

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

April 26, 2016

7:00 PM

Mayor David Genshaw called the Regular Meeting to order with the following present: Councilwoman Grace S. Peterson, Councilwoman Leanne Phillips-Lowe, Councilman William Mulvaney, Councilman Dan Henderson and Councilman Orlando Holland. City Manager Dolores Slatcher, Assistant City Manager Charles Anderson, Captain Gary Flood, Josh Littleton, Building Official and ED/IT Manager Trisha Newcomer were also present.

A moment of silence was held in honor of the passing of the former Supt. of Electric Larry McMullen.

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

Mayor Genshaw asked if there was any correspondence. City Manager Slatcher stated that she received an email from Integra stating that the life insurance rate will stay the same as they did last year with that being .49 per \$1,000 for the employee life and .050 per \$1,000 for the accidental death.

**NEW BUSINESS**

Mayor Genshaw presented New Business # 1, Present for approval the promotion of Acting Chief of Police/Captain Gary W. Flood to position of Chief of Police. City Manager Slatcher stated that the recommendation is based on the results of the oral interview process that was held with Mayor Genshaw, Vice-Mayor and Councilwoman Phillips-Lowe, Assistant City Manager Charles Anderson along with herself with the five prospective candidates. Captain Flood was the number one ranked candidate. He has also served in all ranks of the Police Department, demonstrated his knowledge of the department, community, and the immediate tasks to be undertaken and completed. He has assured the City that he is up to the challenge. Therefore the recommendation is that he be the next Chief of Police for the City of Seaford Police and 911 Center Departments.

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

Councilwoman Phillips-Lowe made a motion to approve the promotion of Gary W. Flood from Captain to Chief of Police. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Present for approval the employment contract with the new Chief of Police, Gary W. Flood. City Manager Slatcher stated that the recommendation is that he be employed for 2 years and 65 days so that the contract will end on June 30, 2018. Compensation will be \$100,000 starting tomorrow morning and the benefits would be the same as stated in the employee handbook. He would be in the Municipal Police and Fire pension plan and continue to do so. He will be the Chief Operating Officer in the department and be responsible for all polices and discipline in the police department. The termination process would be under 11 Delaware C Section 9301 Police Chief process. He may terminate the agreement with 90 days prior written notice.

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

Councilwoman Phillips-Lowe made a motion to approve the employment agreement as presented with the new Chief of Police Gary W. Flood. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

A pause was then held to do the promotional ceremony for Chief of Police Gary W. Flood.

Mayor Genshaw presented New Business #3, Mr. David Hickey, PTA Del/VAL to present recommendations from the appeals made during the tax appeal hearing held on March 8, 2016. Mr. Hickey came forward stating that he went back and looked at the two properties that were appealed at the March 8, 2016 meeting. The first property located at 711 Woodlawn Ave, TMP 5-31-10.17-036.00 was appealed based on the recent purchase of the property at a price less than the current assessment. While some sales of 1 story dwellings occurred during the time of the reassessment the number of homes which sold comparable in size with the subject is somewhat limited. In consideration of the appellants comment regarding the assessment of another home on Woodlawn which was somewhat larger but appeared to be assessed slightly lower. Mr. Hickey reviewed and compared the quality and condition classifications for all the homes on Woodlawn Ave. Accordingly, he has determined that the quality classification adjustment made to the subject property may have been somewhat elevated, this probably may have occurred as it is one of the newer homes on Woodlawn. As a results of this review Mr. Hickey is recommending that that quality adjustment factor for the subject be lowed for 1.25 to 1.15 which is much more consistent with the quality adjustment factors of the other single story homes on Woodlawn Ave. This adjustment would lower the assessment from \$290,200 to \$274,400.

Mayor Genshaw asked for any questions. There were none.

Councilman Henderson made a motion to approve the recommendation from Mr. David Hickey, PTA/DelVAL, real estate property assessor, to adjust the value for the property at 711 Woodlawn Ave, TMP 5-31-10.17-036.00 from \$290,200 reducing to \$274,400. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mr. Hickey stated that the second appeal was from Mrs. Kittila who owns the property at 217 N. Pine Street, TMP 4-31-5.00-166.00. The basis of this appeal came from the prospective sale of this property following the recent death of her husband. There were approximately 16 sales of older, pre 1910, two story homes in the subject neighborhood during the reassessment period. These sales ranged from \$135,000 and \$174,900 with an average sales price of \$150,400 which is very close to the subject assessment of \$152,200. In addition, Mr. Hickey reviewed the subject assessment in relation to other similar properties on N. Pine Street. He stated there are approximately 12 homes on N. Pine Street built between 1880 and 1934 having roughly the same size as the subject. The assessment of these properties range from \$133,500 to \$196,000 with an average of \$153,600 which is slightly higher than the subject assessment of \$152,200. Therefore, after his review, it appears that the current assessment of the subject is consistent with both the sales having taken place during the assessment period as well as with other comparable homes in the subject neighborhood. There is no change recommended.

Mayor Genshaw asked for any questions. There were none.

Councilman Henderson made a motion to accept the recommendation from Mr. David Hickey, PTA/DelVAL, Real Estate Property Assessor, to make no change in the assessed value for 217 N. Pine Street, TMP 4-31-5.00-166.00. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then returned to New Business # 4, Seaford Tomorrow to present their strategic plan for their support for the Downtown Revitalization. Mrs. Lynn Brocato came forward to share the progress of the Seaford Tomorrow group which is formally the Seaford Enhancement Team. She stated that the group really wants to make sure that they are in sync with the City efforts and form a local partnership with the City, the Downtown Seaford Association and the Greater Seaford Chamber of Commerce as well as other organization in town to revitalize and restore to the glory that it was. In November, the Seaford branding was going on and there was a recommendation to change the name to Seaford Tomorrow and it was voted on and changed. A leadership team has been formed as well as working committee and a 501C3 was formed with the help of Craig Aleman. The 501C3 makes it so that the group can apply for grant money. The committees include finance, planning, strategic planning, façade and events. A Board of Directors have been established along with a mission statement. The values including partnering with the City to support their efforts of promoting business and economic development. Ms. Brocato then explained some goals of the group. The group plans to develop strategic and supportive partnerships with the City, Sussex County, State, local tourism office and our local organizations. She added that strong relationships have been formed with local organizations and contact have been made with some of those groups. Ms. Brocato stated that the group would like to develop a façade incentive program with the help of Joe Owens and his team which will be a matching program. They would like to offer up to 10 grants per year up to \$2,500 which are matching grants. The group would also like to support the local events that are currently going on like the Nanticoke Riverfest, First Saturday, Christmas Parade and the Halloween Parade. Ms. Brocato stated that it is grateful that the City of Seaford has been named one of the Downtown Development District in the State. Ms. Brocato stated that the group is looking for feedback and input. They would like to be sure that they are in

line with the conceptual vision plan that the City of Seaford is moving forward with. She added that they would like to be in constant communication with the City in order to work with them in the future.

Mayor Genshaw thanked everyone that has played a part in the group and encouraged all of them to keep up the good work.

Mayor Genshaw presented New Business # 5, Bids – 2017 Electric Service Truck. City Manager Slatcher made the presentation per information provided by the Supt. of Electric Bill Bennett and showed a picture of the 2006 Service Truck that the electric department is currently using. She then stated that truck 11 was purchased in at a cost of \$70,804 with a trade in allowance of \$19,954 for a total cost of \$50,850. This truck has 107,135 miles as of April 15, 2016. In the planning session it was discussed about keeping the service truck for only 7 years. The maintenance cost for the years this truck would have been replaced are: FY-14 \$7,590.78, FY-15 \$4,046.55, FY-16 \$8,972.78 with the total for these three years \$20,610.11. City Manager Slatcher stated that there are new features on this truck that include: Four wheel drive – in bad weather we have to use the back hoe to pull this truck in and out of backyards, rear vision camera – with this truck going in yards and used at night on call outs this is a safety feature to reduce the risk of injury or damage and an inverter installed on the truck so we have power to operate our thumper tool to locate faults on underground wire. More new features include: lights in the compartments so we can find tools and inventory at night, spot light installed to light up the work area, we installed the one on the existing truck after delivery and we started using the truck and raised compartment on the street side to store tools and equipment that we now have in the back of the truck and on the floor of the cab. City Manager Slatcher explained that in the FY-16 budget we had in there to place the order for the truck but the truck cost would be in the FY-17 budget and in the FY-17 budget request Mr. Bennett estimated a cost of \$130,000 with a trade-in allowance of \$10,000 for a total cost of \$120,000, you can reduce that request to \$117,206 with a trade of \$10,000 for a total in the FY17 budget of \$107,206. City Manager Slatcher stated that there were three bids received with Altec being the low bidder in the amount of \$117,206 allowing \$10,000 for the trade in with a total cost of \$107,206. The recommendation from Supt. of Electric Bill Bennett is to award the bid to the low bidder, Altec in the amount of \$107,206.

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson asked why the loan terms were shorten since it was just agreed to purchase a back hoe and borrow funds for five years vs the recommendation to borrow the funds for four years for the service truck. City Manager Slatcher stated that the service truck would be financed for four years but with the plan to replace the truck in seven years. She added this truck is on a seven year replacement plan and the back hoes are usually ten or more dependent on condition. The back hoe is not used daily and afterhours the same as the service truck is. It was asked how long it was expected for this service truck to last. City Manager Slatcher stated seven years. She added that this truck is used for disconnects, reconnects, goes in back yards often and is used for any after-hours work. Councilman Henderson asked if would be about a year that is expected for delivery date. City Manager Slatcher stated that it is scheduled to arrive between January and March in 2017. Councilman Henderson asked when shopping around for financing would start. City Manager Slatcher stated that it would be about 2-3 weeks in advance of delivery because if it is done too far

out that the rate would not hold. She added that equipment is liened and it has to be here for the lender.

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

Councilwoman Peterson made a motion to award the bid for the 2017 Electric Service Truck bid to the low bidder Altec Industries, Inc. for a net price of \$107,206 with a trade-in value of the 2006 Ford F550 in the amount of \$10,000. The truck will be delivered during the FY17 Budget and a loan will be obtained in the FY17 Budget to allow the cost to be spread over four budget years. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 6, bids for Kiwanis Park Lighting for SVFD Tribute and Kiwanis Park. City Manager Slatcher stated that this project is in conjunction with the SVFD and CTF funds will be used. She added that she expects to receive the executed agreement next week. There were four bids received with the low bidder being Rumsey Electric Company in the amount of \$25,298 which includes just the materials; the electric department is doing the installation.

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

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

Councilman Holland made a motion to award the Kiwanis Park Lighting for the SVFD Tribute lighting and new park lighting to the low bidder Rumsey in the amount of \$25,198.00 contingent on obtaining the Community Trust Funds from Del DOT. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 7, Present the Certificate of Election results for 2016 Municipal Election held on Saturday, April 16, 2016. City Manager Slatcher stated that there were 315 ballots casted which includes 31 absentee ballots. For City Council Member for a three year term Frank Daniel Cannon, Jr. received 87 votes and Leanne Phillips-Lowe received 228 votes. The certificate of election is signed by election committee, Elaine Vincent, Presiding Officer, Sharon Drugash, George Logan, Rick Peterson and Velda Scye who were all Election Judges.

Mayor Genshaw presented New Business # 8, present quotes for the borrowing for the 2016 JCB Backhoe 3CX-14. City Manager Slatcher stated that only one quote was received from the Bank of Delmarva with a 3.5 fixed rate.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked why there was only one quote received. City Manager Slatcher stated that she was unsure, all of the quotes were sent out at the same time.

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

Councilman Henderson made a motion to award the "Request for Quote" for the loan on the 2016 JCB Backhoe to the only responder The Bank of Delmarva in the amount of \$102,825 for a term of five years with a 3.5 % fixed interest rate. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

City Manager Slatcher stated that the motion needed to be remade as she had mistakenly left out the one before the 5 of the motion and apologized to Council for this error.

Councilman Henderson withdrew his original motion and Councilwoman Peterson withdrew her second.

Councilman Henderson then made a motion to award the "Request for Quote" for the loan on the 2016 JCB Backhoe to the only responder The Bank of Delmarva in the amount of \$102,825 for a term of five years with a 3.15 % fixed interest rate. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 9, Discuss public comment. Mayor Genshaw stated that the public comment period started about a year ago and things have been changed some and was given a trial period. He feels that the way that it is being used is unhealthy for the Council and the employees. His suggestion is to suspend the public comment period. Councilman Henderson asked if there was some pending legislation that would require public comment period. It was stated that it is unknown if there is any but if it is required then it will be done. Councilman Henderson added that he thinks it is very positive to have for the public to be able to come and speak. However, he is disappointed with the lack of participation considering it has only been used mainly by one person. He has urged people to come out but people don't come before they feel like the well is poisoned. Councilman Henderson added that he agrees with the Mayor to suspend the public comment period. Councilwoman Peterson stated that the period has been very negative and she feels that nothing positive has come out of it.

With no further questions or remarks, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to take the public comment period off of the agenda. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

### **OLD BUSINESS**

There was none.

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

- Delaware League of Local Governments, Duncan Center, Dover April 28<sup>th</sup> @ 6 p.m.
- Administrative Professional Day, April 27, 2016
- Budget workshops – May 2<sup>nd</sup> and May 17 from 6 p.m. – 8 p.m. at City Hall
- 65<sup>th</sup> Annual National Day of Prayer, Thursday, May 5<sup>th</sup> from 12:20 p.m. to 12:40 p.m. at City Hall

- Nanticoke Little League opening day Saturday, May 7<sup>th</sup> at 7:30 a.m. at Williams Pond Park
- Clean Up Week is from May 9<sup>th</sup> to May 13<sup>th</sup> for the City of Seaford residential households only. Go to [www.seafordde.com](http://www.seafordde.com) and click on home then services for the drop down information on Clean Up Week to find out what will and will not be picked up during the week.
- 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](http://www.seafordde.com).

## **COMMITTEE REPORTS**

Councilwoman Phillips- Lowe reported that there was no fire report given. In the police department, the dispatchers will be attending training on the upgraded CAD this week and next week in Dover. He attended the Sussex County Chiefs Meeting on April 20<sup>th</sup>. This week he will complete the online City Management program. He is preparing for application testing which he plans to hold on June 11<sup>th</sup>. Promotional testing is scheduled for May 6<sup>th</sup> and then oral boards will be completed. There were numerous search warrants recently completed which resulted in six arrests. She commended the police department on a job well done with the search warrants that were done.

Councilman Mulvaney reported that City Manager Slatcher, Assistant City Manager Charles Anderson, and Finance Director June Merritt all have now completed the administrative ICMA webinar. They also attended an administration meeting with Mayor Genshaw, Council's Executive Sessions and bid openings including the electric service truck. Director of Finance June Merritt report also includes reviewing the health insurance renewal documents and the recently arrived life insurance renewal documents from Integra showing no increase in the rates. June reviewed information she requested from a company named "Municipay" which provides assistance with online/credit card payments. After obtaining information from them, she contacted our current vendor and discovered their new application called "Virtual Terminal" that allows face-to-face credit card transactions and continues the convenience fee permitted for municipalities. She has completed the merchant services agreement and ordered the magnetic card swipe machines. Work continued on the FY17 budget and the compensation policy and performance evaluation policy. All other business is reported as routine; disconnects notices were sent on Monday, April 25<sup>th</sup> with disconnects scheduled for May 6<sup>th</sup>.

In addition to meetings already mentioned, Assistant City Manager Charles Anderson reported attendance at the telecommunications event at the dispatch center, the economic development meeting and worked relief during the City election. He completed departmental evaluations and submitted them to the City Manager and participated in the parks and recreation superintendent interviews.

City Manager Dolores Slatcher reported additional participation in the following: Greater Seaford Economic Lunch meeting, a construction coordination meeting, habitat program administrators meeting and the chamber mixer at the Sugar Beet Market. She conducted

the Supt. of Parks and Recreation interviews, took CPR/AED training, worked on the FY17 budget, opened bids for presentation at tonight's Council meeting and sent out several bid awards and non-award letters for the bid approved at the April 12<sup>th</sup> Council Meeting. Finally she is working with Representative Short and his Legislative team to secure additional funding needed for some bid awarded contingent on obtaining additional funds as the bids exceeded the approved funding level.

Councilman Holland reported that in the Recreation department, adult flag football has begun for Sunday and Wednesdays. Men's slow pitch softball games have started on Monday and Wednesdays. The first group took CPR/AED and first aid training and the supervisor attended the webinar at City Hall. The parks department is doing regular grass cutting and field prep for the softball fields. The parks department also worked on Gateway Park fountain and lights and installed clay bricks on softball field #1. They also anchored trash cans at the Sports Complex.

Councilman Henderson reported that in Economic Development, Trisha Newcomer has met with local businesses and had a meeting with Jeff Benson in reference to the TedX event. She is continuing working on the Seaford Storybook and has attended meetings for Live for Chocolate and Riverfest. She also attended the Chamber Economic Development Forum and CPR/AED training. She installed some software was installed economic development purposes. She also attended the last exercise training for the ICMA training.

In Information Technology, Mrs. Newcomer ordered computer equipment for the Police Department, monitors for the lab and SCADA equipment and installed new printers at City Hall and WWTF. She is also working on some issues with the Xerox machine at the Utility Building.

The Public Works department personnel have been working on alley maintenance including laying stone. They helped clean up a property on Hickory Lane and installed some water services on Williams Street. Half of the department completed the AED/CPR training. The ICMA webinar sessions were also completed by Berley Mears. Matt McCreary starting on May 18<sup>th</sup>.

Total system performance of the Waste Water Treatment Facility is reported as good. The leachate treatment program is going well, compost sales are increasing and the material screening is ongoing. The hydronic mixer has been repaired.

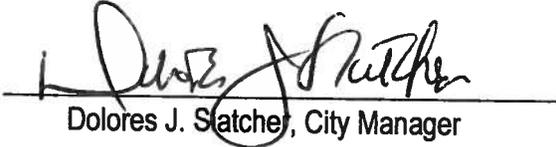
Building Official, Josh Littleton, reported that permit and violations inspections as well as most other activities were routine in the Code department. The department is currently dealing with a shortage of manpower. Josh recently attended a meeting in reference to flood insurance mapping. Josh also inspected a property on April 21 as part of the police activity. The department also recently attended CPR and AED training.

Councilwoman Peterson reported that Electrical Engineer, Rick Garner reported that he has been working on an installation of controls and wiring for Circuit 330. He reviewed

preliminary drawings for the Pine Street Substation and did coordination for the AED/CPR training. He attended several meetings including a meeting with the Mayor and Office Staff, Construction Coordination, ICMA webinar and DEMEC board meeting.

Supt. of Electric, Bill Bennett, reported that he and Ed the ICMA training webinar. He worked on preparing the easement for the new circuit 330 and starting setting new poles for that circuit. They also worked on the control panel and ran new conduit for the new circuit 330. He repaired 5 of the 11 infrared problems and helped with Gateway Park with some wiring. Half of the department attended the AED/CPR training.

With no further comments, Mayor Genshaw called for a motion to adjourn the Regular Meeting of Mayor and Council. Councilwoman Phillips-Lowe made a motion to close the Regular Meeting of Mayor and Council. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 7:56 p.m.

  
Dolores J. Slatcher, City Manager

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