

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
June 13, 2017
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.
 - Approval of minutes of the regular meeting on May 23, 2017.

CORRESPONDENCE:

1. Thank you letter Nanticoke Health Services Foundation for City donation toward 4th Annual Live for Chocolate

NEW BUSINESS:

1. Mayor Genshaw to appoint Matt MacCoy, 41 Read Street to the Operations Committee.
2. Discussion and a recommendation from the Operations Committee regarding a new Sussex County Sewer District for Bridgeville & Greenwood including some Sussex County users to have the Seaford WWTP provide treatment of their sanitary sewer with the new District providing a buy-in and cost share.
3. Trisha Newcomer, ED Manager to present update on City's progress with the Conceptual Vision Plan.
4. Bids - Porta-Johns
5. Present the FY18 Budget for adoption.

OLD BUSINESS:

- 1.

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AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

June 13, 2017

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. Sussex County Prayer Breakfast, Crossroads Church, 7:30 a.m., June 20th.
2. DE League of Local Govts, Duncan Center, Dover, 5:30 p.m., June 22nd.
3. RIVERFEST, SATURDAY, JULY 8TH, one day only High Street, 9 a.m. to 9 p.m. with FLOAT-IN AT 7:30 a.m. on Riverside Drive.

COMMITTEE REPORTS:

1. **Police & Fire - Councilwoman Leanne Phillips-Lowe**
2. **Administration - Councilman Orlando Holland**
3. **Code, Parks and Recreation - Councilwoman Grace Peterson**
4. **Public Works & WWTF - Councilman William Mulvaney**
5. **Electric - Councilman Dan Henderson**

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))

Posted

TNT - Website

6/5/17 @ 10:18 a.m.

May 8, 2017

The Honorable David Genshaw
City of Seaford
PO Box 1100
414 High St
Seaford, DE 19973-5100



Always Caring. Always Here.

Dear David,

Thank you for your donation of \$1,000.00 in support of the 4th annual Live for Chocolate, a night of fun, laughter and support. We very much appreciate your support and partnering in this community event.

Proceeds from the event will support women in the community that do not have the resources for their screening and diagnostic mammograms.

If you have questions, please contact the Nanticoke Health Foundation at 302-536-5390 or via email at MorrisR@nanticoke.org.

Thank you, once again, for supporting Nanticoke Health Services. When minutes count, you can count on Nanticoke and it is heartwarming to know that we can count on you to enhance the healthcare services for our community.

Sincerely,



Steven A. Rose RN MN
President & CEO

Nanticoke Health Foundation: 81-2731803

City of Seaford
PO Box 1100
414 High St
Seaford, DE 19973-5100

Nanticoke Health Foundation

613 High Street
Seaford, DE 19973
(302) 536-5390
MorrisR@nanticoke.org

Donation Summary
Check Date: 4/20/2017
Check Number: 229216
Received: \$1,000.00
Non-Deductible: \$0.00

Nanticoke Health Foundation is a non-profit organization under IRS ruling 501(c)(3). Contributions to NHF are fully tax-deductible as allowed by law and personal circumstances. No goods or services were exchanged in return for the above donation.

6-13-17

D. Slatcher

From: C. Anderson
Sent: Monday, May 22, 2017 4:06 PM
To: D. Slatcher
Subject: FW: 6/2/17 Operations Committee Meeting

Dolores

This is the suggestion that David has for a new Operations Committee member – can we place the appointment on the next Council agenda?

From: David Genshaw [mailto:dgenshaw@seafordde.com]
Sent: Monday, May 22, 2017 1:39 PM
To: C. Anderson <canderson@seafordde.com>
Subject: Re: 6/2/17 Operations Committee Meeting

Matt MacCoy
41 Read Street
Seaford, DE 19973
Rockmaccoy2002@yahoo.com
302-236-7038 cell

Sent from my iPad

N.B. 2
6/13/17

RECOMMENDING MEMO
OPERATIONS COMMITTEE
6-8-17

TO: Mayor and Council

FR: Dolores J. Slatcher, City Manager /LOP

RE: Recommendation for Sussex County's new Sewer District
Towns of Bridgeville & Greenwood treating sanitary sewer
Seaford WWTP

The Operations Committee met on June 2, 2017 to discuss with Judy Schwartz, PE at George, Miles and Buhr and Hans Medlarz, P.E. Sussex County Engineer the proposal, which has been worked on for months by representatives from Sussex County, the Town of Bridgeville, the Town of Greenwood and the City of Seaford to create a new Sussex County Sewer District similar to the Blades Sanitary Sewer District, to explore the option of having Seaford treat the sanitary sewer from the new District.

Mrs. Schwartz presented the information about the options explored and preliminary project costs related to each. Mr. Medlarz provided comments for clarification as the discussion continued. They explained the potential route from Bridgeville to Seaford WWTP with a new lift station to be placed on Sussex Highway.

They also explained the first step in the process is to have each community decide they are a willing participant in the project. Since Seaford would be the source of treatment it is necessary for Seaford to take the first step. Bridgeville and Greenwood would present the information to their elected officials in July and August to continue their request to have Seaford's Wastewater Treatment Plant accept their flows.

The Operations Committee recommends to City Council to approve the process to continue working with Sussex County, the Towns of Bridgeville and Greenwood as a new Sussex County Sewer District. Agreeing to have the Seaford WWTP treat the sanitary sewer and to accept a buy-in from the new District on the front end. Also to have them share in the cost proportionately for the O&M, Capital and other documented costs related to treating and disposing of sanitary sewer treated at the Seaford WWTP. And to bring to Seaford the full waste load allocation transfer under the Chesapeake TMDL from Bridgeville to the City of Seaford.

If you have any questions or need further clarification for this recommendation please let us know.

Cc: Charles Anderson, ACM
Berley Mears, DPW
Bryant Tiftt, WWTF Coordinator

N.B. 2
6/13/17

MEMORANDUM

TO: Dolores Slatcher, CM

FR: Charles Anderson, ACM

↙

RE: Porto-John Bids, 2017

DT: May 25, 2017

The City received three bid responses on 5/24/17 to the above referenced bid advertisement. Please see the attached spread sheet tabulation.

We have not worked with this firm in the past. We did reach out to several of the references they provided and have received good reports on their performance with other customers.

It is our recommendation to award the bid to the low bidder; Arrow Sanitation Services.

Should you have any questions, please contact me.

Thank you.

**City of Seaford
2017 Porta John Bid Tabulation**

	Arrow Sanitary Service		Clean Delaware, LLC		Sherman Heating Oils, Inc.	
	Annual	Annual	Annual	Annual	Annual	Annual
Soroptimist Park	\$140.00	\$980.00	\$254.00	\$1,778.00	\$140.00	\$980.00
Nutter Park	\$60.00	\$420.00	\$67.00	\$469.00	\$50.00	\$350.00
Boat Ramp	\$75.00	\$525.00	\$127.00	\$889.00	\$50.00	\$350.00
Hooper's - Year Round	\$65.00	\$780.00	\$508.00	\$6,096.00	\$200.00	\$2,400.00
Hooper's - Seasonal	\$85.00	\$510.00	\$157.00	\$942.00	\$150.00	\$900.00
Jay's Nest - Year Round	\$85.00	\$1,020.00	\$157.00	\$1,884.00	\$150.00	\$1,800.00
Jay's Nest - Seasonal	\$70.00	\$490.00	\$127.00	\$889.00	\$50.00	\$350.00
Football Fields	\$60.00	\$330.00	\$67.00	\$368.50	\$50.00	\$275.00
Softball Fields - Peak	\$210.00	\$1,050.00	\$381.00	\$1,905.00	\$150.00	\$750.00
Softball Fields - Shoulder	\$180.00	\$450.00	\$201.00	\$502.50	\$150.00	\$375.00

2017-2018 Total \$6,555.00

2017-2018 Total \$15,723.00

2017-2018 Total \$8,530.00

	Arrow Sanitary Service		Clean Delaware, LLC		Sherman Heating Oils, Inc.	
	Annual	Annual	Annual	Annual	Annual	Annual
Soroptimist Park	\$140.00	\$980.00	\$255.00	\$1,785.00	\$140.00	\$980.00
Nutter Park	\$61.00	\$427.00	\$70.00	\$490.00	\$50.00	\$350.00
Boat Ramp	\$75.00	\$525.00	\$130.00	\$910.00	\$50.00	\$350.00
Hooper's - Year Round	\$65.00	\$780.00	\$510.00	\$6,120.00	\$200.00	\$2,400.00
Hooper's - Seasonal	\$85.00	\$510.00	\$160.00	\$960.00	\$150.00	\$900.00
Jay's Nest - Year Round	\$85.00	\$1,020.00	\$160.00	\$1,920.00	\$150.00	\$1,800.00
Jay's Nest - Seasonal	\$70.00	\$490.00	\$130.00	\$910.00	\$50.00	\$350.00
Football Fields	\$60.00	\$330.00	\$70.00	\$385.00	\$50.00	\$275.00
Softball Fields - Peak	\$210.00	\$1,050.00	\$384.00	\$1,920.00	\$150.00	\$750.00
Softball Fields - Shoulder	\$180.00	\$450.00	\$203.00	\$507.50	\$150.00	\$375.00

2018-2019 Total \$6,562.00

2018-2019 Total \$15,907.50

2018-2019 Total \$8,530.00

	Arrow Sanitary Service		Clean Delaware, LLC		Sherman Heating Oils, Inc.	
	Annual	Annual	Annual	Annual	Annual	Annual
Soroptimist Park	\$145.00	\$1,015.00	\$260.00	\$1,820.00	\$140.00	\$980.00
Nutter Park	\$63.00	\$441.00	\$75.00	\$525.00	\$50.00	\$350.00
Boat Ramp	\$76.50	\$535.50	\$135.00	\$945.00	\$50.00	\$350.00
Hooper's - Year Round	\$66.00	\$792.00	\$515.00	\$6,180.00	\$200.00	\$2,400.00
Hooper's - Seasonal	\$86.00	\$516.00	\$165.00	\$990.00	\$150.00	\$900.00
Jay's Nest - Year Round	\$86.00	\$1,032.00	\$165.00	\$1,980.00	\$150.00	\$1,800.00
Jay's Nest - Seasonal	\$71.00	\$497.00	\$135.00	\$945.00	\$50.00	\$350.00
Football Fields	\$61.00	\$335.50	\$75.00	\$412.50	\$50.00	\$275.00
Softball Fields - Peak	\$220.00	\$1,100.00	\$385.00	\$1,925.00	\$150.00	\$750.00
Softball Fields - Shoulder	\$185.00	\$462.50	\$205.00	\$512.50	\$150.00	\$375.00

2019-2020 Total \$6,726.50

2019-2020 Total \$16,235.00

2019-2020 Total \$8,530.00

Arrow 3-Year Total \$19,843.50

Clean DE 3-Year Total \$47,865.50

Sherman 3-Year Total \$25,590.00

**CITY OF SEAFORD
BUDGET/REVENUE ANALYSIS - BALANCING OPTION #3
ADOPTED BUDGET**

	FY 2017	FY 2018	% CHANGE	\$ INCR/DECR
<u>REVENUE</u>				
General Fund	5,295,744	5,596,075	5.67%	300,331
Transfer from Electric Fund	3,257,142	3,114,412	-4.38%	(142,730)
Transfer from Sewer Fund	230,500	191,719	-16.82%	(38,781)
Transfer from Water Fund	65,800	77,102	17.18%	11,302
Municipal Golf Fund	22,019	0	-100.00%	(22,019)
Transfer from General Fund	448,068	387,795	-13.45%	(60,273)
Transfer from Electric Fund	0	0	0.00%	0
Water Fund	1,200,771	1,029,574	-14.26%	(171,197)
Transfer from Electric	0	0	0.00%	0
Sewer Fund	4,360,085	2,663,390	-38.91%	(1,696,695)
Transfer from Electric	0	0	0.00%	0
Electric Fund	16,012,679	15,472,294	-3.37%	(540,385)
TOTAL REVENUE	30,892,808	28,532,361	-7.64%	(2,360,447)
REVENUE W/O INTERNAL TRANSFER	26,891,298	24,761,333	-7.92%	(2,129,965)
<u>EXPENDITURES</u>				
Executive	96,214	99,413	3.32%	3,199
Capital	2,275	0		
Administration	1,753,731	1,863,934	6.28%	110,203
Capital	59,975	10,000	-83.33%	(49,975)
Transfer to Golf Fund	448,068	387,795	-13.45%	(60,273)
Economic Development	113,893	127,806	12.22%	13,913
Capital	44,900	5,400	-87.97%	(39,500)
Information Technology	79,369	100,994	27.25%	21,625
Capital	1,700	25,000	1370.59%	23,300
Code	362,997	515,953	42.14%	152,956
Capital	1,400	0	-100.00%	(1,400)
Fire	269,126	258,662	-3.89%	(10,464)
Capital	0	0	0.00%	0
Police	3,474,088	3,488,395	0.41%	14,307
Capital	79,900	75,000	-6.13%	(4,900)
Dispatchers	604,180	617,407	2.19%	13,227
Capital	6,900	0	-100.00%	(6,900)
Recreation	213,567	211,045	-1.18%	(2,522)
Capital	0	0	0.00%	0
Parks	491,733	465,977	-5.24%	(25,756)
Capital	24,270	38,200	57.40%	13,930
Pools	31,784	38,552	21.29%	6,768
Capital	0	0	0.00%	0
Streets	495,922	494,775	-0.23%	(1,147)
Capital	193,194	155,000	-19.77%	(38,194)
EXPENDITURES - SUBTOTAL PAGE 1	8,849,186	8,979,308	1.47%	130,122

**CITY OF SEAFORD
BUDGET/REVENUE ANALYSIS - BALANCING OPTION #3
ADOPTED BUDGET**

	FY 2017	FY 2018	% CHANGE	\$ INCR/DECR
Municipal Golf	470,087	387,795	-17.51%	(82,292)
Capital	0	0	0.00%	0
Water	1,018,684	882,947	-13.32%	(135,737)
Capital	116,287	69,525	-40.21%	(46,762)
Transfer to General Fund	65,800	77,102	17.18%	11,302
Sewer Collector System	436,572	459,628	5.28%	23,056
Capital	14,900	65,000	336.24%	50,100
Sewer Plant	1,707,698	1,721,306	0.80%	13,608
Capital	1,692,700	15,500	-99.08%	(1,677,200)
Transfer to General Fund	230,500	191,719	-16.82%	(38,781)
Compost	277,715	210,237	-24.30%	(67,478)
Capital	0	0	0.00%	0
Electric Distribution	12,618,931	12,285,172	-2.64%	(333,759)
Capital	136,606	72,710	-46.77%	(63,896)
Transfer to General Fund	3,257,142	3,114,412	-4.38%	(142,730)
Transfer to Golf Course Fund	0	0	0.00%	0
Transfer to Water Fund	0	0	0.00%	0
Transfer to Sewer Fund	0	0	0.00%	0
Power House	0	0	0.00%	0
Capital	0	0	0.00%	0
EXPENDITURES - SUBTOTAL PAGE 2	22,043,622	19,553,053	-11.30%	(2,490,569)
TOTAL EXPENDITURES	30,892,808	28,532,361	-7.64%	(2,360,447)
EXPENDITURES W/O INTERNAL TRANSFER	26,891,298	24,761,333	-7.92%	(2,129,965)
Total Revenues without Internal Transfers	26,891,298	24,761,333	-7.92%	(2,129,965)
Total Expenditures without Internal Transfers	26,891,298	24,761,333	-7.92%	(2,129,965)
Surplus (Deficit)	0	0	0.00%	0
Note: Purchased Power Electric Distribution	9,903,124	9,176,527	-7.34%	(726,597)
Note: Electric Distribution without Purchased Power	2,715,807	3,108,645	14.46%	392,838