

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

May 10, 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 and Superintendent of Parks and Recreation, Katie Hickey were also present.

A moment of silence was held in honor of the passing of former Councilman Rhea Shannon.

Councilman Henderson 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 was one, an email to be discussed from Adam Rudel, Marketing and Football Outreach Coordinator about possible stenciling roadways during a football clinic being held at the Seaford High School for Correspondence.

Mayor Genshaw called for a motion to approve the minutes of the Regular Council Meeting of April 26, 2016. Councilman Holland made a motion to approve the minutes from the April 26, 2016 Council Meeting. Councilwoman Peterson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the FY 17 Budget Workshop meeting minutes on May 2, 2016. Councilwoman Phillips-Lowe made a motion to approve the minutes from the May 2, 2016 Budget Workshop. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Judge Bradley came forward to do the Oath of Offices for Mayor David Genshaw and Councilwoman Leanne Phillips-Lowe.

Mayor Genshaw held a vote for the Vice-Mayor Position. Council voted to have Councilman Dan Henderson hold the Vice-Mayor Position for 2016-2017.

Assistant City Manager Charles Anderson came forward to introduce Kathryn Hickey, the new Superintendent of Parks and Recreation. Ms. Hickey started with the City on May 2nd.

CORRESPONDENCE

Mayor Genshaw asked if there was any correspondence. City Manager Slatcher stated that she received an email from Adam Rudel, Marketing and Football Outreach Coordinator to stencil Ravens logos on local roadways to promote and raise awareness for the "Play Like a Raven"

Football Clinic at Seaford High School. The clinic will take place on June 15th, but the stenciling would take place (5/16-5/20). The stenciling would not be permanent and washes away with any form of precipitation. City Manager Slatcher stated that she would contact the school to confirm everything with the clinic and too also find out how many areas are going to be stenciled.

Mayor Genshaw called for a motion to approve of the stenciling and have City Manager Slatcher look further into the details about placement and amount of stenciling that will occur. Councilman Mulvaney made a motion to approve of the stenciling for the Play like a Raven Football Clinic to take place at the Seaford High School on June 15th, but for City Manager Slatcher to discuss further with the school about placement and amount of stenciling that will occur. Councilwoman Phillips-Lowe seconded the motion. Motion so passed with all present voting in favor.

NEW BUSINESS

Mayor Genshaw presented New Business # 1, Present for approval the Generator Maintenance Bid. City Manager Slatcher stated that the City received six bids for the Generator Maintenance Bid. City Manager Slatcher recommended the bid be awarded to Premium Power Services, LLC in the amount of \$4,025.14 which was the lowest bidder.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked if the bid for the Generator Maintenance was for a one-year term.

City Manager Slatcher stated she thought so but would confirm.

Councilman Holland asked if Premium Power Services was a local company.

City Manager Slatcher stated that she was unsure, and she would email Council their location/contact information.

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

Councilwoman Phillips-Lowe made a motion to approve the Generator Maintenance Bid be awarded to Premium Power Services, LLC in the amount of \$4,025.14; the lowest bidder. Councilman Henderson seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #2, Present for approval the Stein Highway Sidewalk Bid. City Manager Slatcher stated that the City received three bids for the Stein Highway Sidewalk Bid project. City Manager Slatcher recommended the bid be awarded to Grassbusters Landscaping Co. Inc. per George, Miles and Burh review, in the amount of \$93,294.00 as the Base Bid and an addition Bid Alternate in the amount of \$630.00 for a total amount of \$93,924.00. The bid alternate is for upgrading the fencing along the Oddfellows Cemetery with a black vinyl coating, instead of replacing the fence, in order to match fencing recently placed along Market Street. The Oddfellows have agreed to reimburse the City for the cost of the fence upgrade. Grassbusters Landscaping Co. was the lowest bidder the City received for the project and have been verified that

they have experience with ADA compliant sidewalk and ramp construction. The City has not worked directly with this company before, but after George, Miles and Burh reviewing their qualifications and contacted references regarding previous projects, they have concluded that they are qualified to perform the work having done similar projects in several other town/cities including DeIDOT jurisdictions.

Mayor Genshaw asked when the sidewalk project will take place.

City Manager Slatcher stated that the project will begin after June, once school is let out so that there will be less traffic, and should take 60-90 days, that way hopefully it will be completed before school starts again.

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

Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the Stein Highway Sidewalk Bid be awarded to Grassbusters Landscaping Co. Inc. in the base amount of \$93,294.00 and an alternate bid in the amount of \$630.00, which will be reimbursed to the City from the Oddfellows Cemetery for the fence upgrade; for a total amount of \$93,924.00. Councilman Mulvaney seconded the motion. Motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #3, Present for approval the construction phase limited engineering services with George, Miles and Buhr. City Manager Slatcher stated George Miles and Buhr proposes to provide construction phase engineering services for the Stein Highway Sidewalk to include: attendance of Pre-construction conference and monthly progress meetings, review and approval of shop drawings and certification, preparations of change orders, site visits-once weekly; and upon request, attend final inspection/ assist with preparation of punch list, preparation of record drawings, and respond to questions and miscellaneous consultation. Director of Public Works, Berley Mears, will handle other services including: checking of contractor's requisitions, chair all meetings and issue meetings minutes, and routine site inspections beyond those defined above. The estimated fee of \$6,350.00, based upon an estimated construction time of 100 days. Billing would be based upon the actual hours expended, plus a fixed fee.

Mayor Genshaw asked for any questions. There were none.

Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the construction phase limited engineering services with George, Miles, and Buhr for the Stein Highway Sidewalk project in the amount of \$6,350.00 Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor.

OLD BUSINESS

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- Budget workshops- May 17th from 6 p.m. – 8 p.m. at City Hall
- Clean Up Week is from May 9th – May 13th for the City of Seaford residential households only. Go to 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 6th 2016. Information available at www.seafordde.com.

COMMITTEE REPORTS

Councilwoman Phillips- Lowe reported that there was no fire report given. In the police department, In the month of April there were 784 -911 calls, 506 cell phone calls, 2752 administrative calls and 76 VOIP calls. There were 720 police calls, 51 fire calls and 260 EMS calls for service. All of the dispatchers are attending training for the new CAD system in Dover which should be completed by the end of May. Chief Flood attended the budget workshop and the National Day of Prayer ceremony. Sgt. Lee, Bowen and Sterner attended a class in Dover regarding legal updates. The Special Olympics torch run is scheduled for June 9th which the department will be participating in. Promotional testing was completed on May 6th. On May 5th, CID apprehended a subject that was wanted out of VA Beach. In the months of May and June the department will be conducting DUI enforcement, seat belt enforcement and cell phone enforcement.

Councilman Mulvaney reported that functions and meetings attended and participated by City Manager Dolores Slatcher, Assistant City Manager Charles Anderson, and Finance/HR Director June Merritt were staff and Council meetings, Budget workshop, executive sessions, First Aid training, electric Pine Street substation meeting, Administration Professional Day event and the all-day Leadercast event in Georgetown.

Assistant City Manager Anderson, participated in the Stein Highway Sidewalk bid opening, the Pre-Bid meeting with the SFVD Tribute contractor, a regional economic development event in Salisbury and Representative Short's monthly coffee meeting.

Finance/ HR Director June Merritt, also reported she processed the nonpayment shut-off notices due to a staff illness and continued work on the FY 17 Budget. Mrs. Merritt advised the new magnetic card swipe machines have been delivered and will be activated upon completion of the merchant service agreement required before use with the Edmunds software virtual terminal for counter credit card processing. She reports all other business as routine with the utility bill mailing scheduled for May 10th with a due date of May 19th. Disconnects for non-payment are scheduled for June 7th.

City Manager Slatcher was out of town, and did not file a report.

Councilman Holland reported that in the Recreation Department Adult Flag Football will take place Wednesdays and Sundays, and Men's Slow Pitch Softball games are Mondays and Wednesdays.

The Parks Department has started regular grass cuttings, worked on prepping the soccer and football fields, as well as worked on the Gateway Park fountain and Lights. The department personnel also helped with the Live for Chocolate event set-up as well as the 1st Saturday event.

Councilman Henderson reported that in Economic Development Trisha Newcomer testified before the Joint Finance Committee at Legislative Hall. Her testimony focused on the Downtown Development District administered by the Delaware State Housing Authority. She also attended several meetings including: Delaware League of Local Government Meeting where Bernice Whaley, Director of the Delaware Economic Development Office was the keynote speaker, Representative Short's Monthly coffee meeting, Leadercast Live- held at Trinity Logistics, and a Seaford Tomorrow Meeting. Mrs. Newcomer also participated in WBOC's Delmar Life piece spotlighting Live for Chocolate, and assisted with the event including planning through clean up.

In Information Technology, Trisha worked with the new Superintendent of Recreation, Katie Hickey to set up new phone and email accounts for her, and she also performed various social media and web posts, as well as worked on a search feature for the City website.

In Public Works, Superintendent Berley Mears, reported department personnel performed routine tasks including street sweeping, leaf and limb pick up, meter readings, state sample collections, disconnects, re-reads, continued replacing services on William's Street prior to repaving, and continued with alley maintenance. The department also helped remove a tree on Holly Street, prepared equipment for clean-up week, received the new backhoe and remainder of staff attended the CPR and First Aid classes.

Mr. Mears received the Stein Highway sidewalk bids, conducted a generator maintenance pre-bid meeting, and a Boys and Girls club paving pre-bid meeting. He received the generator maintenance bid, published and posted the Water Consumer Confidence Report, attended a Safe Drinking Water Act compliance issue class, a green infrastructure conference, and the Leadercast Live conference.

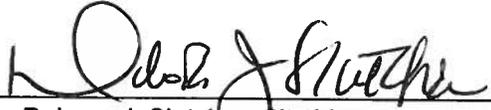
The Waste Water Treatment Facility total system performance is reported as good. The leachate program continues to go well, compost sales are increasing, and the screening of material is ongoing. Plant personnel report that other operations and maintenance are routine with no major maintenance issues to report. Fats, oils, and grease program inspections continue.

Josh Littleton, Building Official, reported that in the Code Department he attended a Code Enforcement seminar in Dover on 4/27/16, attended a Board of Adjustment hearing for

variance request at 22603 Sussex Highway for a used car dealership on 5/4/16, as well as a DNREC Green Infrastructure Workshop on 5/5/16. DNREC describes Green infrastructure as "a nature-based approach that uses a combination of engineering and nature's own systems to address environmental challenges like erosion, flooding, and air and water pollution." Mr. Littleton also attended a Planning and Zoning Commission hearing where he presented a subdivision request for the former BASF location in Seaford Industrial Park. The department continues to monitor proposed projects and projects that are underway.

Councilwoman Peterson reported that Electrical Engineer, Rick Garner, did a substantial completion of control house wiring for new circuit 330 at Ross Substation. He also reviewed preliminary specifications and drawings for Pine Street Substation, coordinated and attended the CPR/AED and First Aid training class, attended the progress meeting with Downes Associates for Pine Street Substation project and attended the Budget workshop. Bill Bennett, Superintendent of Electric, attended the AMP Technical Services Conference as well as the Leadercast Conference. Electric Department personnel took down several trees around town, finished hooking up services at Chandler Heights 2, worked on the control room wiring and set some poles for the new circuit 330, while remaining personnel completed the AED/CPR and First Aid training.

With no further comments, Mayor Genshaw 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. Councilwoman Peterson seconded the motion. Motion so passed with all present voting in favor. The Regular Council Meeting was closed at 7:37 p.m.


Dolores J. Slatcher, City Manager

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