

**AGENDA**  
**REGULAR MEETING OF THE MAYOR AND COUNCIL**  
**February 9, 2021**  
**SEAFORD CITY HALL - 414 HIGH STREET**

**The meeting will be streamed via live feed.**

To view a live meeting visit one of the links below:

- On our website: [www.seafordde.com/meetinglivefeed](http://www.seafordde.com/meetinglivefeed)
- On Facebook: [www.Facebook.com/cityofseaford](http://www.Facebook.com/cityofseaford)
- On YouTube:  
<http://www.youtube.com/c/CityofSeafordDe19973>

To view this meeting agenda and supporting documentation visit our website:

[www.seafordde.com/meetings\\_and\\_agendas](http://www.seafordde.com/meetings_and_agendas)

Comments and questions may be emailed to:  
[Councilinfo@seafordde.com](mailto:Councilinfo@seafordde.com)

- 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 the agenda for this meeting.
  - Approval of minutes of the regular meeting on January 26, 2021.

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

Introduce Sierra Snigier who was recently hired as the part-time Marketing Assistant in the Economic Development Department.

**CORRESPONDENCE:**

- 1.

**NEW BUSINESS:**

1. Present for approval a request from S & L Contractors Inc. to extend the Preliminary Site Plan approval for the R-3 High Density Residential portion of the Governors Grant Subdivision (SCTM# 531-10.00-379.00) for a period of two years; until March 31, 2023.

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2. Mayor Genshaw to present appointments for the Election Officers and Board of Elections for the 2021 Municipal Election.
3. Present for approval a request from Kathy Anger, Credit Manager to set formal Real Estate Tax Appeals to City Council for April 13, 2021 from 7:00 p.m. until 8:00 p.m.

**OLD BUSINESS:**

- 1.

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

1. Annexation Committee meeting February 10, 2021; 7:00 p.m. Council Chambers, City Hall 414 High Street.

**CITY OF SEAFORD**

**Municipal Election – April 17, 2021**

The City of Seaford Municipal Election will be held on Saturday, April 17, 2021 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.

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 26, 2021. 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 26, 2021 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 26, 2021.** 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 17, 2020) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall.**

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**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 FEBRUARY 1, 2021:**

- Mr. Jeff Benson has filed for City Council.
- Councilman Orlando Holland has filed for re-election.

**LIAISON REPORTS:**

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

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: 2/1/2021

Posted by: TNT

NB# 1  
2-9-21

## S & L Contractors Inc.

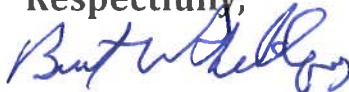
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January 18,2021

City of Seaford Mayor and Council,

S & L Contractors Inc. wish to extend the preliminary site approval for two years past the March 2021 date of expiration for the property with the tax ID- 531-10.00-379.00.This is the high density property adjacent to the Govenors Grant subdivision. Thanks for your consideration.

Respectfully,



Bart Phillips President

To: Mayor Genshaw

Cc: Charles Anderson, City Manager

From: Tracy Torbert, City Clerk

RE: Staff Assistance – Municipal Election 2021

The following staff members have agreed to assist with the Annual Municipal Election to be held on April 17, 2021 from 7:00 a.m. until 3:00 p.m.

- Charles Anderson
- Trisha Newcomer
- Tracy Torbert
- Shannon Passwaters

Should you have any questions or need anything further, please feel free to reach out to me.



NB# 2  
2/9/21

414 High Street | PO BOX 1100  
Seaford, DE 19973  
302.629.9173  
302.629.9307 fax  
www.seafordde.com

# CITY OF SEAFORD ELECTION BOARD MEMBERS FOR THE APRIL 17, 2021 MUNICIPAL ELECTION

## Election Officers

<b>Rick Peterson (Inspector)</b>
<b>Virginia Hastings</b>
<b>Pastor Isaac Ross</b>
<b>Alice Messick</b>
<b>Scott Pickinpaugh</b>

## Board of Elections

<b>H. William Mulvaney (Chair)</b>
<b>George F. Stewart</b>
<b>Matthew C. Read</b>

<b>Tracy Torbert, City Clerk (Liaison Member)</b>
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All member terms are for a one-year term that will expire February 8<sup>th</sup>, 2022.

Election Officers and Board of Elections can be contacted by calling the City Clerk's Office at (302) 629-9173 or by email at [ttorbert@seafordde.com](mailto:ttorbert@seafordde.com).

Posted: TNT  
City Website & Notice Boards:

*The Perfect Place to Start.*

**ttorbert**

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**From:** Albence, Anthony J (Elect\_COE) <Anthony.Albence@delaware.gov>  
**Sent:** Sunday, January 31, 2021 10:44 PM  
**To:** ttorbert  
**Cc:** C. Anderson; McDowell, Kenneth A (Elect\_SC)  
**Subject:** Follow-Up On Your Questions

Good evening--

Thanks very much for your patience. One your questions:

The Code section 7551 (d) refers to the municipal Board of Elections members. The oath could be administered individually or as a group to the Board members (e.g. before a Board meeting, etc.), whichever works best logistically.

The actual Election Officers (i.e. poll workers), who are distinct from the Board members, may be administered their oath by the polling place Inspector when they arrive on Election Day to set up/open the polls. Then, following this, another Election Officer (e.g. an Election Judge) may administer the oath to the Inspector. (This oath that is detailed on the documentation provided by the Sussex County office.) Following the oath, all of the Election Officers would affirm the oath by signing in the appropriate area on the documentation provided by the Department of Elections.

For the posting of the Board of Elections member names: names of the members and contact info (phone numbers and or email addresses [if applicable]) are customarily posted. A couple of examples of how the info is posted are the City of Newark and the City of Dover. Newark provides individual Board member contact info, while Dover lists the Board member names and a means to contact members via the City office. Here are the respective website addresses to view these examples & formats:

City of Newark: <https://newarkde.gov/545/Election-Board-Members>

City of Dover:

<https://www.cityofdover.com/media/Government/2021%20Regular%20and%20Special%20Election/Election%20Board%20Members%20Listing.pdf>

Also, per DE Code Section 7551(j) this contact info should be posted in your city hall/municipal building, as well as on your municipal website.

Hope this info is helpful. Thanks very much.

Anthony Albence  
State Election Commissioner  
Delaware Department of Elections  
905 S. Governors Ave; STE 170  
Dover, DE 19904  
302.735.3777  
[anthony.albence@delaware.gov](mailto:anthony.albence@delaware.gov)  
[elections.delaware.gov](http://elections.delaware.gov)

Voter Portal: <https://ivote.de.gov>

**From:** ttorbert <[ttorbert@seafordde.com](mailto:ttorbert@seafordde.com)>

**Sent:** Thursday, January 21, 2021 12:22 PM

**To:** Albence, Anthony J (Elect\_COE) <[Anthony.Albence@delaware.gov](mailto:Anthony.Albence@delaware.gov)>; McDowell, Kenneth A (Elect\_SC) <[Kenneth.McDowell@delaware.gov](mailto:Kenneth.McDowell@delaware.gov)>

**Cc:** C. Anderson <[canderson@seafordde.com](mailto:canderson@seafordde.com)>

**Subject:** Board of Elections

Good afternoon,

I have a few questions that I would like clarification on relating to the Board of Elections.

It states in Section 7551 (d) "upon confirmation of a member to a municipality's Board of Elections, the municipality shall issue a Certificate of Appointment to the member and the member shall swear or affirm the following oath orally and in writing ....."

Typically we do this oath the day of the election prior to opening the polls and it is given by the Inspector. Should this be done prior to election day in a public meeting?

For posting the names of our Board of Elections, does their name, address and telephone number comply with the State law or does any additional information need to be included in that posting?

Thank you for your help and clarification.



**Tracy Torbert, CMC**

**City Clerk**

[ttorbert@seafordde.com](mailto:ttorbert@seafordde.com)

[www.seafordde.com](http://www.seafordde.com)

PO Box 1100, 414 High Street, Seaford, DE 19973

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Find us on   





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To: Charles Anderson, City Manager

From: Kathy Anger, Credit and Collections

Date: February 1, 2021

RE: Tax Appeal Date

NB#3  
2-9-21

I would like to request Mayor and Council consider the setting April 13, 2021, 7:00 p.m. until 8:00 p.m. as the date for Public Tax Appeals.

I would also like Mayor and Council to consider making May 11, 2021 available for the Tax Assessor to return and make his formal recommendations regarding the Appeals.