

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
July 9, 2019
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 meeting on June 25, 2019.

ALL ITEMS ON THIS AGENDA MAY OR MAY NOT BE VOTED ON.

CORRESPONDENCE:

- 1.

NEW BUSINESS:

1. Present for information: staff's report on pre-paid electrical meter implementation.
2. Present for approval information and documentation required for the Seaford Police Department to submit a Wal*Mart Local Community Grant and authorize the Mayor to execute the necessary grant affirmation letter.
3. Present for approval a proposal from the Superintendent of Parks and Recreation, Katie Hickey to charge a security deposit for special event permit applications.

OLD BUSINESS:

1. Present for approval a proposal from the Superintendent of Parks and Recreation, Katie Hickey to transfer the programming of the Nanticoke Youth Soccer Association (NYSA) to the City of Seaford Parks and Recreation Department.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

July 9, 2019

1. Riverfest - July 13th - Downtown Seaford

COMMITTEE REPORTS:

1. Police & Fire - Councilman Dan Henderson
2. Administration - Councilman Orlando Holland
3. Code, Parks and Recreation - Councilman James King
4. Public Works & WWTF - Councilman MacCoy
5. Electric - Councilman William Mulvaney

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 Executive Session.

Mayor Genshaw reopens the regular Council meeting.

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))

Date Posted: 7/2/19

Posted by: TNT

NB# 1
7-9-19

Pre-Paid Electric Meters

- ❖ CentraVU (Customer Engagement Portal) Configuration Options made with IPKeys on February 8, 2019
 - Seaford mentioned the possibility of offering prepay meters to customers
 - IPKEYS advised it is best to decide prior to going live with CentraVU due to the software options
- ❖ Prepay meters were presented at the Planning Session Meeting on February 22, 2019 as another piece of equipment or device added to the smart meter
- ❖ Received an overview from American Municipal Power Inc (AMP) on March 22, 2019
 - Does not require additional equipment (old technology), but additional software
- ❖ Requested Prepay Estimated Costs from American Municipal Power Inc (AMP) on May 17, 2019
- ❖ Correspondence sent to Edmunds on May 20, 2019
 - Smart Meters can be used as prepay meters
 - Do other clients use prepay meters?
 - Does Edmunds accommodate prepay meters?
- ❖ June Merritt & myself had a teleconference with Vito Paladino, Edmunds on May 22, 2019
 - No experience with prepay system
 - Integration with Edmunds not possible to look into or commit until after January 1, 2020
 - Unknown cost
 - If benefits other customers may be \$0.00
 - May not have many potential customers
- ❖ Received Prepay System Estimate from American Municipal Power Inc (AMP) on May 17, 2019
 - One-time cost \$41,212
 - Depending on the amount of Prepay Users, could cost Annually \$44,000.00 - \$64,000.00
 - New Software Excleron
- ❖ Costs/Benefits
 - Another software requires additional cost, time and training
 - This is notification that prepay meters are not feasible at this time due to the listed limitations, since we have advised IPKeys to continue the Customer Portal with CentraVU
 - The City will revisit the proposal in the next few years to see if the costs have changed or technology that would change our review of the situation

Without Pre-Paid Meters

- ❖ CentraVU (Customer Engagement Portal)
 - Through the Customer Portal - Smart meters allow the customer to monitor and track usage, effects of temperature and do online budgets
 - Integration with IPKeys
 - Accounts from each rate class utilized for testing
 - Continue with remaining accounts
 - Announce to the Public
 - Completion within 30-36 business days



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NBA 2
7-9-19

July 9, 2019

To Whom It May Concern:

This letter is to verify that the City of Seaford, Delaware is a certified agency as recognized by the State of Delaware. The City of Seaford was officially incorporated on April 6, 1865. The City of Seaford Police Department is authorized by the city to request funding.

I authorize the City of Seaford Police Department to apply for funding from Walmart and the Walmart Foundation for the betterment of the community.

Sincerely,

David C. Genshaw, Mayor



How We Give

Local Community Grants



Local Community Grants | Northwest Arkansas Grants

Our local community grants are awarded through an open application process and provide funding directly from Walmart and Sam's Club facilities to local organizations in the U.S. Don't know how to determine your local facility? Don't worry, the application will assist you.

Guidelines

- Local Community grants range from a minimum of **\$250** to a maximum of **\$5,000**.
- Eligible nonprofit organizations must operate on the local level (or be an affiliate/chapter of a larger organization that operates locally) and directly benefit the service area of the facility from which they are requesting funding.



6/28/2019

- Applications may be submitted at any time during this funding cycle. Please note that applications will only remain active in our system for 90 days, and at the end of this period they will be automatically rejected.
- Organizations may only submit a total number of 25 applications and/or receive up to 25 grants within the 2019 grant cycle.

Eligibility Checklist

Organizations applying must meet one of following criteria:

- An organization holding a current tax-exempt status under Section 501(c) (3), or (19) of the Internal Revenue Code, listed on the IRS Master File and conducting activities within the United States (excluding nationally sponsored organizations, such as American Cancer Society, American Diabetes Association, American Heart Association, Children's Miracle Network and United Way)
- * • A recognized government entity: state, county or city agency, including law enforcement or fire departments, that are requesting funds exclusively for public purposes
- A K-12 public or nonprofit private school, charter school, community/junior college, state/private college or university; or a church or other faith-based organization with a proposed project that benefits the community at large, such as food pantries, soup kitchens and clothing closets.

Selection Process

- Management at the facility to which you are applying will review the application and make initial funding recommendations on all submitted requests.



application determinations are made.

- The facility manager and the grant administrator reserve the right to adjust the amount awarded to each organization without prior notice.
- Organizations will be notified of any decision via e-mail. All funding decisions are final.
- If an organization is approved, grant checks will be mailed directly to the recipient's address listed in the Cybergrant's profile for the organization. Please allow two to four weeks for delivery.
- In the event of being awarded a grant, organizations should contact the local facility from which funds were awarded in order to schedule a formal recognition event.

All grant applications are made subject to review of the organization's reputation and activities and its agreement to comply with applicable terms and conditions. Submission of an application does not guarantee funding.



[SUBMIT A LOCAL COMMUNITY GRANT APPLICATION](#)

[Our Work »](#)



Apply for Grants

Our program eligibility guidelines have recently changed. If your organization/program meets the guidelines for appropriate program at walmart.org/how-we-give and you do not have a charitable Tax ID that can be verified electronically, you will need to provide the following information upon request:

New 501(c)(3) Organizations

IRS Letter of Determination issued not more than 90 days in the past.

[Example Determination Letter >](#)

Churches

If your organization is a subordinate covered under an IRS Group 501(c)(3) Ruling, you will need to obtain a letter from the central organization containing their GEN and stating that the organization is covered under their IRS Group-Ruling. To determine if the organization is covered under an IRS Group-Ruling, contact the IRS Call Center at 1-877-829-5500.

[Example Group Ruling Letter >](#)

[Additional Example Group Ruling Letter >](#)

Catholic Churches are covered under United States Conference of Catholic Bishops IRS Group 501(c)(3) Ruling, unless otherwise noted in the Official Catholic Directory. Please provide the name of the church's Archdiocese/Diocese and page number where it is located in the 2014 Official Catholic Directory.

Churches that are not covered by an IRS Group 501(c)(3) ruling, may submit proof that the organization is treated as exempt under state law. Such proof may include proof that the organization is exempt for purposes of sales tax, income tax, or property tax.

*** Municipalities (Fire Department/Police Department/Towns)**

Affirmation of Instrumentality (4076C) Letter, a copy of the legislative act creating a board or commission, or a letter from an authorized government official confirming the status of the government entity.

- If the requesting organization is a town or city, please provide a letter from the town or city's chief elected officer, on official letterhead, that provides a cite to the legislative act creating the town or city and that authorizes the city or town to apply for funds.
- If the requesting organization is an agency or instrumentality of a government entity, please provide a letter from a government official with responsibility for government oversight of the agency or instrumentality, on official letterhead, that describes the relationship between the agency or instrumentality and the government entity and authorizes the agency or instrumentality to apply for funds directly.

[Example Affirmation Letter >](#)

When you have the relevant documentation available for your organization, please submit a support form to request that your organization be manually verified using the link below:

Instructions for Boy Scout units (troops, packs, etc.)

Based on guidelines from the Boy Scouts of America, all local units must register as an affiliate of their chartering organization. Please review the guidelines here to determine if the chartering organization qualifies for this program. If so, click the link at the bottom of this page to submit a support request and in the "describe your problem" text box, state that you would like to register the Boy Scouts of America or BSA unit. Once complete, you will receive an email response requesting the specific documentation required to register.

Instructions for Girl Scout units

Please register your troop/unit using the Tax ID on the card provided to the unit at the beginning of the year. If you have tried to register and received a warning that the Tax ID is already in use, click the link at the bottom of this page to submit a support request and state that you need help registering a girl scout unit. Once complete, you will receive an email response requesting the specific documentation required to register.

[Submit Support Request >](#)

Please note: You will not be able to attach this documentation in the support request, but will be asked to email it to support staff once your request has been submitted and reviewed.



NBH-3
7/9/19

MEMORANDUM

TO: Charles Anderson, City Manager

FR: Katie Hickey, Supt. of Parks & Recreation

RE: *Deposit for Special Event Permit*

DT: July 2, 2019

On June 26th, 2018 Council approved a new Special Event Permit Application for the City of Seaford. The application has brought in a lot of new events, both public and private, and has given more awareness to the leadership team about what events the city is hosting.

Unfortunately, we have run into several issues regarding trash and portable restrooms within the last year. There have been some larger-scale events hosting over 200 attendees and both trash and restrooms were left in unsatisfactory conditions.

We currently do not have any regulations listed on the permit application that state a certain amount of trash receptacles must be present if an event hosts x-amount of people. We do have a portable restroom regulation that states:

“You are required to provide portable restrooms at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event. It is recommended that hand-sanitizing services be provided. Number of restrooms will be determined based on the number of persons expected under and assembly.”

My recommendation to help prevent some of these past issues from reoccurring is:

1. Require a \$100 refundable deposit if the area is kept in the same condition as it was before it was rented. The Parks Department is scheduled to clean-up City parks and right-of-ways each Monday and Friday. They will be there to inspect the area and notify the supervisor if things are left in unsatisfactory conditions.
2. Provide a certain amount of trash bins per number of people. For example: For every 50 guests attending the event, one trash receptacle needs to be present. If 200 guests are expected to attend and event, then four trash receptacles are required. An alternative option for the party responsible could be to rent a small roll-off dumpster to be placed at the event location from the Friday, prior to, until the Monday, after.
3. Have a mandatory number of restrooms available per number of people. For example: At the Jay's Nest there is only 1 handicap and 1 regular restroom available near the vicinity. Should the party hosting the event have over 150 people, they should be required to add 1

extra restroom per 50 people. (300 people = 3 extra restrooms for attendees + 2 provided = 5 total).

These minor changes could have a major impact on how people are running their events and can save our department a lot of extra time and effort cleaning up after others. I recommend that these changes are made in order for our parks and facilities to remain in good conditions for continued public use.

If you have any further questions, please feel free to contact me.

Thank you,

Katie Hickey

MEMORANDUM

TO: Charles Anderson, City Manager
FR: Katie Hickey, Supt. of Parks and Recreation
RE: *Seaford Recreation Dept. Acquiring the Nanticoke Youth Soccer Association*
DT: June 18, 2019

NB# 4
C-25-19
OB# 1
7-9-19

City Manager Anderson, Supt. of Parks & Rec, Katie Hickey, and Recreation Coordinator, Tina Hurley met with Beth and Brian Griner, the current owners/operators of the Nanticoke Youth Soccer Association on June 4th, 2019 to discuss the possibility of the city taking over management of the association. Mr. & Mrs. Griner have been the head of this association for 25 years and are seeking new point personnel to run all aspects of the association.

A little background about the Nanticoke Youth Soccer Association: there are two seasons, one in the Fall and one in the Spring. Each season, around 250 children are registered for only \$10 per player. They also offer a 2-day clinic "Kiddie Kicks" for 2-4 year-olds in August. They host one fundraiser per year; a Joe Corbi's fundraiser to help pay for operational costs (marking paint, goals, jerseys, etc.) Upon providing proof of insurance, they lease the fields from West Seaford Elementary from August through November and March through June at no cost to the association. This also includes a storage shed for equipment.

In the Fall, they play only on Saturdays, and in the Spring, Sundays. They have U6 (6 years old and under) through U13 (13 years old and under) teams. All referees for U8 and under are youth volunteers and referees for U10 and U13 are paid either \$20 or \$30. Mr. & Mrs. Griner stated they would reach out to their volunteer-base in order to keep the program a success. The city would also need to work on gaining a committed group of volunteers in order to keep up with the large amount of players the program hosts each season. NYSA currently pays to be members of the Delaware Youth Soccer Association (DSYA). This provides them with insurance and background checks for each volunteer. This association can also be used as a reference to finding out the rules, field sizes, and regulations for the program.

The following suggested changes would be made, should the city acquire this program:

- No longer host a fundraiser and raise the registration fee to \$15 or \$20 per child.
- Fall Season sign-ups would occur in the month of July, followed by practices in August and games in September and October. (Currently 8-week season at one game per week, per team)
- Spring Season sign-ups would occur in February, followed by practices in March and games in April and May. (Currently 8-week season at one game per week, per team)
- All practices and games would relocate from West Seaford Elementary to the Seaford Sports Complex to utilize the city's fields.

- It was discussed that the NYSA would make a monetary donation, as well as an equipment donation, to the City of Seaford should this change of management be approved.

Through combined efforts between the Parks & Recreation Department and Mr. & Mrs. Griner, it is my recommendation that the Seaford Recreation Department make the necessary actions and changes it requires to successfully manage and operate the Nanticoke Youth Soccer Association.

Should you have any questions, please contact me.

Thank you.