

*"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**

407 Clinton Street – P.O. Box 4159

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 A. Hartman

**CITY OF DELAWARE CITY  
REGULAR MAYOR AND COUNCIL MEETING  
August 15, 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, City Treasurer Gwynn and City Secretary Hartman.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The Honorable Mayor Buchheit led the Pledge of Allegiance and a moment of silence for Chris DiVirgilio.

**ACTION UPON THE TREASURER'S REPORT**

City Treasurer Gwynn apologized for the delay, June report is done and will have July done as soon as possible. There is a discrepancy of \$2,212.78 she is still in the process of working on that thinks it's a possible double posting. Discussion followed. Mayor Buchheit suggested revisiting snow removal budget as amount looks to be low. Council discussed possible amendment as winter approaches for the 2012 budget of \$20k. Councilmember Johnson questioned The Cutting Edge payments. City Treasurer Gwynn explained majority of the payments are for the Promenade and are covered by grants. Discussion followed. Council would like to see a breakdown of the charges to see what is for grants, maintenance, etc. City Treasurer Gwynn will provide breakdown of services for general use for 2011 on YTD treasurers report to determine where costs are allocated. Mayor Buchheit asked how City Treasurer Gwynn how she was making out with the accounting software. City Treasurer Gwynn and City Manager Cathcart responded that the system is not user friendly and are looking to get back to basics as some of the issues they are having the system trainers even have difficulty with. Discussion followed.

Councilmember Johnson made a motion to approve the June, 2011 Treasurers Report subject to audit, Councilmember Sullivan seconded the motion. A roll call vote was taken, all ayes, motion carried.

### **ACTION UPON THE MINUTES OF THE PREVIOUS MEETING**

Councilmember Sullivan made a motion to approve the minutes of the July 18, 2011 Mayor and Council meeting. Councilmember 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 7/18/2011 to 8/14/2011.

- Attended a Child Advocacy Center hearing for one of our local children that were sexually abused.
- Attended a Criminal Justice Council meeting with Bill Miller in reference to our Criminal Justice Council Juvenile Community Court Intervention Program.
- Attended a meeting at DEMA with several local police departments in reference to a large 911 ride from DC to New Jersey. Approximately 2,000 riders will pass through Delaware to raise funds and celebrate the 10<sup>th</sup> Anniversary of 911.
- Working with the Chief of New Castle City Police to organize a ride to Washington DC for World War II Vets to see the War Memorial.
- Covered several court cases for Fred Filippone while he is overseas.
- Matt Geiser will be leaving the department. He has been a great help to the department but his wife had another baby and he needs to spend more time at home.

Councilmember Doebley asked if any tickets are being issued to Dart buses. Chief Tjaden stated the only Dart issue so far are them dropping off a homeless person. The officers have been monitoring speeding and stop signs with no issues. Discussion followed. Mayor Buchheit stated he's received an email from Officer Filippone looking for Delaware City Flag, we do not have a flag but Chief Tjaden suggested one of the banners. Also he will be getting together a care package to send out next week.

### **CITY SOLICITOR'S REPORT**

City Solicitor was not in attendance.

### **CITY MANAGER'S REPORT**

- On August 5, 2011 Paul Johnson and I met with Sen. Chris Coons and had an opportunity to talk about the Canal Trail Projects, the various needs of the city, and had time to give him and his staff a tour of the Sterling's' building. Meeting was arranged by Paul Johnson.
- The Community Center Solar Project "re-bid" was awarded to Sun to Sun, LLC on Friday August 12, 2011. The project cost will be \$109,793 for the solar panels and equipment installation and \$2,850 for a three year maintenance contract. The panels will be roof mounted with a net output of 30.9kW. The previous bid was a ground mount system at a cost of \$154,000. The re-bid realized a savings of \$44,207.
- Street repairs are continuing under the Community Transportation Funds. The 500 block of Washington Street was resurfaced with drainage improvements.

Also completed was the resurfacing and drain improvement to Cleaver Road in Harbor Estates.

- We have re-established a line of credit that had expired two years ago. The \$150,000 line of credit is with WSFS and approved by Mayor and Council at the August 11, 2011 special meeting.
- Met with Jason Cottet, an engineer working for New Castle County, concerning the new sewer pumping station on Canal Street. Found out that the existing pump station will be replaced with a new and larger capacity station.
- Dawn Gwynn and I met with banking officials from Wilmington Trust concerning overall banking services and attempting to reduce the overall cost. At some point in the very near future we will be soliciting proposals from interested banks that would reduce our cost of banking, including debt consolidation and better management of funds.
- Met with Wally Poppe, President of the Delaware City Fire Company. The purpose of the meeting was to re-establish a cooperative relationship between the Fire Company and the City. Several areas of opportunity were discussed. I had a follow-up meeting with all the officers of the fire company on the evening of August 3, 2011, which was also very productive.
- Met with Theresa DeSanto of Lyons Insurance to discuss areas where there may be cost savings opportunities.
- On August 1<sup>st</sup> we submitted the Community Water Quality Grant request for the Washington Street Storm Water Improvement Project. This first phase grant was submitted in partnership with the Delaware City Environmental Coalition requesting \$70,000 to make improvements to the outfall pipe and storm gate at the east end of Washington Street.
- Met with Mark Chura of Main Street Delaware City to discuss the Sterling's' building and the plan forward to aggressively market the building. The first Sterling's' committee meeting is scheduled for 10:00 AM on August 22, 2011 at City Hall. The purpose of the meeting is to develop a more formalized plan moving forward.
- The Battery Park Interpretive Sign proofs have been approved and released for production. The sign frames have also been ordered and should be installed mid to late September. Every effort will be made to have them installed by Canal Fest weekend.
- "Coffee with the City Manager" continues to draw between 10 and 12 people and is very much appreciated by those attending. Each coffee has had new faces coming out.

Mayor Buchheit – Pump House – wants to know who's paying for that. City Manager Cathcart stated the County is. Also needs to follow up to see the County has obtained necessary permits. Mayor Buchheit asked is the County will need to go before HPC. City Manager Cathcart stated he would believe so but he also believes both the County and the State have utility easement rights they can invoke.

Mayor Buchheit – Henry & Washington Streets – Pot holes need repaired. City Manager Cathcart stated there are funds available for street maintenance and talked about possibly closing off that section Henry Street as there are no homes. Discussion followed.

Councilmember Doebley – Storm Project Commission – City Manager Cathcart stated this is something that then City Manager Morill looked into for Washington Street, then the costs were approximately \$450,000 and funds were not available to do it so he abandoned the idea. City Manager Cathcart found a grant available and dusted off the project and rather than do this all at once broke it into phases. The first phase is about \$70,000 it will extend the outfall pipe further into the river that prevents debris getting into the flood gate that prevents it from closing. Phase 2 is bioswaling parts of Washington St. so the water is primarily absorbed into the ground. Phase 3 is to create a well pit that pumps access storm water that can't be pumped back out to the river, be pumped from and underground well that will be ran like a sump pump that will have backup generators.

Councilmember Doebley – Police Cars – City Manager Cathcart said there is an auction August 24, 2011, inspection is Friday August 19, 2011 they will submit bids by August 24, 2011 on the two they chose. Chief Tjaden has spoken with Wayne Merritt regarding the 20 or so cars they've set aside for municipalities.

Councilmember Doebley – Trash Cans at Dart – City Manager Cathcart has a meeting scheduled with Dart next week that is one of the questions on his list to discuss.

Mayor Buchheit – Completion date on Solar Project – City Manager Cathcart is waiting on construction schedule from the contractor he will forward this information as received.

Mayor Buchheit – Brown Signs for the highway – City Manager Cathcart has made contact with DEDO regarding details but nothing has been completed to date.

Councilmember Sullivan – Mosquitos – City Manager Cathcart is looking into spraying, fogging and comparing pricing.

Councilmember Doebley made a motion for all communication between Delaware City and Dart to go through the City Manager or Mayor, also all communication be provided in written form to Council. Councilmember Sullivan seconded the motion. Discussion followed. Councilmember Doebley withdraws motion, Councilmember Sullivan seconded the motion to withdraw.

#### **APPOINTMENTS, ANNOUNCEMENTS AND COMMUNICATIONS**

Appointment to HPC – Laura Lee, Mayor has provided her resume to councilmembers for consideration.

Councilmember Sullivan made a motion to accept Laura Lee's appointment to the HPC. Councilmember Barrett seconded the motion. A roll call vote was taking, all ayes, motion carried.

#### **CITIZEN'S COMMENTS**

Steve Beeson – 211 Adams Street – neighbor Kevin Monroe lives at Adams & Henry. He would like to point out that Kevin has established off street parking for three vehicles on Henry Street, which he exists on Adams Street. This concerns him if as discussed the closing of Henry Street.

Kerry Rhodes – 124 Clinton Street – Blacktop issue on Canal Street, the drainage is bad the road is bumpy and “looks like crap”. City Manager Cathcart – is aware of these issues they are being looked at and retainage was withheld on the project to make sure the punch list for the entire project are complete by the contractor, this is part of it.

Willis Phelps – Honorary Grand Marshall of Delaware City Day Parade – Fort DuPont Greenways and Chairman of the African American Cemetery. He would like to have a fundraiser to help the cemetery, the battery and the city. So far they've located five military graves and refurbished their stones, and at least 10-15 civilian graves they are trying to identify the civilians still. He has volunteers waiting to help clean up the area to make it more accessible for tours. Councilmember Barrett asked if they plan to protect the sacred ground by keeping people from going though. Mr. Phelps stated they are talking about possible promenade to protect the area.

### **REPORTS OF COMMISSIONS, COMMITTEES AND ORGANIZATIONS**

Main Street – Mark Chura – discussion about the planter walk-thru August 16, 2011 to decide where the planters will be placed and how they will be cared for. They need to find where they would work best for the city and also looking for sponsor the planters. The planter for Town Hall needs a foundation installed, Miss Utility needs to be called in, and some details need to be discussed, per Kerry Rhodes. Kerry has the eleven small ones ready and there is one out front of the blacksmith shop on display.

Main Street - Dale Slotter – Canal Fest is September 17, 2011 10AM-6PM.

Delaware City Day - John Buchheit - Delaware City Day Committee will be September 8, 2011 at Town Hall.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Rebranding – Mark Chura – has marketing program from DEDO Annette Muldrow, samples of Milford's branding to express the common theme in signage and branding of the name to make it recognizable. Total cost is \$7k, they (DEDO) put in \$3k the city puts in \$4k. Discussion followed. Discussed use of Delaware City Day funds due to surplus that is being carried over, also it will increase tourism. Rebranding is a valuable tool to the town and it has proven valuable to other communities.

Councilmember Johnson made a motion to support the rebranding efforts by Main Street Delaware City. Councilmember Sullivan seconded the motion. Discussion followed. A roll call vote was taken, all ayes, motion carried.

Cool Cities Delaware – City Manager Cathcart – this is part of the US Mayors Climate Protection Agreement to perform twelve action items to adopt energy sustainability. Other cities in Delaware already signed are Wilmington, Dover, Newark and Lewes. We are already doing some of the items on the lists. Discussion followed.

Councilmember Johnson made a motion to approve the Mayor to sign the US Mayors Protection Agreement. Councilmember Sullivan seconded the motion. A roll call vote was taken, all ayes, motion carried.

Resolution 11-0815-01 relating to DART Bus Service Improvements – Councilmember Doebley made a motion to adopt the resolution. Councilmember Johnson seconded the motion. Discussion followed. Councilmember Johnson withdraws his second. Councilmember Doebley withdraws motion to adopt resolution. Motion is not carried.

**COUNCIL COMMENTS**

Councilmember Johnson wanted to thank City Manager Cathcart, Mark Chura and Sara for their efforts on the Cool Cities.

Mayor Buchheit has a donation check for the firehouse from Delaware City Day Committee.

**ADJOURNMENT**

Councilmember Johnson made a motion to adjourn the meeting. Councilmember Sullivan seconded the motion. A roll call vote was taken, all ayes, motion passed. The meeting was adjourned at approximately 9:35PM.

Respectfully submitted,

*Michelle Hartman*  
City Secretary