

*"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  
September 19, 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, and 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 Kay Holmes, Jack McVey, Ronny Meadowcroft and New Castle County Officer Szczerba.

**ACTION UPON THE TREASURER'S REPORT**

City Treasurer Gwynn apologized for not having the July and August Treasurers Report. Due to a computer glitch she is still unable to reconcile July. City Treasurer Gwynn will be contacting the consultant for assistance in the process of reconciliation. Discussion followed.

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

Councilmember Barrett made a motion to approve the minutes of the August 11, 2011 Special Mayor and Council meeting. Councilmember Sullivan seconded the motion. A roll call vote was taken, all ayes, motion carried. Councilmember Sullivan made a motion to approve the minutes of the August 15, 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 8/15/2011 to 9/18/2011. He also reported the following.

- Attended many meetings this month with City Manager & City Clerk for the preparation of Hurricane Irene.

- Assisted in escort that took four bus loads of WWII & Korean War Veterans to Washington DC.
- Met with Senator Coons to discuss Police Grants.
- Worked the past few days with County Police to cover for them since Officer Szczerba was killed.
- Attended SALLE/EIDE meeting, received \$7,000 grant from State Aid to Local Law Enforcement.
- Met with the Army National Guard who will be holding live training drills Thursday on the east side of the C&D Canal.
- Hired a new part time Officer Dave Kerr.
- OVW Grant Closes 9/30/11. Will work with City Treasurer Gwynn to close out.
- Marking of Police cars will take place soon. Waiting for County cars to be completed.

Discussion followed. Councilmember Barrett questioned the possibility of grant funds being used to put an officer through the academy and then sign them on as a full time officer for the city. City Manager Cathcart stated there are no funds allocated in this year's budget, but he will be planning the new budget soon.

Mayor Buchheit mentioned a large rash of graffiti lately. Police Chief Tjaden said those suspects have been apprehended.

Councilmember Doebley inquired about an incident that occurred 9/9/11 on Fifth Street. Police Chief Tjaden said it was a disorderly subject who rode the bus into town. A resident assisted the subject in getting home. The following day the woman did the same thing. When police witnessed this they removed the subject from the property and sent her back to Wilmington. Councilmember Doebley wanted to thank the police and all involved for the escort to Washington DC. His grandfather attended and was quite impressed.

City Manager Cathcart said we've had several residents try to call the police department with incidents. City Manager Cathcart reminded residents that incidents should be called into 911 and they will dispatch our police.

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

City Solicitor was not in attendance. City Manager Cathcart reported a FOIA request from the News Journal to the Police Department. It was sent to City Solicitor Walton to respond accordingly.

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

#### 1. Hurricane Irene

- Emergency Team did a great job in planning and implementing our emergency and evacuation plan.
- Total preliminary cost \$49,000.
- City Treasurer Gwynn and I attended a reimbursement workshop and submitted the first required federal form. FEMA plans a 75%/25% cost share.

#### 2. Street and Curb Repair Project continues, making progress.

- Curb Repair/Replacement on Clinton Street started today and will continue tomorrow.

- Major repair work at Henry and Washington Street has been approved and waiting scheduling.
3. Solar/Energy Conservation Projects
    - Solar Equipment arrived ahead of schedule, Solar System installation could start later this week.
    - HVAC has been awarded at a significantly lower price.
    - Meeting with the Delaware Center for Horticulture this Wednesday to finalize the Community Center tree planting design.
  4. Meeting with Herman Seedorf (Refinery Manager) to discuss several issues
    - Expand City Parking.
    - Space for a Solar Farm.
    - Continuation of the Pilot agreement.
    - Delaware City Day 2012 Parking.
    - Continued cooperative projects and events.
  5. Attended an all day grant workshop on "Getting Your Piece of the Pie".
  6. Met with the "African Union Cemetery "group and briefed them on the status of the Canal Trail Project. I will be facilitating a Master Planning session with them in October.
  7. Police Chief Tjaden and I met with representatives from DEMA concerning emergency preparedness. Received guidance on filing a needed report and received a briefing on some up-coming training opportunities.
  8. Attended a press event for the formal announcement of the Federal Canal Trail project with the Mayor. The entire congressional delegation and the Governor were in attendance.
  9. Hosted and sponsored, in cooperation with Preservation Delaware, a three day historical sash repair workshop. The event was very well attended. We are looking at a follow-up workshop in November.
  10. City Secretary Hartman, City Treasurer Gwynn and I met with the Division of Forestry to review the proposed work on our existing tree grant and discussed the up-coming grant for next year.
  11. Received and signed the "Request for Obligation of Funds" and the "Letter of Intent to Meet Conditions" forms from USDA. These are the final steps that will be followed by the award of the \$100,000 "Rural Business Grant" requested last month. This money will be used to improve the area surrounding the Sterling's building.
  12. Attended Delaware City Environmental Coalition held the Delaware City Drinking Water with DNREC, Federal EPA, and Department of Health.

- Mayor Buchheit and City Manager Cathcart discussed the replacement of the flag at Veteran's Point.
- Councilmember Johnson inquired about FY12 Operating Budget. Discussion followed.
- Councilmember Doebley wanted to know what information DART has been collecting on their surveys. City Manager Cathcart stated they have been surveying ridership, he also said this is why the buses run so frequently. This is to analyze the riders to see what times seem to be used the most. Councilmember Doebley mentioned additional

stops or relocation of stops, and asked if the funding can be pulled from this project. City Manager Cathcart said he specifically asked that question and found it cannot be pulled. Councilmember Doebley asked if the City collects the yard clippings and leaves to be mulched and given to residents. City Manager Cathcart will check with Sean Johnston and get back to council.

- Mayor Buchheit asked if our Tree Commission will be also be meeting with the Delaware Center for Horticulture. Discussion followed.

- City Manager Cathcart sent an email to the Mayor and Council with some proposed dates for workshops on a Master Plan and Strategic Plan. Discussion followed regarding dates, times, attendance, involvement, frequency and topics.

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

Appointment to PC – Councilmember Doebley made a motion to accept Tim Dilliplane's appointment to the PC. Councilmember Sullivan seconded the motion. A vote was taken, all ayes, motion carried.

Appointments to HPC - Councilmember Sullivan made a motion to accept Laura Lee's appointment to the HPC. Councilmember Doebley seconded the motion. A vote was taken, all ayes, motion carried.

- Councilmember Sullivan made a motion to accept Dale Slotter's appointment to the HPC. Councilmember Johnson seconded the motion. A vote was taken, all ayes, motion carried.

- Councilmember Johnson made a motion to accept Miqui Beaston's appointment to the HPC. Councilmember Sullivan seconded the motion. A vote was taken, all ayes, motion carried.

Appointment to DC Day Committee – Councilmember Sullivan made a motion to accept Richard Cathcart's appointment to the DC Day Committee. Councilmember Doebley seconded the motion. A vote was taken, all ayes, motion carried.

### **CITIZEN'S COMMENTS**

Gail Wilson – 205 Clinton Street – Was concerned about the large number of cats in the area. She volunteered to take care of the cat issue by trapping or trying to find homes if there is not already something in place. She also mentioned the speeding on Clinton Street and asked about teen curfew. Chief Tjaden said for residents under the age of 18, the curfew is 10PM. Council stated this is typically a 911 issue in the future please call. Lastly she mentioned the grass being high along the brick area on Canal Street. City Manager Cathcart said it will be taken care of.

Albert Sehrack – Lot 66 DCMHP – He has an issue regarding The Cutting Edge not picking up yard waste on a regular basis. Discussion followed. City Manager Cathcart will talk to The Cutting Edge about picking up regularly. He expressed concern about the drainage problem in trailer park and the high tide gate that is inoperable and asked who is responsible for the repairs. City Manager Cathcart stated the New Castle County Soil Conservation is working with the city to resolve this.

Ray Fruytier – 909 Fifth Street – Would like to see the lighted sign back up like it was before Irene came thru. City Manager Cathcart said the city is working on the repair. Mr. Fruytier wanted to know who was responsible for repairing street lights that are out. Per City Manager Cathcart the decorative light poles are the cities and have been repaired. The other poles are Delmarva Powers; Councilmember Sullivan has provided

the City Manager with a list of pole numbers that were submitted to Delmarva Power for repair.

Bill Miller – 146 Warfel Drive – Mentioned the WWII & Korean Veteran's War trip to Washington DC. Mr. Miller shared his photos of the event and wanted to thank all involved for their participation.

John Martin – 212 Washington Street – Canal Fest was originally a celebration of the town's history along with C&D Canal and would like to encourage the city to get back to that. He would like to see historic reenactments and educational events brought back. The events that took place were inappropriate for the family town that we are. Before we start expanding parking lots could we please start looking at improving the streetscape? Discussion followed.

Helene Malgerio – 311 Monroe Street – Also feels the sidewalks need repair. Concerned about the low lying trees in town that hang over sidewalks, they need to be trimmed. She pointed out specific locations. She added that the streets at Front and Jefferson Streets are in need repairs. She said storm drains are an issue. Discussion followed.

Dale Slotter – 210 Clinton Street – addressed Mr. Martin's comments regarding Canal Fest. The calendar was his idea and he thought it was a great idea to have fun and raise money for Main Street and various charities. Also the sales of the calendars raised over \$1,200 to be distributed to those charities.

Tim Dilliplane – 118 Clinton Street –noticed areas of town where trash is being dumped. The main area is around Front & Jefferson where the road is in need of repair. City Manager Cathcart said we are having a clean up event where Delaware Solid Waste Authority is coming to do hazardous waste disposal where residents can bring and dispose of household chemicals, paint, etc. A free community shred event may also be done. The City Manager is working on is a Clean up Event in the DC Mobile Home Park also.

Patty Sehrack – Lot 66 DCMHP – The upkeep on homes in the trailer park is in need of improvement. She also is concerned about the number of untagged vehicles in the park and would like them removed. City Manager Cathcart and Mayor Buchheit met with the owner of the trailer park and stated this is private property and aside from calling New Castle County Code Violations there's not much we can do. Discussion Followed. City Manager Cathcart is working with the City Solicitor to address the issues. He also is working with Chief Tjaden to try and get a list of convicted criminals to be removed from the community.

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

Chris Kline – Main Street –DEDO awarded a \$4,000 grant for rebranding that will be used in conjunction with the contribution of \$3,000 from the city. They are waiting to set up a meeting with the consultant to move forward. The Sterling's Committee met recently and will be working with the City on an Open House. The City Manager mentioned the grant money from the USDA that will be used to build the trail between The Sterling's Building and the C&D Canal. There is another grant pending approval to do improvements to the property around the building. Lastly, the planters were on display at Canal Fest. They will be working on a way to sponsor them, it will be \$300.00

the first year and \$100.00 for each additional year. Delaware Center of Horticulture will be working on developing a theme for all of the planters. Councilmember Barrett asked if council will be provided with a map of locations for the planters. Mayor Buchheit said there was a map of locations but due to the response of having them lined up in the park they will remain there. Discussion followed.

Wally Poppe – Delaware City Fire Company – Attended the Annual Firefighters Conference in Dover all week, won a few trophies on display at the firehouse. As a part of the "Going Green" initiative they had the energy efficient light bulbs installed. They will also be adding another microphone for the podium. Kiosk will display solar readings as well as the website. Marque and website are available for local businesses and messages contact him for information.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

City Manager Cathcart presented Resolution 11-0919-01 for the 2011 Forest Canopy Density Goal. Councilmember Barrett made a motion to adopt Resolution 11-0919-01. Councilmember Sullivan seconded the motion. A roll call vote was taken, all ayes, motion passed.

Discussion of city owned property – Mayor Buchheit said currently city owned property that is rented or leased to tenants who do not pay property taxes. Mayor Buchheit would like to implement some fee to cover the property taxes. Discussion followed. Mayor Buchheit would like to change the leasing process for city owned properties. The City Manager has the authority to approve agreements. He would like for the City Manager to make recommendations to Mayor and Council for them to make the agreements. Discussion followed. City Manager Cathcart suggests a resolution to make the change. Discussion followed regarding the Cutting Edge rental property and the contract for services.

### **COUNCIL COMMENTS**

Council would like to see copies of Cutting Edge invoices to review.

Mayor Buchheit thanked the City and Fire Company for its efforts with Hurricane Irene.

### **ADJOURNMENT**

Councilmember Graham made a motion to adjourn the meeting. Councilmember Doebley 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