

**AGENDA**  
**REGULAR MEETING OF THE MAYOR AND COUNCIL**  
**January 28, 2020**  
**CITY HALL**  
**414 High Street**

**6:00 P.M.** - City Council and the Planning and Zoning Commission to hold a joint session to review data collected by the consultant for the 2020 Comprehensive Plan update.

**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.
- Executive Session - Personnel
- Changes to agenda for this meeting.
- Approval of minutes of the regular meeting on January 14, 2020.

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

**CORRESPONDENCE:**

1.

**PUBLIC HEARING:**

1. Thomas P. Smith, located at 106 Park Ave., Tax Map and Parcel #531-10.00-236.13 is requesting a Final Site Plan review for construction of a warehouse.
2. Belle Ayre Group LLC, located at Orchid Dr., Cherry Blossom Ln., and Wisteria Ln., Tax Map and Parcel # 531-10.00-506.00 through 531-10.00-571.00 are seeking a Final Site Plan review to realign the lot lines in order to increase the number of lots from sixty-six (66) to seventy-seven (77) per the original approved and recorded plans.

**NEW BUSINESS:**

1. Seaford Middle School to share CTE (Career & Technical Education) Video to be used at City Hall on Kiosk.
2. Berley Mears, Director of Public Works to present a proposal for repairs to the Arbutus well pump.
3. Present for approval the recommendation from Director of Public Works Berley Mears to hold Clean Up Week the week of May 11-15, 2020.

**AGENDA**

**REGULAR MEETING OF THE MAYOR AND COUNCIL**

January 28, 2020

4. Mayor Genshaw to present appointments for the Standing Board for Municipal Election 2020 and the Municipal Election Board 2020 (Board used for election challenges).
5. Lisa Wool, Executive Director of the Nanticoke Watershed Alliance to present an update regarding the Nanticoke River.
6. Lisa Wool, Executive Director of the Nanticoke Watershed Alliance to discuss applying for the Chesapeake Bay Green Streets-Green Jobs-Green Towns (G3) Grant Program funding for engineering and design of improvements to South Conwell Street.
7. Chief of Police Marshall Craft Jr. to request hiring two additional officers in advance of the next police academy class. This request would expand the number of sworn officers employed by the police department as a non-budgeted expenditure.

**OLD BUSINESS:**

1. Second reading of revisions to ARTICLE 4 - RENTAL TO HOME OWNERSHIP INCENTIVE; Section 6.4.2, Qualifying Properties, of the Municipal Code to create an administrative process for incentive approval and eliminate the need for Economic Development Committee review and recommendation to City Council.

**REMINDER OF MEETINGS & SETTING NEW MEETINGS:**

1. SCAT - February 12, 2020 at the CHEER Center in Georgetown starting at 6:00 p.m.
2. Special Economic Development Luncheon - February 13, 2020 at Heritage Shores starting at 12:00, noon

**CITY OF SEAFORD**

Municipal Election – April 18, 2020

**AGENDA**

**REGULAR MEETING OF THE MAYOR AND COUNCIL**

January 28, 2020

The City of Seaford Municipal Election will be held on Saturday, April 18, 2020 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.T.

One (1) Mayor will be elected for a (2) year term  
Two (2) Council Members will be elected for a (3) year term.

**All candidates must have filed by 5:00 p.m., E.S.T., February 28, 2020. Registration can be completed at City Hall, 414 High Street, Seaford, DE. Registration hours are Monday through Friday, 8 a.m. until 5:00 p.m. or by appointment if you cannot register during these normal business hours.** Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/her name after 5:00 p.m., E.S.T., February 28, 2020 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident and US Citizen to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 27, 2020.** 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 18, 2019) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall. Registration hours are Monday through Friday, 8 a.m. until 5 p.m. or by appointment if you cannot register during these normal business hours.**

**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.**

A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

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.

CANDIDATES FILED AS OF January 20, 2020:

Mayor David Genshaw has filed for re-election as Mayor  
Councilman James King has filed for Mayor

**AGENDA**

**REGULAR MEETING OF THE MAYOR AND COUNCIL**

January 28, 2020

Councilman Dan Henderson has filed for re-election to Council

Alan Cranston has filed for City Council

Jose Santos has filed for City Council

**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 Matt 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: 1/21/2020

Posted by: TNT

# Memo

**To:** Charles Anderson, CM  
**From:** Berley A. Mears, DPW  
**Date:** January 24, 2020  
**Re:** Arbutus pump replacement

---

Dolores,

On December 18th, 2019 our Arbutus well pump failed. I have received two quotes to have the well pump replaced. The quotes I received are to install a submersible well pump in place of the current vertical turbine pump set up. I have gone with this setup in two other wells and have been having good results. The first quote was from American Water Well Systems in the amount of \$30,106 and the second quote was from A.C.Shultes for \$28,376.

After thoroughly reviewing the quotes, my recommendation is to have A.C. Schultes replace the existing vertical turbine pump at the Arbutus well with a new submersible pump and motor for the cost of \$28,376. This is an unbudgeted expense due to the unforeseen breakdown of the existing pump. Please present this to the Mayor and Council during the January 28th meeting.

# Memo

**To:** Charles Anderson  
**From:** Berley Mears  
**CC:** Tracy Torbert  
**Date:** January 24, 2020  
**Re:** Clean-up week 2020

---

I would like to make a recommendation to have "Clean-up Week 2020" the week of May 11th-15th. This is the same week that we have held this event for the past several years and it seems to work well.

**Standing Board for Municipal Election 2020**

1-year term: Pastor Issac Ross, Elaine Vincent

2-year term: Cynthia Cummings

3-year term: Rick Peterson (Election Judge), Sharon Drugash

Staff:

6:30 – 3:30 – Tracy Torbert  
Shannon Passwaters

- Relief
  - Charles Anderson
  - Trisha Newcomer

**Municipal Board – Election 2020**  
**(Board used for Election Challenges)**

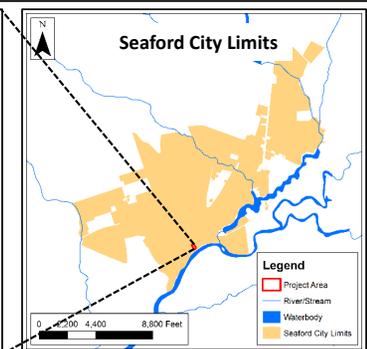
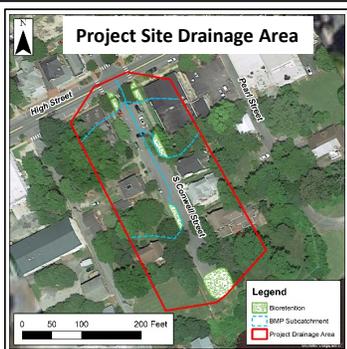
Rick Stewart  
Susan Lepter  
Howard Greene

Site Location				Drainage Area Characteristics		Proposed Characteristics*	
Date of Field Visit	7/24/2019	Latitude	38° 38' 22.1424" N	Drainage Area, acres	1.68	Proposed BMPs	Bioretention
Field Visit Personnel	J. Smith	Longitude	-75° 36' 46.2744" W	Hydrologic Soil Group	A	Minimum Storage Volume, ft <sup>3</sup>	2,937
Major Watershed	Nanticoke River	Landowner	City of Seaford	Total Impervious, %	52	Total Storage Volume, ft <sup>3</sup>	4,920
Street Address	South Conwell Street between High St to Nanticoke River			Design Storm Event, in	2.7	BMP Area, ft <sup>2</sup>	3,174

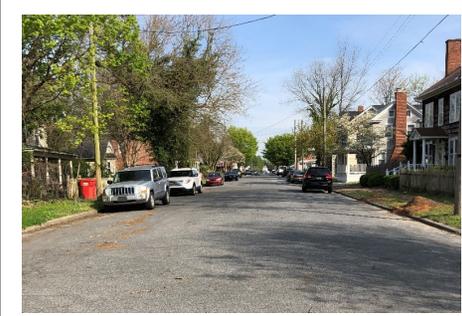
**Existing Site Description:** The proposed project site includes the South Conwell Street roadway corridor between High Street and Nanticoke River. Conwell Street is a 2-lane largely residential roadway that dead ends near the river. The existing road is approximately 30 feet wide with discontinuous sidewalks. Conwell Street was selected by the community as a location for a green infrastructure beautification and destination location project. Potential improvements include traffic-calming and bioretention bump-outs, a large end-of-street bioretention cell with walkway and viewing platform, adding a bicycle rack, improving existing sidewalk connectivity, and leaving room for vehicles to turn-around.

**Proposed Green Infrastructure Description:** Proposed BMPs include converting vegetated bump-outs at High Street to bioretention to address localized nuisance flooding, adding two additional bioretention bump-outs along Conwell Street, and adding a large bioretention cell at the end of Conwell Street in the existing roadway. Bioretention specifications include 9 inches ponding depth and 24 inches of media. These BMPs are designed to capture and treat runoff from Conwell Street while still allowing pedestrian, vehicle, and transit access.

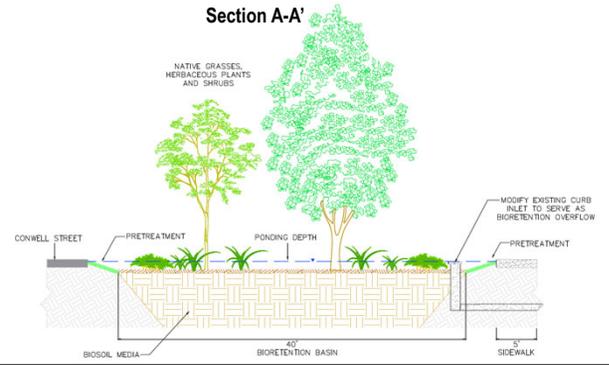
\*Green Infrastructure characteristics are based on field observations and GIS data resources available at the time of conceptual design analysis. Note that final design characteristics will be dependent on a detailed site survey and could vary slightly from conceptual design characteristics.



Current Street View (Facing Southeast to Nanticoke River)



Current Street View (Facing Northwest to High Street)

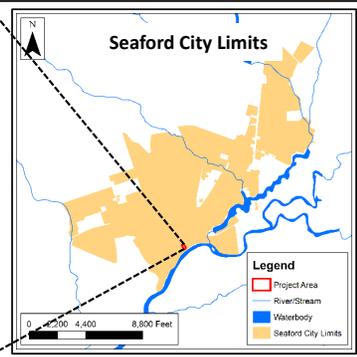
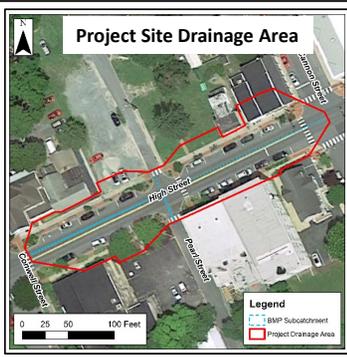


Site Location			
Date of Field Visit	7/24/2019	Latitude	38° 38' 26.4372" N
Field Visit Personnel	J. Smith	Longitude	-75° 36' 46.3716" W
Major Watershed	Nanticoke River	Landowner	City of Seaford
Street Address	High Street from Conwell Street to Cannon Street		

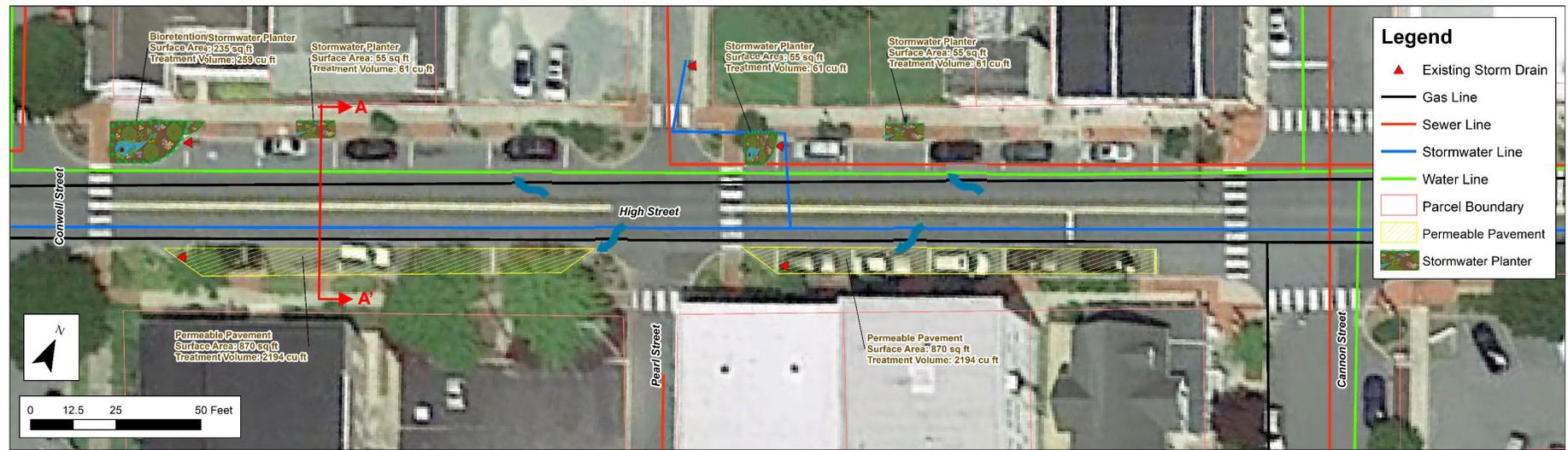
**Existing Site Description:** The proposed project site is the High Street corridor between Conwell Street and Cannon Street. High Street is a two-lane commercial roadway with twenty existing side-street parallel parking spaces and existing vegetated bump-outs along the roadway with vegetated bump-outs at major intersections with Conwell, Pearl, and Cannon Streets. High Street was selected by the community as a location for a green infrastructure beautification and destination location project. Potential improvements include a combination of both permeable pavement within the side-street parking area and bioretention (stormwater planters and engineered tree boxes) within the existing vegetated areas between the roadway and sidewalk.

Drainage Area Characteristics		Proposed Characteristics*	
Drainage Area, acres	0.58	Proposed BMPs	Bioretention, Permeable Pavement
Hydrologic Soil Group	A	PP Treatment Volume, ft <sup>3</sup>	4,388
Total Impervious, %	85%	BR Treatment Volume, ft <sup>3</sup>	440
Design Storm Event, in	2.7		

**Proposed Green Infrastructure Description:** Proposed BMPs include converting four vegetated bump-outs along the north side High Street to bioretention (stormwater planters and engineered tree boxes), and converting ten parking spaces along the southern roadside to permeable pavement (permeable interlocking concrete pavers). These BMPs are designed to capture and treat runoff from the entire two blocks of High Street drainage area while still allowing pedestrian, vehicle, and transit access.



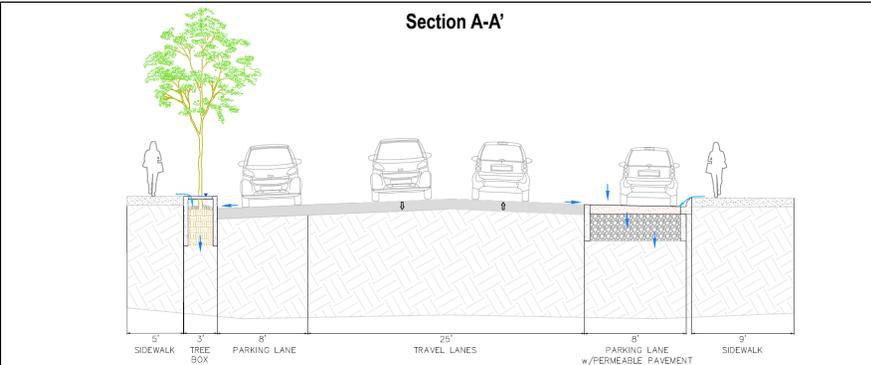
\*Green Infrastructure characteristics are based on field observations and GIS data resources available at the time of conceptual design analysis. Note that final design characteristics will be dependent on a detailed site survey and could vary slightly from conceptual design characteristics.



Current Street View (High St Facing East to Cannon St)



Current View (Vegetated Bump-Out along High St)



CITY OF SEAFORD, SUSSEX COUNTY, DELAWARE  
GREEN INFRASTRUCTURE CONCEPTUAL PLAN  
SITE: HIGH ST FROM CONWELL ST TO CANNON ST



NB# 7  
1-29-20

## MEMORANDUM

To: Mayor & City Council Members

Fr: Charles Anderson, City Manager  
Chief of Police Marshall Craft, Jr.

**Re: Seaford PD Staffing**

Dt: 1/9/20

Council agenda item new business #7 is a request by the Chief of Police Marshall Craft Jr. to hire two additional officers in advance of the next police academy class. This request would expand the number of sworn officers employed by the police department as a non-budgeted expenditure.

The Chief and I would like to provide this additional detailed information and background for the Mayor and Council.

The current budget – FY20 includes funding for 27 sworn officers. This current budget also includes the 80k +/- funding reimbursement for the School Resource Officer (SRO) position. During budget deliberations we eliminated all new positions from the final budget draft – reducing expenditures in several departments (the PD included). The “28 officer” was cut from that budget in one of the final drafts.

The Chiefs request is to reinstate the 28<sup>th</sup> position that was proposed in the past few budgets in advance of the March Delaware State Police academy. You will see from the attached costing that June provided (due to the funding provided by the Seaford School District and the reduction in salaries from recent retirements of longer serving officers) the addition of the 28<sup>th</sup> position for the remaining portions of FY20 would still result in a **budget savings of \$16,342** in the PD salaries line item. Additionally, you will see from the costing for next year all things being equal (maintaining the 28<sup>th</sup> position) the result for the FY21 budget would be a budget **savings of \$15,930**.

If we make the decision to hire a 29<sup>th</sup> officer in anticipation of attrition in the department, as requested by the Chief, with the goal of having that officer thru the academy and on the streets; this decision (costed on the second spreadsheet) would result in a slight budget overrun of \$3,032 for the remaining months of the FY20 budget and is anticipated to add, at a minimum, \$43,164 to the FY21 Budget.

Thank you and please let the Chief or I know if you have any questions.

City of Seaford  
Police Dept - 28th Position Impact Analysis

	Original FY 2020 Budget	28th Position FY 2020 Budget	Increase	28th Position FY 2020 Budget	28th Position FY 2021 Budget	Increase
Salaries	1,847,557	1,825,620	(21,937)	1,841,182	1,832,992	(8,191)
Salaries Hol	43,180	42,789	(391)	42,789	42,404	(384)
Salaries O/T	41,638	50,485	8,848	50,485	49,396	(1,089)
Social Security	122,639	121,803	(836)	122,768	122,168	(599)
Medicare	28,682	28,486	(195)	28,712	28,572	(140)
SO Pension	286,056	284,226	(1,830)	286,847	281,321	(5,527)
	<u>2,369,751</u>	<u>2,353,409</u>	<u>(16,342)</u>	<u>2,372,783</u>	<u>2,356,853</u>	<u>(15,930)</u>

This analysis does not include costs for uniforms, weapons, recruit meals, vehicles, health insurance, etc.

This analysis does not include adjustments to pay due to contract negotiations.

**28 OFFICERS**

City of Seaford  
Police Dept - 29th Position Impact Analysis

	Original FY 2020 Budget	29th Position FY 2020 Budget	Increase	29th Position FY 2020 Budget	29th Position FY 2021 Budget	Increase
Salaries	1,847,557	1,841,182	(6,375)	1,841,182	1,879,679	38,497
Salaries Hol	43,180	42,789	(391)	42,789	42,941	153
Salaries O/T	41,638	50,485	8,848	50,485	49,899	(586)
Social Security	122,639	122,768	129	122,768	125,128	2,360
Medicare	28,682	28,712	30	28,712	29,264	552
SO Pension	286,056	286,847	791	286,847	289,036	2,189
	<b>2,369,751</b>	<b>2,372,783</b>	<b>3,032</b>	<b>2,372,783</b>	<b>2,415,947</b>	<b>43,164</b>

This analysis does not include costs for uniforms, weapons, recruit meals, vehicles, health insurance, etc.

This analysis does not include adjustments to pay due to contract negotiations.

**29 OFFICERS**

**43,164**

118-0  
1/14/20

**ORDINANCE #2020-01**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SEAFORD, an ordinance to amend Chapter 16, of the Municipal Code of Seaford, Delaware relating to “Rental to Home Ownership Incentive”, in the manner following, to wit:

Chapter 16, of the Municipal Code of Seaford, Delaware is hereby amended by amending §16.4.2, to read as shown on the following pages.

01/14/2020	Date of First Reading
??/??/20??	Date of Second Reading & Adoption
??/??/20??	Date of Advertisement
??/??/20??	Date the Ordinance is Effective

**CITY OF SEAFORD**

By: \_\_\_\_\_  
Mayor

Witness: \_\_\_\_\_

Attest: \_\_\_\_\_  
City Manager

**ARTICLE 4 – RENTAL TO HOME OWNERSHIP INCENTIVE***[Amended on 09/12/2017 by Ordinance #2017-05]**[Amended on 03/23/2019 by Ordinance #2019-01]***§16.4.1 Purpose.**

In an effort to aid in home ownership within the City of Seaford and the conversion of residential rental properties to owner occupied housing, an incentive, as described below, may be provided to qualifying properties.

**§16.4.2 Qualifying Properties.**

A qualifying property is one that:

- A. Involves an existing building used as a single-family residence within the Seaford City limits;
- B. The residence was used exclusively as a rental property for a minimum of three years immediately prior to conversion to an owner-occupied property;
- C. The new owner must occupy the property within one year of the date of purchase;
- ~~D. Has been recommended by the Economic Development Committee and approved by the Seaford City Council;~~
- ~~E. Organizations with non-profit status do not qualify for the provisions of this ordinance;~~
- ~~E. The property owner must be in good standing with all City accounts at a zero balance within terms in order to receive any incentive.~~
- ~~F. Upon application to the City of Seaford Office of Economic Development, along with any supporting documentation, the City Manager or designee is authorized to award the Rental to Homeownership Incentive.~~
- ~~F-G.~~

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 1.25"

**§16.4.3 Amount of Incentive.**

- ~~G-H.~~ For the Buyer: The City will abate the City property tax charge for a qualifying property for five years after occupancy by the property owner. The City will graduate the City property tax charge for a five-year period i.e. (year 1= No Property Tax Charge; Year 2 = 20% of the tax assessment) until year six; when the property will be charged the full property tax assessment in effect at such time. The tax incentive is non-transferable.
- ~~H-I.~~ For the Seller: The City will provide an incentive equal to five times the full property tax charge in effect at the time of transfer to a qualifying property owner. The City will disburse the Seller incentive once the qualifying buyer occupies the property.

**§16.4.4 Requirements.**

I.J. In order to be considered for incentive benefits, the owner(s) of the property must:

1. Submit an Incentive Application;

J. An agreement outlining the terms and uses of the incentive must be formed between the property owner(s), the seller and the City of Seaford before funds are distributed to the seller or property taxes are reduced for the buyer.

§16.4.4 through §16.4.99 RESERVED