

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
June 23, 2020
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
- On Facebook: www.Facebook.com/cityofseaford
- On YouTube: <https://www.youtube.com/channel/UCmTD6-NSvIMLwLSg3FUCzIA>

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

www.seafordde.com/meetings_and_agendas

Comments and questions may be mailed to:

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.
- Executive Session - Personnel
- Changes to agenda for this meeting.
- Approval of minutes of the regular meeting on June 9, 2020.
- Approval of Budget Workshop meeting on June 2, 2020.

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

CORRESPONDENCE:

1.

7:05 PUBLIC HEARING

1. Pennro LLC., on behalf of Lakeshore Motor Company LLC., located on Sussex Hwy., Tax Map and Parcel # 331-3.00-193.00, 193.12 and 193.13 are requesting a Final Site Plan review for a proposed 24,000 sq. ft. Automobile sales and service center.

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2. PTV 1125, LLC., located at 23463 Sussex Hwy., Tax Map and Parcel # 331-5.00-63.00 are requesting a Sketch Site Plan review for a proposed demolition of two existing commercial buildings with paved parking and new construction of a 4, 070 sq. ft. 7-11 Convenience store with fuel canopies, gas pumps, car wash and parking.
3. Delaware Property Ventures LLC, located at Park Ave., Tax Map and Parcel # 531-10.00-236.10 is seeking a Final Site Plan Review for the proposed development of five (5) warehouse buildings with associated parking.

NEW BUSINESS:

1. Present for approval a policy outlining the livestreaming of City meetings.
2. Present for approval a recommendation to extend the tap fee waivers program for the remaining portions of calendar year 2020.

OLD BUSINESS:

1. Present for approval a funding plan for Phase I of the Oyster House Park project along the Nanticoke River.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. June Merritt, Director of Finance will be acting City Manager from June 27 - July 5, 2020.
2. City Hall and Utility divisions will be closed July 3rd, 2020 in observance of the Independence Holiday.

COMMITTEE 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

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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: 6/15/2020

Posted by: TNT

Livestreaming of Public Meetings Policy

NB: 1
6-23-20

I. PURPOSE

- a. To provide guidelines for the live streaming of various public meetings held by the City of Seaford.

II. PROCEDURES

- a. To the extent possible all City Council meetings will be live streamed through the City's Facebook page, City's website and City's YouTube.
- b. Executive Sessions will not be livestreamed.
- c. Other public board, commission or authority meetings or public forums may also be livestreamed and recorded, at the discretion of the Mayor and provided live streaming or video equipment and operators are reasonably available, as determined from time to time by the staff of the City of Seaford under the direction of the Mayor.
- d. Comments made from the audience will not be heard and audience commenters will not be seen on video. Only speakers at the podium or members of the body holding the meeting will be seen and heard on video. For this reason, the Mayor or Chair shall remind members of the public and the body holding the meeting to speak clearly into the relevant microphone, to address officials at the front of the room rather than audience members behind them and to speak only when at the podium.
- e. At the beginning of each meeting, the Mayor or Chair shall notify those present that the meeting will be live streamed on the internet and that the recording will be made publicly available.
- f. Notice that the meeting will be live streamed shall be published on the meeting agenda.

- g. Be aware that there may be situations where due to technical difficulties a live stream may not be available. While every effort will be made to ensure that live streaming operates smoothly, neither City Council nor the City takes responsibility for and cannot be held liable for the failure of live streaming due to technical issues. Some issues may include the unavailability of the internet connection, device failure or malfunction, unavailability of social media platforms, staff unavailability or power outages (this list just provide examples and is not all inclusive).

III. GUIDANCE FOR THE PUBLIC:

- a. By participating in public hearing portions of meetings which are livestreamed, or by making comment on an item being discussed, you are agreeing to be video recorded.
- b. It is not intended that audience members during the meetings be recorded, and the default position of cameras will be focused on Council members and individuals speaking at the podium.

5. As of Friday, March 13, 2020 at 8:00 a.m. E.S.T., all public meetings of executive branch public bodies governed by 29 Del. C. §§10001 et. seq. (including boards, commissions, task forces, and any other similar public body) may be conducted electronically, either by means of telephone conference call or video-conference call. The technology used must permit members of the public body to hear the comments of and speak to all those participating, and members of the public to hear the comments of and speak to such members of the public body contemporaneously. Public participants must also be permitted to electronically access presentation materials and submit questions or comments. During any public meeting conducted by electronic means, each member of the public body will identify him or herself before speaking so that members of the public are able to hear the comments of the members of the public body. Notice requirements of public meetings will continue as required by law and will include the electronic information necessary for participation. Meetings already noticed shall be updated as soon as practicable with the information necessary for members and the public to participate electronically.

OR 127 302

1. Effective June 1, 2020 at 8:00 a.m. E.D.T., all public meetings of public bodies governed by 29 Del. C. §§10001 et seq. (including boards, commissions, task forces, and any other similar public body) may be conducted in person in public buildings, provided that (1) the total number of individuals permitted in a room at one time shall not exceed thirty percent (30%) of stated fire occupancy requirements; (2) a six (6) foot radius around individuals is maintained, and (3) attendees wear cloth face coverings in accordance with the Thirteenth Modification. Public bodies are encouraged to conduct meetings electronically, either by means of telephone conference call or video conference call, as permitted by Paragraph 5 of the Declaration of the State of Emergency. Any in-person meeting must also provide a telephone or video conference option for any member of the public body or the public who does not wish to attend in person.

Sue Wins 11/20



Mike
06/15/2020

CITY OF SEAFORD CODE DEPARTMENT MEMORANDUM

To: Charles

From: Mike

Re: Tap Fee Waivers

Date: 06/15/2020

CC:

Urgent For your use Please Comment Please Reply Please Recycle

• **Comments:**

Charles,

We have hit the limit on tap fee waivers for 2020 which is 20. I would like Council to consider an extension of an additional 20 waivers for the remainder of the year. Council started this program in 2010 as an incentive to build out vacant lots in areas of the City where a developer had installed the water and sewer infrastructure such as Mearfield and Governors Grant. We have only hit the cap on these waivers once back in 2013. I have included the locations granted a waiver this year as well as the totals from all years.

Let me know if you have any questions.

Thanks,

Mike

Properties receiving waiver on tap fees "FIRST 20 IN 2020" - updated on 06/12/2020

#	permit #	Location	Water Tap	Sewer Tap
1	20-00009	134 Belle Ayre Dr	\$ 725.00	\$ 1,050.00
2	20-00017	315 Planters Dr	\$ 725.00	\$ 1,050.00
3	20-00018	313 Planters Dr	\$ 725.00	\$ 1,050.00
4	20-00019	311 Planters Dr	\$ 725.00	\$ 1,050.00
5	20-00055	327 Planters Dr	\$ 725.00	\$ 1,050.00
6	20-00056	325 Planters Dr	\$ 725.00	\$ 1,050.00
7	20-00057	323 Planters Dr	\$ 725.00	\$ 1,050.00
8	20-00058	321 Planters Dr	\$ 725.00	\$ 1,050.00
9	20-00059	319 Planters Dr	\$ 725.00	\$ 1,050.00
10	20-00060	317 Planters Dr	\$ 725.00	\$ 1,050.00
11	20-00099	103 Belle Ayre Dr	\$ 725.00	\$ 1,050.00
12	20-00100	117 Belle Ayre Dr	\$ 725.00	\$ 1,050.00
13	20-00138	116 Pond View Ln	\$ 725.00	\$ 1,050.00
14	20-00139	110 Pond View Ln	\$ 725.00	\$ 1,050.00
15	20-00140	108 Pond View Ln	\$ 725.00	\$ 1,050.00
16	20-00142	142 Pond View Ln	\$ 725.00	\$ 1,050.00
17	20-00143	140 Pond View Ln	\$ 725.00	\$ 1,050.00
18	20-00144	130 Pond View Ln	\$ 725.00	\$ 1,050.00
19	20-00162	108 Pond View Ln	\$ 725.00	\$ 1,050.00
20	20-00164	110 Pond View Ln	\$ 725.00	\$ 1,050.00
			\$ 14,500.00	\$ 21,000.00

\$ 35,500.00

	Belle Ayre
	Gov. Grant
	Mearfield
	Virginia Commons

# of fee waivers possible in calendar year	# of fee waivers utilized in calendar year	Year	Totals
10	7	2010	\$12,425
11	10	2011	\$17,750
12	7	2012	\$12,425
13	13	2013	\$23,075
14	10	2014	\$17,750
15	8	2015	\$14,200
16	5	2016	\$8,875
17	8	2017	\$14,200
18	2	2018	\$3,550
19	8	2019	\$14,200
20	20	2020	\$35,500

\$173,950 = Total since program inception



Memorandum

O.B. # 1
6/22/2020

To: Mayor & Council

From: Trisha Newcomer, Director of Economic Development & Community Relations

Date: June 19, 2020

RE: Funding Plan for Phase I – Oyster House Park Project

Our project partner, the Chesapeake Conservancy, has prepared the funding plan for Phase I of the Oyster House Project. They have been and are continuing to work on compiling multiple funding streams to make our Phase I a reality.

As highlighted at our last meeting and by our project engineer, Landscape Architectural Associates, LLC (LAS)'s, the project probable cost estimate for Phase I is anticipated to cost \$1,268,373.96, which includes the electric labor and equipment waiver of \$30,333.04 that Council approved at the meeting on 6/9/2020.

The funding plan outlines the cash on hand each quarter over the next year and where those sources of funding are allocated from. The combined funding total is \$1,441,500. The funds that will be available in FY21 is \$1,211,500, which leaves a short fall of \$116,098, should the project go as planned.

Additionally, DNREC has Time of Year work Restrictions (TOYR) in the Nanticoke River, which permits work between June 2 thru August 14 or November 16 thru March 14 of any year to protect various aquatic and fish species. Our goal is to get those items that require in water work completed first and early, to avoid any delay of the project and then circle back with all on land work, but these TOYR will play a factor. Due to the shortfall and the TOYR restricts, it is likely the Phase I project will be put out to bid in two phases. We are currently working with project engineer to finalize all those details.

As always, the bids will come back before Council for award and Council has the right to award or reject all bids. We are excited to begin moving into this new phase of the project and even more excited by what the overall project could provide our downtown, our community and our area.



**Oyster House Park
Probable Cost Estimate: Phase 1**

**Date: Revised 6-22-2020
Team Tele-Conference Mtg. 6-12-20**

Quantity	Description	Unit Cost	Total
	Demolish & Dispose existing Bulkhead	LS	20,000.
167 LF	Repair / Replace Bulkhead: Composite Sheet piling w concrete dead-man tiebacks, cap and backfill	1,000.00	167,000.
3,562 SF	Raised Boardwalk: TSYP structure and composite decking	80.00	284,960.
80 EA	12" diam. X 25' SYP 2.5 CCA Wood Piles	1,000.00	80,000.
705 LF	Boardwalk Railing: Wood Posts & Aluminum Rails & Pickets	110.00	77,550.
468 LF	4x4 Wood Railing Posts	10.00	4,680.
3 EA	4' Bench	2,500.00	7,500.
4 EA	Information Panels supplied by Owner - installed by Contractor	500.00	2,000.
Deleted	Composite B walk-walk on 4 x4 sleepers		0.00
155 SF	Pier: TSYP structure and composite decking	80.00	12,400.
6 EA	12" x 25' SYP 2.5 CCA Wood Piles	1,500.00	9,000.
40 LF	Aluminum Gangway	LS	15,000.
2 EA	8x20 Floating Aluminum Kayak Launch	LS	50,000.
5 EA	12" diam. X 30' Timber SYP 2.5 CCA Wood Piles	2,000.00	10,000.
1,135 EA	Wetland Planting Replacement 1 quart pot @18" AC	20.00	22,700.
	City of Seaford Underground Electric (rev per Council)	LS	69,066.
875 SF	Water Front Deck TSYP structure with composite decking	80.00	70,000.
	Subtotal		901,856.
	General Contractor's Overhead & Profit	15%	135,278
	Mobilization & General Conditions	10%	90,186.
	Contingency	15%	135,278
	Professional fees for Limited Contract Administration	LS	65,000.
	TOTAL ESTIMATED PROBABLE COST: Phase 1		\$1,327,598.
NOTE: Costs may vary with Time of Implementation, Final Design and Materials selections. These costs are based on recent bids and industry cost standards. True and final costs will be determined by the successful bidder based on the bidding climate at that time and on other factors over which LAS, LLC and their consultants have no control.			