

"A Historic Past"



"A Bright Future"

Mayor

John P. Buchheit, III

Vice Mayor

Paul H. Johnson, Sr.

Councilmembers

Betty Barrett

Michael J. Doebley

Ronald R. Graham, II

Jennifer M. Sullivan

THE CITY OF DELAWARE CITY

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Delaware City, Delaware 19706

Phone: 302-834-4573 Fax: 302-832-5545

City Manager

Richard C. Cathcart

Chief of Police

Daniel A. Tjaden

Interim City Solicitor

Max B. Walton

City Treasurer

Dawn K. Gwynn

City Secretary

Michelle Hartman

**CITY OF DELAWARE CITY
REGULAR MAYOR AND COUNCIL MEETING
July 18, 2011**

CALL TO ORDER – MAYOR AND COUNCIL MEETING

The Honorable Mayor Buchheit called to order the regular meeting of the Mayor and Council at 7:30 p.m. Present were Council Members Barrett, Graham, Johnson, Sullivan, Doebley. Also present were City Manager Cathcart, and City Secretary/Treasurer Gwynn.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Honorable Mayor Buchheit led the Pledge of Allegiance and moment of reflection for Shati Miller and Ruth White.

ACTION UPON THE TREASURER'S REPORT

Per City Manager Cathcart the Treasurer's Report was not provided due to computer access issues prior to meeting it will be available by the end of the week.

ACTION UPON THE MINUTES OF THE PREVIOUS MEETING

Council Member Barrett made a motion to approve the minutes of the July 6, 2011 Special Mayor and Council meeting. Council Member Sullivan seconded the motion. A roll call vote was taken, all ayes, motion carried.

Council Member Sullivan made a motion to approve the minutes of the June 20, 2011 Mayor and Council meeting. Council Member Doebley seconded the motion. A roll call vote was taken, all ayes, motion carried.

POLICE REPORT

Police Chief Tjaden reported the statistics for the period from 6/20/2011 to 7/17/2011.

- Attended a Domestic Violence seminar in Rehoboth for OVV Grant we received.

- Investigated a couple growing marijuana in the Delaware City Mobile Home Park, we made several arrests and seized a 2000 Dodge Pick up, 50 marijuana plants, 10 ounces of processed "buds" and assorted drug paraphernalia.
- Delaware City Days, we handled 36 complaints and made 15 criminal arrests, Sunday Officer Gisier and seasonal handled several complaints that were unable to be handled on Delaware City Day.
- Bernie Torre has left the department and we picked up Ptl. Matt Gisier from Wilmington Police, he was a seasonal officer for us prior to going to WPD.
- Assisted in the funeral escort of Ruth White.
- Offered to purchase two New Castle County Police vehicles with approximately 50,000 miles each for \$1,500 a piece.

CITY SOLICITOR'S REPORT

City Solicitor was not in attendance.

CITY MANAGER'S REPORT

City Manager Cathcart filed a written report and highlighted the following:

- New Hire and Promotion:
City Clerk: Dawn Gwynn
Administrative Assistant: Michelle Hartman
Action Needed: Accept Dawn Gwynn's resignation as City Secretary. Swear in Michelle Hartman as the new City Secretary.

Council Member Sullivan made the motion to accept Secretary Gwynn's resignation as City Secretary. Council Member Graham seconded. Vote was taken, all ayes, motion carried.

Council Member Johnson made the motion to appoint Michelle Hartman as City Secretary. Council Member Graham seconded. Vote was taken, all ayes, motion carried.

Mayor Buchheit swore in Michelle Hartman as City Secretary.

- Energy Efficiency and Conservation Project:
Received the Structural Engineer's report and found that the roof over the Community Center Gym can in fact hold additional load. However, the roof over the Cafeteria will not hold additional load. Although the calculations as to how many solar panels the gym roof can accommodate are not complete, it is a safe assumption that it will not hold all the required panels. This will require some ground mount panels. Roof mount is more expensive than ground mounts. Goal is 30 kilowatts. State approved getting different HVAC bids. Budget for project is \$175,000. Discussion followed.
- Phase II of the Branch Canal Trail:
On July 13th we hosted a meeting with representatives from Sen. Carper's Office and Congressman Carney's Office, along with Kevin Donnelly from NCC Soil Conservation District, Mark Chura Main Street DC, URS and Mayor Buchheit. The purpose of the meeting was to brief the congressional delegation on the status of the Phase II Branch Canal Trail project and to receive an update on the larger federal Canal Trail Project.
- USDA Grant Application:
In cooperation with Mark Chura and his staff we submitted a \$50,000 USDA grant that will be used to provide brick sidewalks around Sterling's and create a mini plaza on the Canal side of Sterling's.
- Federal EPA Five Year Review of the Standard Chlorine Site:

I received a telephone briefing from Hillary Thornton and Amie Howell on the findings of the Five Year Review of the progress and status of the Standard Chlorine site cleanup and monitoring. The official report will be issued this week and we will make it available at City Hall for anyone interested.

- **Marketing of the Sterling's Property:**
Meet with Mark Chura to discuss the marketing strategies to get the Sterling property developed. We agreed to work together with Main Street Delaware City in a joint effort to aggressively develop and pursue brokers who specialize in marketing, selling and developing historic properties. Discussion followed.
- **Street Repairs and Upgrades:**
Work has started on the street and curb repairs funded by the CTF. This first phase will focus on the resurfacing of Front Street and the repairs and resurfacing of Solomon Place to eliminate the drainage problem.
- **Attended first Historical Preservation and Board of Health Meetings.**
- **Community Water Quality Grant:**
I attended a Workshop on the Water Quality Grant being managed by DNREC. We are partnering with the Delaware City Environment Coalition in a proposed project that addresses some of the storm water issues and resulting flooding.
- **\$28,333 State Tree Grant:**
Met with a representative from The State Division of Forest Services and discussed some options for the spending of this grant. The Forest Service has offered their help in tree selection and placement.
- **Initiated Cost savings initiative to save on legal cost:**
Starting this Mayor and Council meeting we have eliminated the presence of the City Solicitor at every meeting. Estimated savings is \$7,200 annually. If there are items on the agenda that may need immediate legal opinion we would request the presence of the solicitor at that particular meeting.
- **Action Item: Approval to accept two police vehicles that were set aside with approximately 50,000 miles each from New Castle County Police at a cost of \$1,500 each. Discussion followed.**
Council Member Graham made the motion to give City Manager authority to spend up to \$4,000 maximum to purchase two used police vehicles from New Castle County Police Department. Council Member Sullivan seconded. Vote was taken, all ayes, motion carried.
- **Council Member Johnson asked if due date of loan for the Sterling Building is 2013 also what the principal balance is. City Manager Cathcart to bring information to next meeting. Part of City Manager Cathcart's 100-day goal was to look at Debt Service. Also was there a budget for marketing? There is no budget for marketing; brokers will provide proposals with their commission requirements and game plan. Commission to be paid at the time of sale of property. Discussion followed.**
- **Council Member Doebley commended City Manager Cathcart on hitting the ground running with some of the issues they brought to his attention. Council Member Doebley asked about tree breaks, etc. on DPL lines. City Manager explained some are actually Verizon lines. DPL is being cooperative however Verizon does not remove trees from their lines. Discussion followed.**
- **Washington Street rehab project: looking into grading before redoing the paving to fix problem with storm drain being uphill. Discussion followed.**
- **Dart bus service started concerns with rolling stops and speeding need to be addressed.**

APPOINTMENTS, ANNOUNCEMENTS AND COMMUNICATIONS

Announced Dawn Gwynn as the new City Clerk.

CITIZEN'S COMMENTS

Rita Marocco, 133 Adams Street, late getting to the meeting noted great job to Beth Konkus with Delaware City Day. Clinton Street – Sterling Building and other burnt out buildings next door present bad appearance to the city need to put pressure to have buildings repaired. Some of the new light posts bases are higher than they should be above the brick thinks they should be repaired. Bus service is disappointed with the promotion of the bus service. Executive Session was brought up on agenda she does oppose the use of executive session. City manager Cathcart commented that it was a carryover from previous meeting. There is no executive session, at the meeting the City Solicitor agreed to the Mayor and Council going into executive session.

Mike Hendry, 400 Clinton Street, clarification from previous meetings that the Sterling Building could not be sold. City Manager is still looking into grant to see how it will affect the sale.

REPORTS OF COMMISSIONS, COMMITTEES AND ORGANIZATIONS

Board of Health – Deborah Crabtree said the BOH did meet in July City Manager Cathcart did attend. They had a presentation from the Sierra Club Delaware to discuss “Cool Cities” national program for Mayor to sign. BOH will meet again in August to discuss. She handed out the outstanding recommendations made previously. Charter Committee has been meeting to look at whole section of the Charter. Also BOH Donia Gonzalez-Copeland is very interested in the energy preparedness is working on this. Park sign follow up on previous recommendation. City Solicitor needs to review to make the sign abide the laws. Council Member Doebley confirmed that the BOH changes will revised by November. Discussion followed.

Main Street – Mark Chura reported that the Hoe Down first time event went well – 60 people attended. Upscale retail made approximately \$1,000 on DCD. Delaware Main Street reminder presented to Council Diane Laird and Branding looking for status. Presentation on the Branch Canal, noted that funds part of DNREC Penalty Fund Grant for habitat restoration on either side of path. This fall they will be putting together a plan for planting looking to involve the community having volunteers assist. 10-12 Memorial Bricks were laid before DCD and taking orders for additional ones.

Mayor Buchheit did get an email from Beth Konkus regarding her resignation from Delaware City Day. Asked if anyone would like to be involved in committee. Also there is a carryover of about \$34,000 from this year's Delaware City Day. Preliminary Treasurer Report was submitted need to finalize with officers time.

OLD BUSINESS

Update on the Promenade Trail Phase II, Brian Bolender from URS and Kevin Donnolly from New Castle County Conservation District with presentation on project. Met last week with delegation and Delaware City pleased with findings to connect Delaware City to Chesapeake City with Federal Funding. Former City Manager Paul Morrill was instrumental in getting \$200,000 grant funds to do this project. Gave overview of history of work that was done previously. Found Historic African American Cemetery during the archeology study. Minimize impact on wetlands is big part of this project. Permitting is a

1,000 square feet less than an acre which is good for the grant. Federal development of the project to begin in the spring, hope to begin this phase at the same time.

Bus Route did start today Bus #25 schedules are in varies businesses around town. Council Member Barrett would like to move forward with adding another stop at the traffic light. Add to the agenda to discuss next meeting.

Two of the planters are done, Town Hall's planter to be installed this month.

NEW BUSINESS

None

COUNCIL COMMENTS

City Manager Cathcart had first Coffee with the City Manager, had 9 attendees.
Mike McMichael - Health Fair at the Fire Hall August 2, 2011 6-8pm 23 nurses coming from Immaculata College to perform free health screenings, bike safety, quit smoking.

ADJOURNMENT

Council Member Johnson made a motion to adjourn the meeting. Council Member Sullivan seconded the motion. A roll call vote was taken, all ayes, motion passed. The meeting was adjourned at approximately 9:07pm.

Respectfully submitted,

Michelle Hartman
City Secretary