

**AGENDA**  
**REGULAR MEETING OF THE MAYOR AND COUNCIL**  
**March 28, 2023**  
**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 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 March 14, 2023.

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

**PUBLIC COMMENT:**

- 1.

**CORRESPONDENCE:**

- 1.

**7:00 - 8:00 FORMAL REAL ESTATE TAX APPEALS:**

**PUBLIC HEARING:**

1. Brad Taylor is requesting a final site plan review for the construction of three buildings to be built on Venture Drive, Tax Map and Parcel #331-5.00-4.22, to include a medical office, auto repair shop and warehouse space.
2. KRM-Seaford 1 LLC., is requesting a final site plan review for the construction of two (2) 70,000 sq. ft. one-story buildings with paved parking and loading docks to be located at Lot 1, Opportunity Drive, Tax Map and Parcel #331-5.00-4.29.

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**NEW BUSINESS:**

1. Present for approval a request to eliminate a portion of on street parking on the east side of Hall Street in front of 555 N. Hall Street.
2. Present for approval a request to place an order for sixty (60) new golf carts for the Hoopers Landing Municipal Golf Course with an estimated delivery time of Summer 2024.
3. Present for approval a request from Berley Mears, Director of Public Works, to spend remaining ARPA funds on the renovations to the Pine Street Lift Station.
4. Present for approval draft changes to Section 35 of the City of Seaford Charter that would authorize the City Council to allow short or long-term debt incurred from state or federal government revolving loan funds to be exempt from the special election requirements in section 35 of the Municipal Charter.
5. Bids -Front Mount Mower with Snow blower attachment.
6. Present for approval a request from Bill Bennett, Director of Electric, to place an order for electrical transformers with an estimated delivery time of Spring of 2024.
7. Present for approval a request to fund the additional costs in excess of grant funding for the Police Department fencing project.
8. Mayor Genshaw to present appointments for the Election Officers for the 2023 Municipal Election.

**OLD BUSINESS:**

- 1.

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

1. Annual Easter Egg Hunt, Saturday, April 1st, at 9am at the Seaford Sports Complex, 490 N Market Street Ext.
2. Annual "Light It Up Blue" Autism Awareness Event, Monday, April 3rd, at 6pm in Gateway Park.

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March 28, 2023

**CITY OF SEAFORD**

**Municipal Election - Saturday April 15, 2023**

The City of Seaford Municipal Election will be held on Saturday, April 15, 2023 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., Friday, February 24, 2023. 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 24, 2023 will still appear on the official ballot for election.

To be eligible to vote, anyone eighteen (18) years of age or older who is a bona fide City of Seaford resident and US Citizen **must have been registered at the State of Delaware Department of Elections by 5:00 p.m., E.S.T. on Friday March 24, 2023.**

Nonresident property owners must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 16, 2022) and shall have one vote **provided he or she is registered on the "Books of Registered Voters" maintained at the City Hall by 5:00 E.S.T. on Friday, March 24, 2023. 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.**

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.

- ❖ **Councilman Jose Santos has filed for reelection.**
- ❖ **Mike Bradley has filed for Councilman.**
- ❖ **Councilman Dan Henderson has filed for reelection.**

**LIAISON REPORTS:**

1. Administration - Councilman Jose Santos
2. Police & Fire - Councilman Dan Henderson
3. Code, Parks and Recreation - Councilman Orlando Holland

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4. Electric - Councilman Matt MacCoy
5. Public Works & WWTF - Councilman James King

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: 03/20/2023

Posted by: ASH

NB# 1  
3/23/23

Dear City of Seaford,

As the owner of Heritage Jewelers, located at 555 N Hall St. Seaford, DE 19973, I am writing to bring to your attention a growing concern that we have been experiencing with the parking of tractor-trailers in front of our store. We have had numerous clients express concern that their visibility is impaired when leaving our store due to the tractor-trailers blocking their view.

This is a serious safety issue that puts our clients, employees, and other motorists at risk. We believe that a solution to this problem is to limit parking in front of our store by painting the curb yellow all the way to the light post. This would make it clear that parking is not allowed in this area and would prevent tractor-trailers from blocking the view of our clients.

We take pride in providing exceptional customer service to our clients, and we want to ensure that they have a safe and positive shopping experience when visiting our store. We believe that limiting parking in this area will go a long way towards achieving this goal.

We respectfully request that you consider our proposal and take the necessary steps to address this issue as soon as possible. We would be happy to work with you to develop a solution that meets the needs of both our store and the community.

Thank you for your attention to this matter, and we look forward to your response.

Sincerely,

*Jennifer Esham-Bradish*  
*President*  
302-629-5698  
Heritage Jewelers



# Untitled Map

Write a description for your map.

## Legend

-  Heritage Jewelers
-  Heritage Jewelers, 555 N. Hall Street
-  Untitled Path
-  World Star Shop

Google Earth

© 2023 Google







5.19 ft




# Untitled Map

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-  Heritage Jewelers
-  Heritage Jewelers, 555 N. Hall Street
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-  World Star Shop

Heritage Jewelers  Heritage Jewelers, 555 N. Hall Street

N Hall St

N Hall St

Cypress St

Cypress St



100 ft

Google Earth

Image Landsat / Copernicus  World Star Shop



**Charles Anderson**

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**From:** Darlene Warner <darlene@smcde.net>  
**Sent:** Monday, March 20, 2023 2:54 PM  
**To:** Charles Anderson  
**Subject:** Hall Street Parking

NB#1  
3/23/23

Charles -

After speaking with you today on the phone, I have contacted my West Manor tenants who own two of the tractor trailers that are being parked on Hall Street, and advised them they need to make other arrangements for parking anywhere other than on the street where only "residential parking" is permitted. They inform me that one other tractor trailer that belongs to a tenant in one of the apartments over on Bradford Street parks there as well. I did let them know they can expect to receive a ticket from the Police Department if they continue to park there.

I took a look at the proposed area the owners of Heritage Jewelers are asking to have designated "no parking." I would agree to a no parking area in front of their property, however, I feel it should end there. I represent the owner of West Manor Apartments who also owns the vacant land adjacent to Heritage Jewelers down to the intersection with Locust Street. We maintain 100% occupancy most of the time at West Manor, and many of our tenants have more than one vehicle, and we want them to be able to park on the street without penalty.

Please advise if there is anything additional you need from me. Thank you.

Darlene M. Warner, President  
Stephens Management Corporation  
P. O. Box 594  
Seaford, DE 19973  
302-629-4393 (Office)  
302-629-5208 (Fax)



NB# 2  
3/23/23



Charles and June,

As you know the golf cart fleet is made up of 60 carts. You purchased the 40 in 2016 (32 electric and 8 Gas), then 20 more 2015 model from Rookery North. You have been replacing batteries for these carts over the past 4 to 5 years. The oldest batteries are going to need to be replaced again soon but hope to get this season in before we need to replace. This will make this cycle start all over again. We are also having issues with the chargers for these carts, we have replaced 10 already, along with many other parts.

We can continue to keep placing money in these carts or look into replacement options. I have contacted the Yamaha Rep and he has put together some numbers for us to look at. These numbers are for both Lease or Buy, on all gas carts or new lithium batteries carts that will last 5 to 6 years maybe more. Both payment options come with a 4 year limited warranty. I still think all gas is the best way to go, but either are better then type of electric we have now for longevity.

A new cart fleet are 18 months out so we need to make this decision very soon to get the 2024 carts here next summer and this could push payment until next budget year. Please look at the number on the next page and let me know what you are thinking.

Thank You,

Michael Connor

PGA Head Golf Professional

Hooper's Landing Golf Course

# MEMORANDUM

NB 3  
3/28/23

**TO:** Charles Anderson, CM

**FR:** Berley Mears, DPW

**RE:** Pine Street Lift Station project funding

**DT:** March 20, 2023

I would like to make a recommendation to spend the remaining ARPA funding on the Pine Street lift station project. This is a project that I was going to place in the FY24 budget for completion. This would consist of a complete station rehabilitation, new pumps, and new pump control panel. The estimate is \$300,000 for the construction and \$32,800 for the engineering.

We currently have \$378,749 in the contingency/undesignated category that we did not assign to any project. We also have \$129,000 from the Route 13 Sewer main extension as the project came in under budget. This puts the total for these two items at \$507,749. There is still the Seaford Village lift station project that will be funded with ARPA funding, which some of these funds might be needed for. This total amount reflected here is not an audited amount from the total ARPA funding, but a total of two-line items of the funding.

With the long lead times for equipment, and the fact we already have the funding, I would like to start the engineering now so that we can move forward with the project as soon as possible.

Please present this information to Mayor and Council at their March 28, 2023 meeting for their consideration.

Please contact me should you have any questions.



## Charter of the City of Seaford

## POWER TO BORROW MONEY AND ISSUE BONDS

Section 35. The City Council may borrow money and issue bonds or certificates of indebtedness to secure the payment thereof on the faith and credit of the City of Seaford, to provide funds (1) for the erection, the extension, the enlargement, the purchase or the repair of any plant, machinery, appliances, or equipment for the supply, or the manufacture and distribution of electricity or gas for light, heat or power purposes; (2) for the furnishing of water to the public; (3) for the construction, repair or improvements of highways, streets or lanes, or the paving, curbing or erection of gutters along the same; (4) for the construction or repair of sewers or sewage disposal equipment; or (5) to defray the cost or the share of the City of the cost of any permanent municipal improvements; provided, however, that the borrowing of the money therefore shall have been authorized by the City Council and shall have been approved by the electors in the manner and at the time following:

- (A) Council by resolution shall propose to the electors of the City by resolution that the state amount of the money shall be borrowed for any of the above purposes. The resolution shall state the amount of money desired to be borrowed, the purpose for which it is desired, the manner of securing the same, and other pertinent facts relating to the loan which are deemed pertinent by the City Council and in their possession and shall fix a time and place for hearing on the said resolution.
- (B) Notice of the time and place of the hearing on the resolution authoring said loan shall be printed in a newspaper published in the City and or distributed in circular form at least one week before the time set for said hearing.
- (C) A second resolution shall then be passed by Council ordering a special election to be held not less than thirty days and not more than sixty days after said hearing to borrow the said money, for the purpose of voting for or against the proposed loan. The passing of the second resolution calling the special election shall *ipso facto* be considered. Council's determination to proceed in the matter in issue.
- (D) The notice of the time and place of holding the said special election shall be printed in two issues of a newspaper in the City within thirty days prior to the election, and or distributed in circular form at least fifteen days prior to the election or both at the discretion of the Council.
- (E) At the Special Election, every owner of property, whether an individual, partnership or corporation, shall have one (1) vote and every person who is a bona fide resident of The City of Seaford, but who is not an owner of property within the corporate limits of The City of Seaford shall have one (1) vote. All votes may be cast either in person or by proxy. Any Special Election held pursuant to the provisions of this Section may be conducted by paper ballot and without the use of voting machines.

Charter of the City of Seaford

- (F) The Council shall cause to be prepared, printed and have available for distribution a sufficient number of ballots at not less than five days prior to the date of the special election.
- (G) The Board of Election shall count the vote for and against the proposed loan; and shall announce the results thereof; shall make a certificate under their hands of the number of votes cast for and against the proposed loan, and shall deliver the same to the Council, which said certificates shall be entered on the minutes of the Council, and the original shall be filed with the papers of the Council. The form of bond or certificate of indebtedness, the interest rate, the time or times of payment of interest, the classes, the time or times of maturity, provisions as to registration, any callable or redeemable provision, the denomination and name and other relative or pertinent matters shall all be determined by Council after said Special Election. The bond or bonds or certificate or certificates of indebtedness may be sold at either public or private sale. The Council shall provide in its budget, and in fixing the rate of tax, for the payment of interest and principal on said bonds at the maturity or maturities thereof, and may establish a sinking fund therefore. The faith and credit of The City of Seaford shall be deemed to be pledged for the due payment of the bonds and interest thereon issued under the provisions hereof, when the same have been properly executed and delivered for value. There shall be no limitation upon the amount which may be raised from the taxation of real estate for the payment of interest on and the principal of any bounded indebtedness whether hereinbefore or hereafter incurred. The bonded indebtedness shall not at any time exceed in the aggregate the total sum of Twenty-five (25%) per centum of the value of the real property situate within the limits of the City as shown by the last assessment pending the creation of said indebtedness. In the event the City of Seaford should construct or acquire any plant, machinery, appliances or equipment for the supply of electricity or gas for light, heat or power purposes, authority is hereby granted the City of Seaford to furnish electricity or gas for light, heat or power purposes to the outlying communities provided that this authority shall not exceed a distance of One-Half Mile beyond the limits of said City and provided that such extension will not incur indebtedness in excess of the bonded limit of said City and to do all things necessary to carry out this authority.
- (H) All provisions of this Section and any other Section of this Charter limiting the amounts of indebtedness to be incurred or taxes to be levied by the City Council shall not apply to any indebtedness incurred or any special ad valorem taxes, special taxes, or ad valorem taxes levied pursuant to or in connection with Section 37A of this Charter.
- (I) The Council shall be authorized to allow short or long-term debt incurred from state or federal government revolving loan funds for critical water, sewer, stormwater and wastewater treatment facilities to be exempt from the special election requirements set forth in Section 35 of this Charter. To exercise the power aforesaid, after two (2) Public Hearings related to the debt to be incurred, the council shall adopt a resolution to that effect by the

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Charter of the City of Seaford

(H) affirmative vote of five (5) of the members of council. The indebtedness created under this provision shall be evidenced by notes or bonds of the city, and the full faith and credit of the city shall be deemed to be pledged thereby.

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Amended 6/18/07 Amended ???/??/??

# MEMORANDUM

NB#5  
3/28/23

TO: Charles Anderson, City Manager  
Trisha Newcomer, Director of ED and CR

FR: Bobby Holston, Parks Coordinator

RE: **2023 Front Mount Mower with Snow Blower Attachment**

DT: March 22, 2023

The City received two bids in response to our bid advertisement for the above referenced equipment on March 22, 2023. Please see the tabulation of the bids received below:

Bidder	Price (mower)	Price (snow blower)	Trade Allowance	Total w/ Trade Allowance
Atlantic Tractor LLC	\$27,117.15	\$5,141.03	\$5,500	\$26,758.18
Taylor & Messick Inc	\$25,000	\$6,500	\$8,500	\$23,000

We have reviewed the detailed specification documentation submitted by the bidders.

It is my recommendation the bid be awarded to Taylor & Messick Inc

*Bidder met all required specifications and come in as the lowest bid.*

*Both bidders come in under the \$28,000 budget allocation.*

Should you have any questions, please contact me.

Thank you.



## Ordering Transformers

15B#6  
3/28/23

I would like to request permission to bid or use sourcewell to order 9 three phase pad mount transformers and get prices on 8 single phase pad mount transformers before the budget is approved. Order time on transformers is 30 – 50 weeks. If I wait until the budget is approved in June, this will delay the transformer order by up to 14 weeks.

The bid or sourcewell would be for the following 3 phase pad mount transformers.

Tran-0007 is a 150KVA 208/120V transformer is our most used three phase transformer and we need to replace the one at Citizen Bank, it is currently seeping oil from the bushing. We are scheduling to change it out now from one I have in stock, and this will replace that one.

Tran-0020 is a 300 KVA 208/120V transformer and is our second most used pad mount transformer. This is to replenish our stock, as this may be one that will be asked for at the WSBC or NCSC.

Tran-0008 is a 150 KVA 480/277V transformer. I have one in inventory and it is dedicate to the new lift station at SVSC, unless on in the field goes bad before the lift station is completed. One will be used for the new well that is proposed for Hoopers Landing Golf Course and that will leave me 2 in inventory.

Tran-0022 is a 300 KVA 480/277V transformer. I have none in inventory and I have one that is on order from last July. This may be one that is requested for the WSBC or NCSC.

Tran-0031 is a 500 KVA 480/277V transformer. I have one in stock, but I need to change the one at the old Holiday because the cabinet is rusting out. The old one will be sent back to get refurbished. This will give me 2 in inventory and this one may be requested at the WSBC or NCSC.

I can get competitive pricing on tran-0014, a single phase 25 KVA 240/120V pad mount transformers and Tran-0025 50 KVA 240/120V pad mount transformers because this will be under the limit for bids.

The 2 different types of transformers are built at different locations and the pricing is separated due to shipping costs.

Vendor:	Pad Mount Transformers							
Req Date:	2/17/2023							
Quote Date:								
SEAFORD ID#	VENDOR SIM #	DESCRIPTION & MFG CAT #	QTY	PRICE	UOM	EXT	LEAD TIME	COMMENTS
tran-0007		150 KVA 208/120 V	1	\$ 15,300.00	EA	\$ 15,300.00		Citizen bank
tran-0020		300 KVA 208/120 V	1	\$ 21,900.00	EA	\$ 21,900.00		
					EA	\$ 37,200.00		
tran-0008		150 KVA 480/277 V	3	\$ 21,000.00	EA	\$ 63,000.00		the 1 in stock will be used for SVSC lift station, 1 for Hooper's Landing well, 2 spare
tran-0022		300 KVA 480/277 V	2	\$ 25,500.00	EA	\$ 51,000.00		none in stock 1 on order
tran-0031	* I have never ordered one	500 KVA 480/277 V	2	\$ 30,000.00	EA	\$ 60,000.00		1 in stock, need to change the 1 at Holiday Inn
					EA	\$ 174,000.00		
		<b>Three Phase</b>	<b>9</b>			<b>\$ 211,200.00</b>		\$100,000 WSBC
		<b>Single Phase</b>						
tran-0014		25 KVA 240/120 V	6	\$ 9,000.00	EA	\$ 54,000.00		East Park Business Campus, 2 EV chargers, Hooper's Landing Main. Building
tran-0025		50KVA 240/120V	2	\$ 9,100.00	EA	\$ 18,200.00		
		<b>Single Phase</b>				<b>\$ 72,200.00</b>		
		<b>Total</b>				<b>\$ 283,400.00</b>		

**MEMORANDUM**

NR# 8  
3/28/23

To: City Council Members  
Charles Anderson, City Manager

Fr: Mayor David Genshaw

***Re: Proposed Election Officer Appointments***

Dt: 03/20/2023

Please accept my recommendation to appoint the following Seaford residents as Election Officers for a term of one year that will expire on February 14<sup>th</sup>, 2024

**Jeffery Stevenson – 602 Pond Street**

**Elizabeth Carmody – 317 Hickory Lane**

Should you have any additional questions please contact me.

Thank you.