

"A Historic Past"



"A Bright Future"

CITY OF DELAWARE CITY
407 Clinton Street – P.O. Box 4159
Delaware City, Delaware 19706
302-834-4573

**CITY OF DELAWARE CITY
SPECIAL MAYOR AND COUNCIL MEETING
JULY 6, 2011**

CALL TO ORDER

The Honorable Mayor Buchheit called to order the special meeting of the Mayor and Council at 7:00 p.m. Present were Council Members Johnson, Barrett, Sullivan and Doebley. Also present were City Manager Cathcart and City Secretary/Treasurer Gwynn.

PLEDGE OF ALLEGIANCE

The Honorable Mayor Buchheit led the Pledge of Allegiance.

DISCUSSION OF LOCATION OF FUTURE REGULAR MAYOR & COUNCIL MEETINGS

Council Member Barrett made a motion to move the Mayor and Council meetings to the Community Center. The motion was not seconded. Discussion followed. Council Member Johnson made a motion to hold all regular Mayor and Council meetings at the Fire Hall unless there are unforeseen circumstances, at which time the meeting may be moved to Town Hall at the Mayor's discretion. Additional discussion occurred. Council Member Sullivan seconded the motion with the idea that she would like to revisit this in December 2011, discussing this with Kevin Swed about using the Library. Additional discussion occurred. A roll call vote was taken with the Council Members voting as follows: Barrett – nay, Johnson – aye, Sullivan – aye and Doebley – aye. Motion carried.

REFINERY UPDATE AND SMELL CONCERNS

The Honorable Mayor Buchheit said he was going to revise the agenda and discuss the Delaware City Refinery. Plant Manager Herman Seedorf, Health, Safety and Environmental Manager Heather Chelpaty, and Community Relations Director Lisa Lindsey were in attendance to make a presentation and answer any questions. Mr. Seedorf explained that they are still restarting the refinery. It has taken longer than anticipated. There are still two major operating units that need to be brought on line. Ms. Chelpaty gave an overview of action taken when bad odors are reported to the community hotline, plant security or DNREC. Discussion and questions followed. They encouraged the community to report any unusual odors as soon as possible so the refinery can find the cause and correct the problem.

DISCUSSION OF SALARY AND BENEFITS FOR EMPLOYEES

City Manager Cathcart said he plans to look at the current salary packages. There are interviews beginning this week to replace the City Clerk and the administrative assistant if that job becomes available. He added that he has been reviewing the employee handbook. He would like to come to the August meeting with an overview of the specific benefit packages. He said he would like to set a maximum rate of \$15 per hour for the administrative assistant position. It was determined that the City Manager has the authority to negotiate salaries providing the budget is not exceeded. City Manager Cathcart said he would like to review all contracts and debt service to see if they could be renegotiated at a lower rate. In addition he would like to see about putting the insurance out for bids. Discussion followed.

DELAWARE CITY DAY UPDATE AND QUESTIONS

The Honorable Mayor Buchheit received an email from Jennifer Haugh regarding possible traffic and parking problems, and passed copies along to each Council Member. He said he would discuss this with Chief Tjaden. Dale Slotter of Crabby Dick's requested an extension of their liquor license to the back parking lot for the one day event. The Honorable Mayor Buchheit stated that he is the owner of Crabby Dick's. Discussion followed. They have already received a recommendation from Beth Konkus, Chairperson of Delaware City Day. Council Member Sullivan made a motion for the Mayor and Council to approve the extension of Crabby Dick's liquor license to the back parking lot for one day, July 16, 2011. Council Member Doebley seconded the motion. A roll call vote was taken, all ayes, motion carried.

City Manager Cathcart said the jitney discussion was still an open issue. He talked with Henry Nickle about liability insurance. Mr. Nickle said when there is a liability exposure, that could be handled in one of three ways: reduce the exposure, eliminate the exposure or insure against the exposure. City Manager Cathcart said he would like to explore giving one jitney to the fire company and

one to the American Legion. Discussion followed. City Manager Cathcart said the City would do the cosmetic work that needs to be done before giving them away. Additional discussion. City Manager Cathcart said there is liability exposure, but he feels it is manageable exposure. He asked the Mayor and Council to determine how they could be used. He said he would check with Henry Nickle to determine the cost of the insurance. The City Manager said that if two jitneys were given away, he recommended selling the other jitney for scrap metal. Discussion followed. Council reached a consensus that the risk is manageable and they would be fine with the jitneys being used on a limited basis. For example, they could be used to transport the Mayor and Council to the reviewing stand and to transport the American Legion members in the parade. They would then be taken back to the public works yard and not used any more during Delaware City Day. City Manager Cathcart said he would see that the issue was resolved by the end of the week.

ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT UPDATE

City Manager Cathcart gave an update, saying the drop dead date is August 6, 2011 for the grant to be awarded. He said that some of the bids were ridiculously high. He met with the Delaware Energy Office who gave Bright Fields permission to find other contractors without going through the bid process again. The original proposal was to put the solar array on the roof, but that was abandoned due to the lack of structural integrity of the Community Center Roof. City Manager Cathcart found, after talking with BrightFields, that they had not had a structural engineer look at the Community Center roof, nor had they used a solar consultant. He met with a solar consultant, AERCA, that had done some work at Delaware State University. AERCA specializes in solar arrays. They said they would charge a consulting fee of \$9000 to analyze the building and look at different alternatives and different manufacturers. He made an agreement with the structural engineer, who would charge for time and materials, to look at the Community Center roof over the gym and cafeteria to determine the feasibility of placing the solar panels there. If the roofs are not sound enough to place the solar panels there, everyone is in agreement that the only option is to put them on the ground. The arbors would be triple the cost of the other options. He passed our photos marked up with a 100' X 100' area for the solar array near the area where the skateboard ramp is located. This would be in compliance with the fence regulation and the City could do some landscaping that would be paid by the \$28,000 tree planting grant. This would create a picnic grove area near the promenade. The solar panels are six feet high and would not be visible above the landscaping. City Manager Cathcart said he would know by the next meeting if it is possible to put the solar array on the roof. Discussion followed.

GRANT IN AID

City Manager Cathcart announced that the City had been notified that a \$27,240 grant was approved for the Delaware City Day Committee and a \$32,640 grant was approved for the Community Center.

ROLL CALL

The Honorable Mayor Buchheit called roll, with the results as follows: Barrett – present, Johnson – present, Sullivan – present, and Doebley – present. Council Member Graham was not in attendance.

CITIZENS QUESTIONS AND COMMENTS

Chris Lynn, 507B Fifth Street, asked if the solar panels generated any noise. The response was that they are silent.

Dave Johnson, 115 Fifth Street, Lot 19, commended City Manager Cathcart and asked for the specifications of the employee health insurance. City Manager Cathcart said the City's benefits are derived from the State benefits and that he would have more information at future meetings.

Rita Marocco, 133 Adams Street, pointed out that Doug Eriksen was a possible resource for the solar panel project as he was the architect who helped renovate the Community Center. City Manager Cathcart said the structural engineer must see the building in order to sign off.

Robert Miller, 212 Monroe Street, questioned the \$9000 fee. He asked if the firm being paid is a Delaware company. City Manager Cathcart answered affirmatively. He said the goal is to allow for a roof mount of the solar panels. The City will explore all options going forward, but would choose to use Delaware firms. He also asked if the Delaware City Day Banner was going to be hung over Fifth Street.

Barbara Johnson, 115 Fifth Street, Lot 19, questioned the possibility of a community garden and asked if gardens would be impacted by the solar panels. It was determined that nothing could happen until the roof was inspected. Council Member Johnson invited members of the community to visit the fire hall to look at their solar panels. Discussion followed.

Mike Hendry, 400 Clinton Street, commended City Manager Cathcart. Mr. Hendry said there is a parking problem in the downtown area due to tourists visiting Fort Delaware. He recommended that a sign be posted to point out the Washington Street parking lot.

Dave Johnson, 115 Fifth Street, Lot 19, recommended offsite parking with a bus to transport people downtown.

Rita Marocco, 133 Adams Street, recommended that residents walk to the post office whenever possible. Discussion followed. City Manager Cathcart said he would follow up with the Fort Delaware staff.

Sarah Bucic, 206 Washington Street, questioned the DART bus situation. It was announced that there would be a press event on July 18, 2011. Semia Hackett will be in town to hand out brochures and schedules. Council Member Barrett said she has been in touch with DART to see about selling bus passes at the gas station.

Barbara Johnson, 115 Fifth Street, Lot 19, said Delaware City News on line will put out an announcement about the press event.

Rita Marocco, 133 Adams Street, asked if bus passes will be sold anywhere other than the gas station. It was unknown at this time.

Dave Johnson, 115 Fifth Street, Lot 19, said the Acme sells bus passes.

Sarah Bucic gave an update on future meetings of the Board of Health and the Delaware City Environmental Coalition.

ADJOURNMENT

Council Member Barrett made a motion to adjourn the meeting. Council Member Sullivan seconded the motion. A vote was taken, all ayes, motion carried. The meeting adjourned at 8:40 pm.

Respectfully submitted,

Dawn K. Gwynn
City Secretary