

**AGENDA**  
**REGULAR MEETING OF THE MAYOR AND COUNCIL**  
**October 10, 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 September 26, 2017.

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

**CORRESPONDENCE:**

- 1.

**NEW BUSINESS:**

1. Present for approval bids received for one 2017 4WD Compact Tractor with Mower Attachment for the Parks Department.
2. Trisha Newcomer, ED/IT Manager to present Economic Development Committee's recommendation, based on the Request for Proposals, to hire a firm to market the Ross Business Park Lands.
3. Dolores Slatcher, City Manager to present the past development of the Industrial and Business Park lands.
4. Present for information that Sussex County Habitat for Humanity has submitted an application requesting Housing Development Funds for three new homes as part of the Downtown Seaford Phase III Project in Seaford.
5. Present for information that Del DOT will be performing Bridge Deck Sealing, FY18 for Bridge 3-242 on Middleford Road and Bridge 3-256 on Poplar Street over Williams Pond.

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**AGENDA**

REGULAR MEETING OF THE MAYOR AND COUNCIL

October 10, 2017

**OLD BUSINESS:**

1. None

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

1. Delmarva Power Annual Wholesale meeting, Clarion Resort,  
Ocean City, MD; October 11<sup>th</sup> @ 3p.m.

**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))

Date Posted: 10/3/17 @ 3:30 p.m.

Posted by: TNT

N.B.1  
10-10-17

## MEMORANDUM

TO: Dolores Slatcher, City Manager

FR: Charles Anderson, Assistant City Manager 

RE: **2017 4WD Compact Tractor with Mower Attachment for the Parks Department**

DT: September 28<sup>th</sup>, 2017

The City received three bids in response to our bid advertisement for the above referenced equipment on September 27<sup>th</sup>, 2017. Please see the tabulation of the bids received below:

<b>Bidder</b>	<b>Total Price w/o Trade</b>	<b>Trade Allowance</b>	<b>Total Cost Less Trade</b>
Atlantic Tractor	\$24,500.00	\$1,000.00	\$23,500.00
Burke Equipment	\$23,953.00	\$1,200.00	\$22,753.00
Taylor & Messick	\$27,000.00	\$4,000.00	\$23,000.00

After reviewing the detailed specification documentation submitted by the bidders we would like to note the following items:

1. The equipment proposed by Burke Equipment Co. has a three year powertrain warrantee vs. the six year powertrain warrantee for the equipment proposed by Taylor & Messick, Inc.
2. The equipment proposed by Burke Equipment Co. does not include the specified air suspension seat; the equipment proposed by Taylor & Messick, Inc. include this feature.
3. The equipment proposed by Burke Equipment Co. will include a mower deck fabricated with 9 gauge steel top and skirts. The mower deck proposed by Taylor & Messick, Inc. will be fabricated with the specified 8 gauge and 7 gauge steel top and skirts respectively. (The lower the gauge the thicker the material is.)
4. The equipment proposed by Burke Equipment Co. has a 1,676 lb. hydraulic lifting capacity. The equipment proposed by Taylor & Messick, Inc. will provide the 2,200 lb. hydraulic lifting capacity.

For the reasons stated above; it is our recommendation that the bid be awarded to the second low bidder, Taylor & Messick, Inc., located in Harrington, DE, to include the trade-in of the existing equipment for a total of \$23,000.

This purchase was authorized in the FY18 Parks Capital Budget. The budgeted amount for this purchase was \$29,500.

Should you have any questions, please contact me.

Thank you.



## Memorandum

N.B.Z  
10-10-17

To: Mayor & Council

From: Trisha Newcomer, Economic Development/Information Technology Manager



Date: October 6, 2017

RE: Brokerage Services for Ross Business Park

On Monday, October 2, 2017 the Economic Development Committee met with regard to review and discuss the submitted Requests for Proposal (RFP) for brokerage services of the Ross Business Park.

Two RFPs were received on September 13<sup>th</sup> from Cushman & Wakefield and SVN-Miller Commercial Real Estate. The ED Committee discussed the proposals and formulated questions in which to ask the brokers. Both firms were interviewed by the committee. SVN-Miller Commercial Real Estate best fit our desired intentions in this process and brought with them an apparent energy and interest to market and sell Ross Business Park. Their fees to do so would be 8% of the gross sale proceeds, noting they proactively offer 50% of the total fee to any broker that produces a buyer and closes. If one of the listing team members procures the sale, they will reduce the overall fee to 7%. No fee is due to the broker until a buyer has been procured and the deal has been settled. Outside the commission fee stated above, there shall be no other incurred expense from hiring SVN-Miller Commercial Real Estate to list the Ross Business Park land.

After much discussion regarding the information above the Economic Development Committee's recommendation is to affirm the acceptance of the RFP submitted by SVN-Miller Commercial Real Estate for brokerage services of Ross Business Park, with an 8% fee on the gross sale of the proceeds. The term of the contract shall be one year from the date of award. The contract may be renewed for additional terms upon satisfactory performance .



DEVELOPMENT SECTION

18 THE GREEN

DOVER, DELAWARE 19901

**TOLL FREE: (888) 363-8808**

Agenda  
10-10-17  
N.B. ✓

(302) 739-4263  
(302) 739-1118 FAX  
(302) 739-7428 TDD

September 19, 2017

The Honorable David C. Genshaw  
Mayor  
City of Seaford  
P.O. Box 1100, 414 High Street  
Seaford, DE 19973

**Re: Housing Development Fund (HDF) Application Notification**

Dear Mayor Genshaw:

The Delaware State Housing Authority would like to inform you that we have received an application from Sussex County Habitat for Humanity requesting HDF financing for the new construction of three (3) homes as part of the Downtown Seaford Phase III Project in Seaford, Delaware. This application is part of our annual HDF application funding cycle. We have attached a development summary of the application received for your review.

If you have any questions, please contact Marlena Gibson at (302) 739-4263 or by e-mail at [Marlena@destatehousing.com](mailto:Marlena@destatehousing.com).

Sincerely,

ANAS BEN ADDI  
Director

pap:mjh

Attachment

cc: Cynthia L. Deakyne  
Susan Eliason  
Marlena K. Gibson  
Penny A. Pierson

HOUSING DEVELOPMENT FUND  
GRANT/LOAN REQUEST  
SUMMARY

Applicant: Sussex County Habitat for Humanity  
Development/Project Name: Downtown Seaford Phase III  
Development/Project Location: Seaford, DE  
HDF Grant Request: \$150,000  
Number of Dwelling Units: 3 New Construction  
Other Funding: Various Grants and Donations  
Development Beneficiaries: All Households at or below 60% AMI  
Development Description: Homeownership - Production  
Affordability Period: 20 years

NOTE: Written comments should be submitted to Marlena K. Gibson at the following address:

Delaware State Housing Authority  
Attn: Marlena K. Gibson  
18 The Green  
Dover, DE 19901

Phone Number: (302) 739-4263  
Fax. Number: (302) 739-1669  
E-mail: [Marlena@destatehousing.com](mailto:Marlena@destatehousing.com)

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10-10-17  
N.B.J



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

JENNIFER COHAN  
SECRETARY

September 26, 2017

Dolores J. Slatcher  
City Manager, Town of Seaford  
P.O. Box 1100  
Seaford, DE 19973

**Subject: Town Agreement - Contract No. T201707702  
Federal Aid No. ESTP-2017(22)  
Bridge Deck Sealing, FY 18 (Bridges 3-242 & 3-256)**

Dear Ms. Slatcher:

The Department of Transportation (DelDOT) has been authorized to spend funds on the referenced Bridge Management project. These funds were made possible through The Capital Transportation Program.

The specific location for the proposed work is along Bridge 3-242 on Middleford Road over a tributary of Nanticoke River and Bridge 3-256 on Poplar Street over Williams Pond, both located within the city limits of Seaford. The work will consist of applying a deep penetrating clear water repellent sealant to the concrete bridge deck, approach slabs and inside vertical space of the parapets of Bridges 3-242 and 3-256. The work will also include crack sealing decks and concrete repairs. The contract is anticipated to start in Spring of 2018 during daytime hours.

All construction will occur within the limits of the existing public rights of way, which is under the jurisdiction of the City of Seaford. There will be no relocation of personal property or displacement of any owner or tenant occupants within city limits on this project. Upon completion of this project, the maintenance responsibility will revert to that prior to the project.

For planned special events that have either a direct or indirect impact to the transportation system either through full roadway or lane closures or impacts to the normal traffic flow created by the crowds attracted to the special event through or around the project area, the City of Seaford agrees to comply with all State laws, rules, and/or regulations concerning traffic and parking control along the detour route, follow the then existing "**Delaware Manual on Uniform Traffic Control Devices for Streets and Highways**" (and any supplements and/or amendments thereto), and to consult with DelDOT ninety (90) days prior to approving the special event along the detour route.



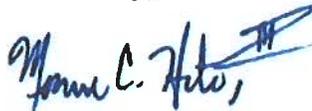
Dolores J. Slatcher  
Contract T201707702  
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The State will perform this construction by this email notification based on the town's previous concurrence in a signed letter agreement with DelDOT regarding this type of construction within its city limits.

If you have any questions or concerns, please contact us by responding to this email, or you can contact Robert Reed by phone at (302) 760-2366. If we do not receive a reply by October 10, 2017, we will view this as your concurrence and move ahead with this project.

Your cooperation in this regard is appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Monroe C. Hite, III". The signature is stylized and includes a flourish at the end.

Monroe C. Hite, III  
Group Engineer, ROW Engineering

MH:b

Enclosure

cc: David C. Genshaw, Mayor, City of Seaford  
Robert Cunningham, Chief of Right of Way  
Rosemary Richardson, Statewide Acquisition and Relocation Manager  
Jason Arndt, Bridge Management Engineer  
Mark Alexander, Director of Maintenance and Operations  
Alastair Probert, South District Engineer  
Monroe Hite, Group Engineer, Right of Way Engineering  
Shehnaz Chaudhri, Program Manager, Team Support  
Robert Reed, Project Manager, Team Support

