

**MINUTES OF THE MEETING OF THE
CITY OF SEAFORD MAYOR AND COUNCIL**

January 12, 2021

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilman Matt MacCoy, Councilman Orlando Holland, Councilman Jose Santos, and Councilman James King. City Manager, Charles Anderson, City Clerk, Tracy Torbert, and Director of Economic Development and Community Relations, Trisha Newcomer, were also present.

Councilman MacCoy offered the opening prayer; Mayor Genshaw then led those present in the Pledge of Allegiance.

Mayor Genshaw solicited any changes to the agenda; there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on December 8th, 2020. Councilman Holland made a motion to approve the minutes of the Regular Meeting on December 8th, 2020. Councilman Santos seconded the motion. The motion so passed with all voting in favor.

Correspondence

There was none.

Mayor Genshaw announced the winners of the 2020 Holiday decorating contest. 1st place: Anthony Ferraro, 307 Plantation Dr. 2nd place: Mani Guesfierd, 502 Elm Dr. 3rd place: Maria Brooke, 26 Rodney St. Mayor Genshaw thanked all of the residents that participated in decorating their homes for the Holiday season and congratulated the winners of the contest.

Mayor Genshaw mentioned that over the Holidays the IT department worked with contractors to change the setup in the Council Chambers to reposition the podium to front and center of the Council chambers, to make it easier for presentations to Council. He also mentioned that role call votes will continue, however he will solicit those votes rather than the secretary.

Mayor Genshaw closed the Regular Council Meeting at 7:05 p.m. and opened the Public Hearing.

Public Hearing

Public Hearing Item #1: South Conwell Street Storm Water Improvements Plan.

Director of Economic Development and Community Relations, Trisha Newcomer, reminded Council that in January 2020 the opportunity was presented to partner with the Nanticoke Watershed Alliance for them to apply for a G3 Grant (green streets, green jobs, green towns) through the Chesapeake Bay Trust for stormwater infrastructure updates for Conwell St, the concept came about from a charet held with many community stakeholders in July 2019. She noted that the Nanticoke Watershed Alliance was able to obtain the grant and they advertised an RFP on behalf of the City for an engineer to provide design plans for the project. She explained that GMB was the successful firm and they have been working with GMB on the project. She noted

that Lisa Wool, Executive Director of Nanticoke Watershed Alliance, and Brent Jett, senior project engineer with GMB, were present to explain the plans for the project.

Lisa Wool explained the current issues and reasons behind the project. She also explained what a green street is and how it works to filter rain water before moving into the storm drain and showed an example. She then covered all the benefits of this project for Conwell Street. Brent Jett mentioned that this project is a simple installation/victory for MS4 and nutrient removal which will also assist Seaford in moving towards being an MS4 community. He noted that there are two bump outs being proposed of 40 feet in length by 8 feet in width, the first on the east side of the street from the edge of a driveway towards high street and then on the west side of the street avoiding a water lateral as well as allowing frontage and access to each of the properties that it is situated in front of. He also mentioned that the last 25 feet at the end of the road would be squared off and utilized as a third section.

Mayor Genshaw requested clarification for the Council members as well as the public about MS4 and how this project will assist in meeting those requirements. Mr. Jett noted that this project does not have stormwater and nutrient reduction requirements through Sussex Conservation District because of the scale of the project but the benefits seen will be similar to those on High Street. He further mentioned that once MS4 comes into play, the state mandates nutrient reduction goals and the plans for this project will be in alignment with those mandates.

Mayor Genshaw solicited any questions or comments from Council. Councilman King inquired about the maintenance of the vegetation and the care of the rain garden as a whole and who is responsible to continue that maintenance long-term. Ms. Wool noted that the responsibility of the rain garden does fall on the City however the Nanticoke Watershed Alliance partners with DNREC and hires interns every year to assist with projects and the maintenance of them. She further explained that they have funding for the next two summers to assist with cleaning/weeding it out. City Manager Anderson explained that because the improvements are in the City Right of Way the responsibility ultimately falls on the City and through partnerships with organizations, City personnel, and the contractor that handles the rain gardens on High Street this would be added to the maintenance responsibility. Ms. Wool explained that the areas are designed to fill in, so within about 2 years there should not be a large need for weeding or cleaning out to maintain the areas. Councilman King further inquired about the funding to maintain this project long term and ensure that it does not get overgrown and turn into an eyesore. Mr. Anderson further explained that the best management practices of these areas require more than the property owners can do themselves such as the cleanout of oils, asbestos break dust, etc. so occasionally these rain gardens would require more than just pruning of the vegetation and may need to be physically cleaned out.

Councilman Henderson noted that there are three areas of the street being affected, end of the street and two bump outs. Mr. Jett confirmed and noted the bump outs will be situated mid-block. Councilman Henderson inquired if there was any parking study completed because it appears that a few parking spaces will be lost for each bump out. Mr. Jett noted that there was no hard study performed and the design is very similar to what came out of the charet in 2019. He further explained that the reasoning behind the positioning of the northern bump out was because one

property has driveway access while the property closer towards the river does not and only has street parking. He noted that the positioning of the southern bump out was chosen because of the positioning of the houses that it affects the most so that it would not focus on just one property but share the impact by straddling the property line of those two properties. Councilman Henderson mentioned that during the charet in 2019 there was discussion of installing a walkway from the end of the Riverwalk to connect down through Conwell Street and he inquired if the plans had any impact on that future walkway and whether that was considered in the design of this project. Mr. Jett explained that this project stays on the inside of the curb line and there is still room for a sidewalk and walkway on the end of the right of way past where this project is to be located. Mr. Jett further explained that there will be a proposal for a walkway around this area so that it can function as a pocket park rather than just a hill. Councilman Henderson further inquired that since the grade runs towards the river would there be only one inlet on each curb line on the uphill side or if there will be two on either end. Mr. Jett explained that at the end of the street the current drain in the center will be replaced where is and increased in size because it is not currently sufficient for the rainwater and then each bump out will have an underdrain that will run along the grass strip and tie into the new catch basin at the end of the roadway. He also noted that the grade works for the project because it already drops from High Street towards to the river so there will be positive flow.

Mayor Genshaw solicited any questions or comments from the public. Richard Hall, owner of Two Cats in the Yard at 110 S Conwell St inquired how many parking spaces are going to be lost with the completion of this project. Mr. Anderson stated that each bump out will be 40 feet long which encompasses two 20-foot-long parking spaces, for a total of four on the entire street. He further explained that the end of the road is being shortened up by 25 feet, but he believes that is currently a “no parking” zone. Mr. Hall expressed his concern for losing parking spaces in front of his business, as his business relies heavily on the elderly population who may be unable to walk long distances. Mayor Genshaw requested clarification on the area that would be affected directly in front of this property line. Mr. Jett noted that bump out on that side of the street splits between their property as well as the neighboring property and overhangs their property line by approximately 8 feet. Councilman King inquired how much of an impact that would have on the parking directly along their property line and Mr. Jett responded that there would not be a large impact as there would still be 2+ parking spaces in front of their property. Mr. Hall noted that both properties across the street from their location are rental properties with multiple renters and if some of those parking spaces are being eliminated with the other bump out then they are concerned about spaces in front of their business being utilized for the rental properties. Mr. Anderson inquired if Mr. Hall knows how many existing parking spaces they currently have in front of their property. Mr. Hall responded that there are 3.5 to 4 spaces along their property line. Mr. Anderson inquired what their lot frontage is. Mr. Hall noted that they have a lot and half of a lot so it accounts for approximately 90 feet of road frontage. Mr. Anderson noted that Mr. Jett can revisit the site and lay out the project in order to preserve at least three full parking spots in front of their business if its possible. Ms. Wool inquired if there is a way for Council to block out parking spots specifically for a business. Mr. Anderson responded that traditionally Seaford does not specify parking only for a business because it is public parking, but if there is a need for and criteria met for a handicapped space that could be blocked off in front of their business. He further noted that, for example, on High Street

there are no parking spaces designated to a business, the City has not allowed for designated parking for one property/business in the past.

Nancy Hall, owner of Two Cats in the Yard at 110 S Conwell Street, inquired if the current zoning on their property would allow her to place a parking pad on her property next to the bump out, which she considered when she first bought the business but hasn't had the need previously. Mr. Anderson noted that her property is zoned C-3 Riverfront Enterprise Zone which permits off street parking as long as a permit is obtained and code requirements followed.

Councilman Henderson inquired if it would be a possibility to place a time limit on parking during the day in several spaces to limit the risk of having the parking in front of their business overrun. Mr. Anderson noted that there are other areas of the City that do have those prohibitions on parking so that is a possible solution that is within the City's rights to designate.

Councilman King asked for confirmation if any kind of traffic study, parking study, or impact of business was completed during the planning of this project. Mr. Jett and Ms. Wool confirmed that there was no study completed as part of the charret, which is where the planning for this project began.

Nancy Hall expressed her support of the project because the stormwater and storm drain situation is an issue that needs to be handled on Conwell Street. She further explained that she is also concerned about the impact on parking in that area and wants to understand her options and what she may need to do to ensure that she can provide parking for customers visiting her business. Mayor Genshaw inquired if she thought timed parking would work for their business. Mrs. Hall expressed that she didn't think it would necessarily work for their business in general. Mayor Genshaw inquired if she is currently having issues with vehicles parking in front of the business overnight and throughout the day. Mrs. Hall noted that overnight parking is not an issue for them as their business operates between the hours of 11am and 4pm. Mr. Hall expressed that the tenants in the rental across the street currently park on the west side of the street and it is not an issue for them currently, however if parking is going to be limited because of a few spaces being eliminated that may pose an issue of others utilizing the parking in front of their business more regularly. Mrs. Hall requested that Mr. Jett explain where the storm drains are currently located and where they will be at the completion of this process. Mr. Jett stated that there is currently a catch basin at the end of the street that will remain in the same location but be upgraded in order to accommodate the stormwater and then each bump out will have an underdrain that will connect to the catch basin at the end of the street by way of the grass strips along the edge of the road on either side. Mrs. Hall verified that the only changes in the street will be the addition of the two bump outs. Mr. Jett confirmed and stated that their approach was to be minimally invasive while designing a solution to the stormwater problem. Mrs. Hall inquired if the park comes to fruition at the end of the street will people have to park on the street in order to access it. Mr. Jett clarified that as it stands, there is going to be a rain garden at the end of the street and it could be utilized as a pocket park if a bench is installed then two people could sit there but he does not anticipate it being visited regularly. He further explained that part of the overall design was a platform overlooking the river but most grant programs will not pay for the installation of a platform because it does not reduce the nutrients in any way. Mrs. Hall confirmed that at this point there is no extension of the Riverwalk down to

Conwell St. Mr. Anderson confirmed. Mr. Jett expressed a possible solution for the future, should a river overlook be installed, could be to add head in parking on one side of the street from the second bump out down to the end of the street as the street width could accommodate for that type of parking.

Councilman MacCoy inquired, even though this has not been done in the past, could Council decide to dedicate specific parking spaces for a business downtown. Mr. Anderson explained that Council does have the ability to prohibit parking for a specific reason, if they desire.

Mrs. Newcomer came forward to share public comments from email and the live feed. She noted that on Thursday, January 7, 2021 herself and Mr. Anderson had a phone conversation with Mr. Ralph Palmer, who owns property at the south end of Conwell Street, regarding the South Conwell Street stormwater improvement project. During the discussion he shared that he had received and reviewed the information sent to all the property owners of Conwell Street. He provided the following comments to be read into the record at the public hearing on Tuesday, January 12, 2021.

- He felt the improvements would be good for the area.
- The improvements would be beneficial to the Nanticoke River, by addressing the drainage and runoff.
- He felt this was a great project and has no objection to the plans as outlined.

Mr. William Messmer commented: I took a course in Rain gardens. 15 years ago, at Rutgers University. This method of filtering roadway run off. Will go a long way in protecting the river. The idea of planting bee friendly plants in the rain garden falls right in line with what I learned in the course. Although I live just outside the city limits on Middleford Rd. I would be happy to volunteer to help with the project. Someone mentioned maintenance of the plantings there is a very active Master gardeners' group here in Sussex. Keep that and 4H, Boy and Girl scouts in mind.

Mr. William Bennett commented: Parking is a premium downtown now and they are taking parking spaces away.

David Grantz inquired: Can the grassy area on the west side of the Seaford Museum be of any use in this project? Mr. Jett responded that potentially down the road they may need to be excavated and made available for nutrient reduction but as a plain grass area they are doing a great service now, and are working well.

Mrs. Hall asked for clarification that nothing is changing on High St. Mr. Jett confirmed.

Councilman King requested that before this project come before Council for a vote, that there be some kind of traffic study or impact study completed. Mr. Jett stated that they can look at the numbers and parking now and what options are available.

Mayor Genshaw solicited any additional comments or questions from Council or the Public; there were none.

Mayor Genshaw closed the Public Hearing at 7:39 p.m. and reopened the Regular Meeting.

Mr. Anderson stated that the next steps are to finish the design and obtain the proper permits and then the need to solicit and obtain funding for the actual improvement. He noted that the purpose of tonight's public hearing was to notify the public and get public input. He mentioned that the property owners that would potentially be impacted were previously notified. He stated that City staff and the engineer can go out and look at the area and come up with some different options, as suggested. He stated that the hope is to come back with finalized plans, permits, and funding to be able to do an implementation. Mr. Anderson clarified that there is a need to arrest the erosion that is happening in that area and the City needs to protect that area because our sewer interceptor is in the bottom of the hill.

Mrs. Newcomer received another public comment on the live feed. Mr. Toby French commented: We need a comprehensive audit/review of parking and signage for downtown, that can be done. Seaford Tomorrow can help with that effort.

Ms. Wool mentioned for consideration that she wants to be a good resource for the City and she can bring funds in only for projects that are green infrastructure, so if the decision were made to put a few storm drains in, she would not be able to assist with funding for a project like that.

Mayor Genshaw thanked Ms. Wool and Mr. Jett for their assistance and their work on the project and noted that it is important that a solution come to fruition to protect the City infrastructure.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval a request from the Clarence Street Church of God to place a fence on City property located at the corner of Clarence Street and Thomas Street.

Mr. Anderson noted that Pastor Cannon of the Clarence Street Church of God issued a request to fence in the property around the church because they have been having trespassing and vandalism issues. Mr. Anderson noted that part of the parking lot is located on a lot owned by the City of Seaford, and they have requested to place a fence on one side of the lot while still allowing access to the City to maintain utilities in that area.

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson inquired if there are any codes that require a setback from the street for installation of a fence. Mr. Anderson responded that a fence can be placed up to your property line, however there are parameters around visibility issues for intersections or driveways, which is decided by the Building Official depending on the location of the property and fencing. He further explained that this fence is chain link so it does not block any view so he does not believe it to be an issue. Councilman Henderson further inquired about any memorialized agreement or lease agreement between the City and the Church to utilize this parking lot. Mr. Anderson noted that there are a couple options; he could write a letter with the approval or a specific easement could be written up depending on how Council wants to continue. Mayor Genshaw inquired how it is recorded with other areas. Mr. Anderson explained that there is a mix of both options.

Councilman King inquired about an explanation for the area and why it is laid out the way it is. Mr. Anderson responded that his understanding of the area is that in the 1970s the City removed some condemned houses in the area and worked with HUD housing to redevelop the area. He further explained that when looking at the survey it looks like a full lot that the City may have obtained as part of a condemnation and part of the redevelopment of the area a road was placed on part of the lot. He mentioned that he is not completely positive of this situation but there are some odd areas like this throughout the City.

Councilman Holland mentioned that he thought there were property owners in the area complaining of their fence being vandalized and damaged from individuals leaning against it. Mr. Anderson stated that Pastor Cannon did not mention that to him but when they accompanied the code department to the property, they did see the fence that was damaged and he mentioned that may be part of the reason why the church is deciding to put the fence in to protect their area. Councilman Holland then inquired what would stop individuals from damaging their fence. Mr. Anderson noted that they have the exact same fencing around their parsonage that they have had for approximately 10 years and they have maintained it with minimal or no issues.

With no other questions, Mayor Genshaw called for a motion. Councilman King made a motion to approve the request from the Clarence Street Church of God to place a fence on City property located at the corner of Clarence Street and Thomas Street, as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman King voted yes;
Councilman MacCoy voted yes;
Councilman Holland voted yes;
Councilman Henderson voted yes;
Councilman Santos voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item # 2: Present for approval a proposal to purchase twenty (20) 2015 Yamaha golf carts from the Rookery Golf Course and sell fourteen (14) used carts owned by the Hoopers Landing Golf Course.

City Manager Anderson noted that the Rookery in Milford has recently closed and Adkins Management is currently liquidating their equipment and is offering to sell 20 golf carts to the City for \$2,900 each (\$58,000 total). He further noted that all batteries would be replaced prior to purchase and the City would then excess 14 golf carts that are over 10 years old to PASCO in Millsboro. He further explained that typically 4-5 years after a golf cart is purchased the battery needs to be replaced and then approximately after another 4-5 that golf cart is at the end of its useful life on a public golf course. Mr. Anderson stated that the City has been placing money into the Golf Reserve Account for the purchase of new golf carts and there is money available for this purchase. He further noted that this purchase would expand the fleet number by 6 carts which is

necessary for the increased play and the need for turnover of carts multiple times a day. He noted that this purchase would also delay the need for a purchase of new carts for at least 5-7 years.

Mayor Genshaw solicited any questions from Council.

Councilman King inquired for clarification of the ownership of the Rookery. City Manager Anderson explained that Hoopers Landing is owned by the City and the City has a management contract with Adkins Management to manage the golf course. He further explained that Adkins Management owns two golf courses the Rookery North and the Rookery South and they have closed the Rookery course in Milford and they are in the process of liquidating their assets. Councilman King clarified that they manage our golf course. Mr. Anderson confirmed. Councilman King further inquired why they are selling the golf carts to the City rather than just giving them to us. Mr. Anderson responded that the carts have value to them and they could sell them to somebody else but they know that the City is in the process of moving towards a purchase to replace some old carts that are at the end of their useful life. Mr. Anderson further explained that 5 years ago the City purchased 40 brand new carts (some gas and some electric) for approximately \$156,000. He further explained that the fleet is in need to growth because the play at the course is increasing and this is an opportunity to purchase well maintained carts for a reasonable price so they offered the purchase to the City and City staff thought that it was a good option that Council may want to consider.

Councilman Henderson inquired of how many total carts are in the fleet currently. Mr. Anderson stated that he was unsure but thought there was 40. Councilman Henderson then asked for clarification about the age of the carts that are being sold to PASCO to ensure that it is a good option for the City. Mr. Anderson stated that the 14 carts that are being sold are the oldest and in the worst condition that were originally purchased by the City in used condition around 2012. Mr. Anderson further clarified that the carts that were purchased new five years ago are staying; the carts that are being sold are the old ones.

Councilman King inquired if the purchase price of the carts was an allocated expense or if it was over the amount that was already allocated to the management of the golf course. Mr. Anderson stated that the money for the purchase is coming from a sinking fund where money is placed every year as part of the budget. He further noted that the golf course has started to make a profit over the past few years and the City puts that profit into the golf course reserve account rather than the general fund. Councilman King inquired about the money that is allocated/budgeted every year to the management of the golf course. Mr. Anderson noted that it is around \$300,000 that is budgeted each year for the operation of the golf course, however the City has an arrangement with Adkins Management that once the course makes over \$550,000 for the year the dollars above that are split with the managing partners on a prorated amount and they have been making over that for a few years. He further noted that the golf course is not quite at a break even point and it still costs the City money every year but the money that is returned to the City as profit every year is placed in the golf course reserve account which is where the money for this purchase is coming from.

Mrs. Newcomer commented that there are currently a total of 59 golf carts in the fleet at Hoopers Landing; 54 owned by the City and 5 owned by Adkins Management.

With no further questions, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the proposal to purchase (20) 2015 Yamaha golf carts from the Rookery Golf Course and sell fourteen (14) used carts owned by the Hoopers Landing Golf Course, as presented. Mr. Henderson inquired if the carts that are being sold are gas or electric. Mr. Anderson noted that the fleet is mixed gas and electric carts and the 14 that are being sold are in the worst condition as assessed by the maintenance professionals. Councilman Henderson seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted no;
Councilman Henderson voted yes;
Councilman Santos voted yes.

The motion so passed, with majority voting in favor.

Mayor Genshaw presented New Business Item #3: Present for approval a recommendation from the Director of Public Works to post the south side of King Street between Market and Arch Streets "No Parking".

Mr. Anderson stated that Berley Mears, Director of Public Works, noted that there have been numerous inquiries and complaints about parking on both sides of King Street between Market and Arch Streets. He noted that people who live in the immediate area as well as emergency vehicles are having difficulties with getting through this block when vehicles are parked on both sides of the street because of the narrow width of the road. Mr. Mears evaluated the area and is proposing posting two "no parking this side" signs evenly spaced on the south side of King Street between Market and Arch Streets. There is evidence that in the past this block was posted no parking on the south side of the street as are the two adjacent blocks of King Street. Mayor Genshaw inquired if the curbing on that side of the street would also be painted yellow indicating no parking. Mr. Anderson explained that there is the option to have either signs or paint and typically both options are not utilized at the same time. He further explained that the reveal of the curb area is very small and does not allow for much visibility if it were to be painted and Mr. Mears feels that signage is the appropriate application for this area.

Mayor Genshaw solicited any questions from Council; there were none.

Mayor Genshaw then called for a motion. Councilman King made a motion to approve the recommendation from the Director of Public Works to post the south side of King Street between Market and Arch Streets "No Parking", as presented. Councilman Santos seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman King voted yes;

Councilman MacCoy voted yes;
Councilman Holland voted yes;
Councilman Henderson voted yes;
Councilman Santos voted yes.

Mayor Genshaw presented New Business Item :4: Present for a first reading, Ordinance #2021-01 to amend Chapter 2, Article 6, of the Municipal Code of Seaford, Delaware relating to "Board of Elections", in the manner following, to wit: Chapter 2, Article 6 of the Municipal Code of Seaford, Delaware by adding Section 2.6.1.

City Clerk, Tracy Torbert, explained that there is a need to set terms for the Board of Elections for the Annual Municipal Election as there are no terms currently set. The terms are to read: The Board of Elections members shall serve for a term of one year commencing after appointment at the first Council meeting in February. Members of the Board of Elections may serve for more than one term. Ms. Torbert explained that this will come before Council at the next meeting for the second reading and if approved will be advertised and then become effective 30 days after the advertisement date.

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired if February is enough time to get new members to be trained for an April election. Ms. Torbert responded that typically Board of Election members are not appointed until February, and keeping in mind the deadline to file for candidacy is the end of February so no training is completed until March to ensure that there is a need for an election.

Mayor Genshaw solicited any additional questions from Council; there were none.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

CITY OF SEAFORD
Municipal Election – April 17, 2021

The City of Seaford Municipal Election will be held on Saturday, April 17, 2021 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., February 26, 2021. 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 26, 2021 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident and US Citizen to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 26, 2021.** A nonresident property owner to be eligible to vote must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 17, 2020) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall. 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.**

The City of Seaford has independent registration procedures for the Annual Municipal Election. To vote, you must meet the eligibility requirements and be registered on the “Books of Registered Voters” maintained at City Hall.

A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

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.

CANDIDATES FILED AS OF JANUARY 12, 2020:

- Jeffrey Benson has filed for City Council
- Orlando Holland has filed for reelection to City Council

COMMITTEE REPORTS

Councilman Santos reported on Administration.

MEETINGS:

- Attended the Code Department meeting.
- Met with the Comprehensive plan consultant and provided map update information.
- Attended the OHP progress meeting.

OTHER WORK:

- Prepared the City Council agenda.
- Participated in the bi-weekly call with the Governor.
- Attended the SCAT committee meeting.
- Spoke with the Efficiency Smart vendor regarding a continuation of the contract.
- Made an inspection of the new mowers purchased by the Parks Department.

Information Technology Report:

- Continuing work on deployment of virtual desktops.
- Troubleshooting issues from deployment and issues with other software systems (MCSJ, Printer, Etc.)
- Working with vendors on the following projects:
 - Council Podium Relocation
 - Access Control Upgrade at PD
 - Install Boosters for systems at PD
 - Relocating and replacing old computers at PD.
- Continuing to optimize Horizon VM Environment as more users are rolled over to it.
- Working on gathering information for Budget

Administration Report for Council –

- Continue contract negotiation with the police department Teamsters Local 326
 - Current contract expired 06/30/2020.
 - Next meeting not yet scheduled, have reached out to attorney to try to move it forward.
- Begin FY 2022 Budget preparations
 - Set budget schedule for meetings/workshops.
- Attend DEMEC board meeting.
- Managing multiple HR concerns – COVID, WC, etc.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman Henderson reported on Police & Fire.

Seaford Volunteer Fire Department, Inc.

President Matt Read reports:

- President Read requested clarification, or formalization, of a policy to allow city employees who are members of the Seaford Volunteer Fire Department to be excused to respond to calls while at work.
- President Read requested the council consider other incentives to entice members to live within city limits in order to shorten respond times.

This was the last meeting with President Read as his term has ended. Many thanks for his service, and his insights, during his term.

Chief John Wilson reports:

Alarms to Date (01/11/2021) (1100 hours)

- Fire Calls: 19 to date (01/11/21)
- 1.7 calls per day
- December 2020 • 52 calls

2020 Fire Alarms Total

- Total 748 Fire Response
- 2.04 calls a day

- EMS Calls; 113 to date (01/11/21)
- 10.2 calls per day

- December 2020 • 303 calls

2020 EMS Calls Total

- Total 3324 EMS Responses
- 9.1 calls a day
- 1895 calls in city limits
- 1287 calls out of city limits
- 134 calls out of district

Total: Overall

- 132 calls for service to date 2021
- 12 calls per day 2021
- 4072 calls for service 2020
- 11.1 calls per day 2020

Significant Calls:

- 12/08/20 (out of city) Vehicle crash with entrapment, Old Furnace and King Road, (1) trapped and (3) minor injuries, Transported to Nanticoke ER
- 12/17/20 (in city) Structure fire, Elm Drive, Fire contained to kitchen and hallway. Under Investigation
- 12/18/20 (out of city) Structure fire, W. Stein Highway, Garage fire contained to building. Under Investigation
- 01/04/21 (out of city) Structure fire, Herring Run Road, Chimney fire with light interior exposures.
- Apparatus o E87-2 out of service due to minor accident backing into station, awaiting mirror replacement

EMS

- New B87 is under construction after delivery of chassis to manufacture. Looks like an April delivery date.

Training

- Wednesday, December 16, 2020 (1900 hours) at Station 87 review of operation of gas meters and thermal imaging cameras, 10 members present
- Wednesday, January 6, 2021 (1900 Hours) at Station 87 review of new Holmatro Batterie operated tools, 20 members present
- Next training is; Wednesday January 20th at Station 87. CPR renewal and Engine Company Operations

Events

- 12/18/20 and 12/20/20 – Operation Santa through neighborhoods
- 01/08/21 – Drive by Birthday Holly Shores

Other News

- Department elections for 2021, officers are as follows • Chief John Wilson
- Deputy Chief Matt Read
- 1st Assistant Chief Tom LeCates
- 2nd Assistant Chief (OPEN)
- Chief Engineer Adam Ryan
- President (OPEN)
- Vice President (OPEN)
- Secretary Ken Tull

- Treasurer Jim Mitchell
- All open spots will be nominated and elected at next department meeting on January 13, 2021
- Career Employee Rob Kliemisch has resigned to take on another job at Roxana Fire
- Firefighter/ EMT Elmo Peek was hired full-time to replace the vacancy. Elmo is from Delmar Fire Department and has been working part-time for us for a while.
- COVID has taken a toll on our volunteers in the past 4 weeks we have 9 positive cases and put us in a tough spot with responding active members. All members are back to duty after receiving negative results.

Seaford Police Department
 State of Delaware Accredited Agency
 Delaware Police Accreditation Commission

Police Activity during period of Monday December 07,2020 – December 31, 2020 as reported by Chief Marshall Craft, Jr.

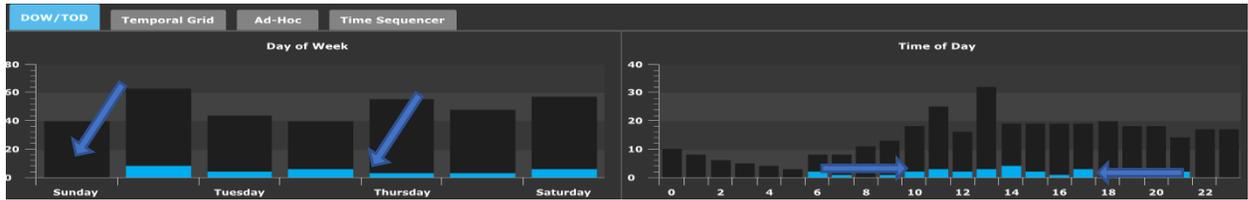
INCIDENTS	2020 YTD	2019	2018
All crimes	5,803	6,619	4918
Drug Crimes	199	249	390
Overdose	26	25	23
All Traffic (E-Tickets)	7,770/ (1,448)	7,819 (1,782)	6387 (3,617)
All DUI	44	42	52
All Crashes	533	584	533
False Alarms	426	494	333

Criminal

- All complaints: 347 (defendants: 18 adult & 2 Juvenile)
 - Felony: 15
 - Misdemeanor: 63
 - Violations: 5
 - Civil: 2
 - Other: 262
- 88% Clearance Rate (overall)
- Monday, Thursday and Saturday from 0800-2300 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 30 complaints consisting of Assault, Aggravated Assault, Burglary, Forgery/Fraud, Theft and Vehicle Theft (10 Felony & 20 Misdemeanors with 2 adult and 1 juvenile arrested); Excludes Shoplifting: (30% clearance rate during this reporting period.) Most occurred on Monday, Wednesday, and Saturday from 1000-2300.

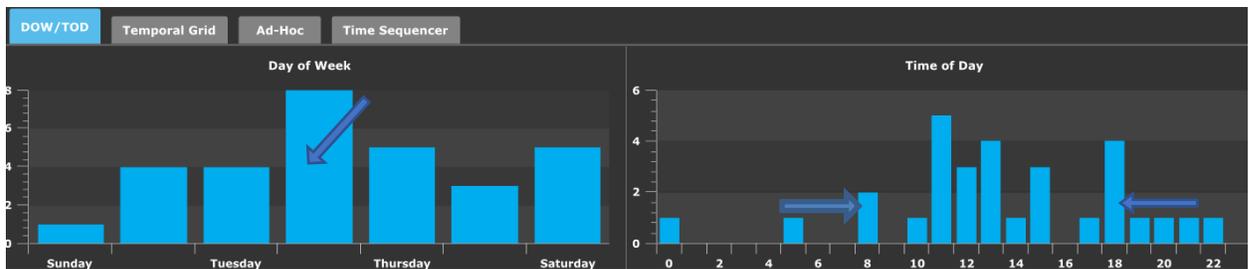


Drug Complaints:

- Drug Crimes: 18
 - Adult Arrest: 12
 - Juvenile Arrest: 1
 - Pending Active: 1
 - Prosecution declined: 3
 - Unfounded: 1
- Search Warrants(s):
- Overdose: 1

Traffic

- Citations: 430 traffic contacts resulting in 89 citations and 31 warnings
- DUI: 1 (0 accident-related DUI's)
- Crashes: 30
 - Injury: 0
 - Non-Injury: 30
 - Additional Information: Driver Inattention primary cause of accident)
 - Hit & Run: 2
 - Alcohol/drug related crash: 0
 - Wednesday from 0800-1800 Hours (See Crash chart below)



Significant Events:

- 12/12/20, SPD officer(s) attempted to conduct a traffic stop on Stein Hwy. The vehicle operator failed to stop on command and discarded an object from his vehicle window, which was recovered by an assisting officer. The driver crashed into a tree on Nylon Blvd and continued to try and flee without success. SPD officers apprehended the driver and passenger without further incident, resulting in the seizure of 162 total baggies of heroin. Driver was committed to SCI because of an active capias with a cash bond and the passenger was released on an unsecured bond. (#71-20- 9680.)
- 12/13/20, SPD dispatched to a residence located on Market St. for a large crowd. Investigation revealed subjects were engaged in an illegal lottery/gambling operation.

Case is Pending Active and the evidence is being reviewed with the Delaware Division of Gambling Enforcement. (#71-20-9721.)

- 12/13/20, SPD officer(s) conducted a traffic stop on Findley Way, Meadow bridge Apartments, resulting in the seizure of four bundles (55 baggies) of Heroin. The driver was a 16 yoa minor, and was charged with possession of Heroin with the intent to deliver (felony), driving without a valid license and other related traffic offenses. (#71-20-9725.)
- 12/17/20, the SVFD responded to a house fire on Elm Street. While conducting a walk-through of residence, a fire member located what appeared to be a marijuana grow. As a result, SPD was dispatched. Further investigation confirmed same. SPD detectives responded, executed a search warrant and seized 313.1 grams of THC Vape - 292 Vape cartridges, 3 lbs. of marijuana plants and 375.5 grams of marijuana. The case is pending active (#71-20-9786.)
- 12/20/20, SPD dispatched to Nylon Capitol Shopping Center for a subject being disorderly and he was punching and kicking a vehicle. Upon contact, the subject resisted arrest and was taken to the ground without injury. Subject was arrested for disorderly conduct and resisting arrest and released on his own recognizance. (#71-20-9897.)
- 12/26/20, SPD dispatched to Hurley Park Drive for a reported burglary to a residence. Investigation revealed that an unknown suspect(s) forced entry into the residence via the front door causing damage to same and entered several bedrooms stealing numerous items of jewelry valued at approximately \$8,719.00. Further investigation resulted in a latent print being lifted from the scene and video surveillance. Investigation TOT SPD CIU. Case pending active (#71-20-10041.)

Training:

- 12/10/20, six officers attended an 8-hour training class (Background Investigations) at the Delaware State Police training Academy.

Admin:

- Attended Director, Staff, Liaison and Unified Command meetings as scheduled - Chief
- 12/08/20 - Attended Delaware Police Chiefs ZOOM meeting - Chief

Event:

- SPD continues to support volunteerism by assisting the Nanticoke Senior Center with meal deliveries to our homebound community members on Mondays, Wednesdays and Fridays. In 2020, the Seaford Police Department delivered approximately 945 meals to homebound residents.
- SPD Officers donated money to sponsor a family for Christmas this year. In addition, SPD partnered with Pet Smart, Care Plus Pharmacy and Kiwanians Club to collect money and presents to donate to Love Inc for distribution.
- SRO Justice conducted an at home visit with a student that was struggling with remote learning to help provide resources to the family.
- The Seaford Police Department has certified uniform and civilian employees to install Child Safety Seats. On 01/06/2020, Detective Mills installed a Child Safety seat to assist a community member.

Councilman Holland reported on Code, Parks and Recreation.
Code Department Report

- Issuing permits (397 Issued in 2020)
- Rental inspections being scheduled.
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits

Large project status's

- Wawa – Tharp Rd DelDot work complete.
- Melanies Ridge –Plans submitted for first 2 buildings
- Mearfield 2 –Second duplex under construction.
- East Park Business Center – First building close to complete.

Parks & Rec Report

Accomplished week of 12/21

Parks – Install small trash can on Pine St.
Parks – Continue working on tree/brushing clearing in Williams Pond Park
Parks – Continued painting picnic tables
Parks&Rec. – Closed Scavenger Hunt & announced winners (got a lot of positive feedback)
Parks&Rec. – Connected with “Girls on the Run” coordinator for possible partnership in the Spring
Parks&Rec. – Researched alternative Winter activities for youth (via online or more scavenger hunts)

Accomplished week of 12/28

Parks – Trimmed trees on Nylon Blvd
Parks – Began working on painting and re-organizing the Recreation Office
Parks – Continued painting picnic tables
Parks&Rec. – Ordered new trash grabbers for parks dept.
Parks&Rec. – Assisted with 1 special event permit for the Spring
Parks&Rec. – Researched chaps for Michaelina and reviewed budget for FY22

Accomplished week of 1/4

Parks – Began placing new park signage at all parks (should be complete week of 1/11)

Parks – Assisted the Electric Dept. with taking down the Gateway Park Christmas Tree & took down City Hall greenery
Parks – Removed & trimmed trees in Soroptimist Park & Delaware Ave.
Parks&Rec. – Coordinated with Parks & Police depts. in the catching the 4 boys who have been vandalizing the Jay's Nest – they will be completing community service for the Parks Dept.
Parks&Rec. – Assisted June with end-of-year filing
Parks&Rec. – Spoke with Director of Parks & Rec from Milford about Spring sports programs – researching possible programs for Spring
Parks&Rec. – Began updating Park Descriptions for the Comprehensive Plan

Councilman MacCoy reported on Electric.

Since the last report

Crew

- Finished digging in the secondary and street light conduit for Mearfield 1 phase 2B.
- Turned off all of the Christmas decorations.
- Ed worked on the storage racks for the new Christmas lights.
- Fixed the street lights on Nylon Blvd.
- Remove an anchor on Poplar St where they are building the new houses.
- Responded to a broken pole on Porter St from Waste Management hitting wires again.
- Had bucket rescue training.
- Did monthly substation checks.
- Worked on the street lights on High St.
- Responded to 217 Porter St for a pole hit by a car.
- Set the pole that Waste Management hit the wires on and transferred all infrastructure over on Porter ST.
- Jordan Marvel started taking his lineman test for module 1.
- Used the new chipper and had less than ½ load of chips that would have been 5 trips to the dump with branches.
- Set a pole and transferred all of the infrastructure over that a car hit on Porter St.
- Replaced a transformer pad that had been hit at Locust St & Nylon Blvd.
- Jordan Marvel took and passed his CDL license driving test.
- Took down and put away all of the Christmas decorations.
- Helped Parks & Rec take down the Christmas display and tree in Gateway Park.
- Put up a sample LED street light on High St and fixed 2 other lights.

Director

- Had a director's meeting.
- Worked on FY 22 budget.
- Had interviews for the groundman position.

- Had a webinar on voltage regulation.
- Reviewed the preliminary drawings for the Martin Farms project & the Cypress/Hurley Park project.
- Had bucket rescue training.
- Went with the crew to 217 Porter St for a pole hit by a car.
- Worked on updating the street light report for Smart Utility.
- Did an estimate for extending electric infrastructure to the Sunrise Motel.
- Had the monthly construction coordination meeting.
- Talked with the electrician about adding a transformer at Easter Shore Metals.
- Had a webinar about capacitor safety.
- Had a bi-weekly conference call about AMI.
- Had a web meeting about getting fiber into the Western Sussex Business Campus.
- Was Acting City Manager from Dec 23- Jan 4.
- Reviewed and marked up the first set of prints for the Martin Farms & Hurley Park Drive projects.
- Had a conference call with June, Erica, Scott & Stephanie about AMI invoices and meter purchases in the future.

Upcoming Weeks.

- Continue working in Mearfield 1 phase 2B so they can continue building.
- Pull the primary wire and set the transformer to the Cavan Construction building.
- Cut down the tree in front of the Nanticoke Senior Center.
- Continue working in Mearfield 1 phase 2B so they can continue building.
- Start working in Belle Ayre multifamily for their construction.
- Pull the wire and set the transformer at the AUI building.
- Continue changing the lights on Sussex Highway to LED.
- Finish trimming trees in Williams Pond Park.
- Work with the school on the lights in front of Central Elementary school.

Councilman King reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Waiting for 50-degree day to stripe Market Street.
- We should complete our final pass with the leaf machine this week.
- Dolby lift station was put on-line on December 8th and we have been receiving wastewater from Bridgeville ever since.
- Picking up a lot of limbs and leaves
- Finished flushing hydrants.
- Replaced water service to 411 Dover.
- Submitted No Parking on King St. request to Council.
- We are now two people out on medical and this is really affecting our production and ability to service the streets with yard debris. I have a third going out on medical on the 25th. We also had a couple out on COVID quarantine during this period.
- Held multiply meetings in person, zoom, and by conference call

- Performed all routine tasks; swept, L & L, big piles, read meters, re-reads, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc....

WWTF & COMPOST

- No real process changes needed since taking Bridgeville's wastewater.
- Unified Sewer System Industrial permits have been issued.
- Orient Chemical's permit has been issued.
- New blower install is progressing well.
- Plant performance remains good
- We HAVE compost to sell by appointment
- Leachate treatment going well but less
- Septage is down.
- No major equipment maintenance needed.

Upcoming two weeks:

Public Works

- Pull and rebuild Manor House lift station pump
- Pull and rebuild Seaford Village lift station pump
- Pull and rebuild Retirement Living lift station pump
- Limbs, limbs, limbs
- Repair cleanouts on smoke testing list.
- Replace fire hydrants (ongoing.)
- Continue all routine tasks.

WWTF & COMPOST

- Keep the plant up and running with no violations
- Perform maintenance as needed
- Screen for compost

Mayor Genshaw thanked Trisha and Gary for getting the podium moved and ready for the first of the year. He also thanked the electric department for the guys that went out on Christmas Eve and Christmas Day to restore power for residents.

Mayor Genshaw called for a motion to adjourn the Regular Council. Councilman Santos made a motion to adjourn the Regular Council Meeting. Councilman Holland seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 8:23 p.m.

Charles D. Anderson, City Manager