health insurance. We met with INTEGRA and we reviewed the information from the various insurance carriers.

The committee recommends accepting the quote from Unimerica Option 7a, our current carrier. We are also recommending the plan modifications that are attached. With the recommended option the health plan projected costs are decreasing by 9.16% from the prior year and the maximum costs are decreasing by approximately 10.33%.

The employee's share of the premium will remain the same as last year which results in the employee paying the following amounts per week:

Single Coverage	\$11.48 (Increase of \$0.00)
Employee/Spouse/Family Coverage	\$99.81 (Increase of \$0.00)
Employee/Child(ren) Coverage	\$63.98 (Increase of \$0.00)

Recommended Health Plan Modifications:

1. Recommend to change the Pharmacy Benefit Manger from CVS/Caremark to 4D/Magellan Health. Estimated savings are \$25.9K including rebates of \$15.9K based upon our claims experience.
2. Recommend to accept Employee Withholding as presented.

	<u>Medical</u>	<u>Dental</u>	<u>Vision</u>	<u>2016 Weekly</u>	<u>2015 Weekly</u>	<u>Increase</u>
Single	\$10.91	\$ 0.38	\$ 0.19	\$11.48	\$11.48	\$ 0.00
EE/Child	\$61.33	\$ 1.75	\$ 0.90	\$63.98	\$63.98	\$ 0.00
EE/Spouse	\$94.94	\$ 3.20	\$ 1.67	\$99.81	\$99.81	\$ 0.00
EE/Family	\$94.94	\$ 3.20	\$ 1.67	\$99.81	\$99.81	\$ 0.00

N.B 3
4/12/16

MEMORANDUM

TO: Dolores Slatcher, City Manager
FR: Charles Anderson, Assistant City Manager
RE: SVFD Tribute Sidewalk and Pavers Bids
DT: April 3rd, 2016

The City received two bids in response to the above referenced solicitation. Please see the below table:

Bidder	Total Base Bid
Clean Cut Interlocking Pavers	\$28,850.00
Kent Construction Company	\$46,483.00

We have reviewed the submitted bid information and the City has completed successful projects with this contractor in the past.

It is our recommendation that the bid be awarded to Road Site Construction, Inc. – dba: Clean Cut Interlocking Pavers as the low bidder.

Should you have any questions, please contact me.

Thank you.

April 8, 2016

N.B 4
4/12/16

TO: Mayor and Council

FR: Dolores J. Slatcher, City Manager /LOP

RE: Bids - Senior Center Additional Parking

The City of Seaford received bids for the above referenced project on April 6, 2017. Attached is the bid tabulation which shows we received four bids for this project that range from the low bidder of \$102,830.57 to a high of \$165,210.10.

Representative Short through the Community Transportation Fund had provided \$43,872.50 and the City had agreed to provide \$21,936.25 in local funding based on the original estimate of \$65,808.75.

A section of sidewalk and storm water containment was added after the estimate. However most unit pricing was also higher than the estimate. With the combination of all the work and pricing changes the bid came in over the estimate by \$37,021.82. When you review the bid tabulation it is evident the City did receive a very competitive low bid which was \$16,411.63 below the second low bidder. The City has worked with Kent Construction on prior projects and they are a reputable contractor with a quality work record with us.

I did contact Representative Short for additional funds and he is willing to share the additional cost as a 50/50 split which is fair. The City and he believe this project will enhance the visitations to the Senior Center, an improved area for the walkers and bikers, and easier access for employees and visitors who park on Locust Street. In addition some minor improvements for the drainage in this area.

Therefore each of us will provide an additional \$18,510.91 to be able to award this project. CTF will provide \$62,384 and the City will provide \$40,446.57. The City's share will be paid out of the Fees for Street Maintenance Reserve which as of March 31, 2016 had a balance of \$239,632.20

If you have any questions regarding this information please contact Charles Anderson, ACM, and Berley Mears, Director of Public Works or myself.

Charles D. Anderson, ACM
Berley Mears, Director of Public Works
June Merritt, Director of Finance

**City of Seaford
Senior Center Additional Parking
Bid Tabulation**

Bidder	Base Bid
Kent Construction	\$102,830.57
Delmarva Paving	\$119,863.25
Gateway Construction	\$165,210.10
George & Lynch	\$119,242.20

N.B.S
4/12/16

MEMORANDUM

TO: Dolores Slatcher, CM

FR: Berley Mears, Director of Public Works

RE: Street Paving 2016

DT: April 7, 2016

The City received three bids for the above referenced project. Please see the below table:

Bidder	Williams Street	Cypress Street	Third Street	Total
Del-Mar-Va Paving Co., Inc.	\$36,870.68	\$19,857.80	\$51,239.40	\$107,967.88
Jerry's Inc.	\$42,954.08	\$22,602.40	\$54,786.20	\$120,342.68
George & Lynch, Inc.	\$41,681.62	\$21,218.20	\$57,885.60	\$120,785.42

It is my recommendation to award the Street Paving 2016 bid to Delmarva Paving, Inc. for the total of \$107,967.88. Delmarva Paving, Inc. was the lowest bidder that met all of the bidding requirements.

Please present this information to Mayor and Council at their April 12, 2016 meeting for their consideration.

Should you have any questions, please contact me.

Thank you.

N.B.L
4/12/16

MEMORANDUM

TO: Dolores Slatcher, CM

FR: Berley Mears, Director of Public Works

RE: Harrington St. and Utility Bld. paving

DT: April 7, 2016

The City received three bids for the above referenced project. Please see the below table:

Bidder	Harrington Street	Utility Building	Total
Del-Mar-Va Paving Co., Inc.	\$21,035.00	\$37,866.60	\$58,901.60
Jerry's Inc.	\$26,040.00	\$43,917.88	\$69,957.88
George & Lynch, Inc.	\$32,097.96	\$48,112.42	\$80,210.38

It is my recommendation to award the Harrington Street and Utility Building Paving bid to Delmarva Paving, Inc. for the total of \$58,901.60. Delmarva Paving, Inc. was the lowest bidder that met all of the bidding requirements.

Harrington Street will be funded out of the streets capital account as part of the Harrington Street water main replacement project. The Utility Building capital account was budgeted \$36,000 for FY2016. This bid is over by \$1,901.60 which Bill Bennett will fund from his FY2016 buildings and grounds account.

Please present this information to Mayor and Council at their April 12, 2016 meeting for their consideration.

Should you have any questions, please contact me.

Thank you.

N.B.7
4/12/16

MEMORANDUM

TO: Dolores Slatcher, CM

FR: Charles Anderson, ACM

RE: Porto-John Bids, 2016

DT: April 7th, 2016

The City received three bid responses to the above referenced bid advertisement. Please see the attached table.

It is our recommendation to award the bid to the low bidder Pierson's Comfort Group, Inc. We have worked with them in the past with good results.

Should you have any questions, please contact me.

Thank you.

City of Seaford
 Porta John Services
 Bid Tabulation

← 2016

Bidder	Soropidmist	Nutter Park	Boat Ramp	Softball Fields	Soccer Fields	Football Fields	Jay's Nest (1 unit year round)	Jay's Nest (2nd unit)	Hooper's Landing	Additional Units as Needed	Total Monthly Price for 2016
A-1 Sanitation	92.95	62.95	62.95	62.95	62.95	62.95	92.95	92.95	251.80	62.95	\$908.35
Clean Delaware	284.00	67.00	67.00	97.00	97.00	144.00	67.00	67.00	388.00	30.00	\$1,308.00
Piersons Comfort Group	127.00	52.00	52.00	52.00	52.00	127.00	62.00	62.00	220.00	52.00	\$858.00

← 2017

Bidder	Soropidmist	Nutter Park	Boat Ramp	Softball Fields	Soccer Fields	Football Fields	Jay's Nest (1 unit year round)	Jay's Nest (2nd unit)	Hooper's Landing	Additional Units as Needed	Total Monthly Price for 2017
A-1 Sanitation	92.95	62.95	62.95	62.95	62.95	62.95	92.95	92.95	251.80	62.95	908.35
Clean Delaware	290.00	70.00	70.00	100.00	100.00	150.00	70.00	70.00	400.00	30.00	1,350.00
Piersons Comfort Group	127.00	52.00	52.00	52.00	52.00	127.00	62.00	62.00	220.00	52.00	\$858.00

← 2018

Bidder	Soropidmist	Nutter Park	Boat Ramp	Softball Fields	Soccer Fields	Football Fields	Jay's Nest (1 unit year round)	Jay's Nest (2nd unit)	Hooper's Landing	Additional Units as Needed	Total Monthly Price for 2018
A-1 Sanitation	92.95	62.95	62.95	62.95	62.95	62.95	92.95	92.95	251.80	62.95	908.35
Clean Delaware	294.00	72.00	72.00	104.00	104.00	155.00	72.00	72.00	400.00	35.00	1,380.00
Piersons Comfort Group	127.00	52.00	52.00	52.00	52.00	127.00	62.00	62.00	220.00	52.00	\$858.00

N.B.8
4/12/16

MEMORANDUM

TO: Dolores Slatcher, CM

FR: Berley Mears, DPW

RE: Clean Up Week

DT: April 7, 2016

The City received three bid for the above referenced project. Please see the below table:

Bidder	Price Per Pull	Total Base Bid
Peninsula Oil, Inc.	\$99.00	\$19,070.00
Waste Industries	\$125.00	\$19,850.00
Waste Management	\$190.00	\$21,800.00

It is my recommendation that the bid be awarded to Peninsula Oil, Inc., in the amount of \$99.00 per pull; with a total base bid of \$19,070.00. This total base bid amount is derived from an estimated number of pulls and disposal tonnage based off of past clean-up weeks. The base bid is subject to variations pending the number of pulls.

Please present this information to Mayor and Council at the April 12, 2016 meeting on for their consideration.

Should you have any questions, please contact me.

Thank you.