

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

January 22nd, 2019

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, Councilwoman Leanne Phillips-Lowe, Councilman H. William Mulvaney, III, Councilman Orlando Holland, Councilman James King, City Manager, Charles Anderson. Director of Finance, June Merritt, Director of Electric, Bill Bennett, Director of Economic Development and Community Relations, Trisha Newcomer and Police Chief, Rob Kracyla were also present.

Councilman Mulvaney offered the opening prayer and Mayor Genshaw 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 January 8th, 2019. Councilman Holland made a motion to approve the minutes from the January 8th, 2019 Council Meeting. Councilman King seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw introduced the Seaford High School Senior Class leadership members that will be observing the City Council meeting. He noted it was an honor to have the students here and thanked them for the privilege of showing them how the City operates.

New Business

Mayor Genshaw presented New Business Item #1: Mr. Eric Piner representing the City's Assessor, PTA/DeVal, Inc., to update the Council regarding the status of the 2019 General Reassessment schedule and to request approval of a proposed estimated property tax rate to be sent out to City property owners.

Mr. Piner came forward and explained that the General Reassessment has been completed. Based on the data collected, the ratio of the sales versus the assessed value for the properties reassessed in the City of Seaford is around .996. Mr. Piner used an example to explain this ratio's meaning and noted that if a home's value is assessed at \$97,000.00 and it sells for \$100,000.00 then the ratio would be .97. He went on to explain that the actual taxable property is showing a 10% reduction with an overall 8.5% decrease when taking into account non-profit properties or parcels. There were around 198 parcels that are increasing, 119 that will stay the same and 2,607 parcels that are included in that reduction.

Mayor Genshaw solicited any additional questions from Council. Councilman King asked for verification that PTA/DeVal, Inc. is licensed to operate in the state of Delaware; Mr. Piner confirmed. Councilman King then asked how the \$130,750.00 cost for the reassessment is determined. Mr. Piner explained that while he typically isn't tasked with compiling the breakdown of costs, there are costs associated with labor, the time taken to assess and document each property individually, and the costs to analyze those results in order to determine the properties' values.

City Manager Anderson added that the City put out a Request for Proposal in early 2018 for an assessor. At that time PTA/DelVal Inc. was the City's assessor and had completed the previous reassessment in 2008. PTA/DelVal Inc. was the only company that responded to that RFP. The company offered the City two options. Proposal A was an entire reassessment of each property at a cost of \$68.68 per parcel or a total cost of \$205,500.00. Proposal B was a visual reassessment and inspection. The idea behind this proposal took into account the fact that the company already had all of the City's tax cards containing assessments details for each property. The cost for this proposal was set at \$43.50 per parcel or a total cost of \$130,500.00. Last March, the Council in place chose Proposal B; the more cost effective alternative.

Councilman King asked what the total cost for the assessment was in 2008. City Manager Anderson explained that the last time taxes were raised was in FY2014, so between 2014 and 2019 the tax rate stayed at .31 cents per \$100.00 in value. The last reassessment was based on 2008 market values and those values were not implemented until the FY2009 period. Prior to that assessment, based on 1998 values, the tax rates were between .48 and .57 cents per \$100.00 of assessed value; with a total of \$357 million in overall value. After the 2008 reassessment the total value went up to \$845 Million with a tax decreased to .26 per \$100.00. Based on the information available, the assessment in 2008 was a full assessment at a cost of approximately \$140,000.00.

Councilman King noted that a recommendation was made to take the cost of the assessment and apply it to the new tax rate on a one year basis in order to recoup that investment. He asked if that rate was ever backed down after that year. City Manager Anderson explained that he did not believe it was decreased based on Council's decisions in the following years to set the rate to its current amount of .31 cents per \$100.00 in value. Councilman King asked if that meant that the cost to recoup the investment was applied to each year after the initial year was over. City Manager Anderson noted that Council simply set a new tax rate in the following years based on revenue numbers. He went on to explain that the old total assessed value was set at \$822 Million with a yield of \$205 million in tax revenue. Following the most recent assessment that value decreased to \$740.2 million. With the new calculation, based on the adjusted assessment amount, the City Staff is proposing a rate of .34 cents in order to yield the same tax revenue with no total tax increase to the property owner. In addition, if Council wishes to recoup the investment for the reassessment in the first budget year it would add just 1.77 cents to the tax rate.

Councilman King verified that even though the total assessed value decreased the tax rate would need to increase in order to maintain the same tax revenues. City Manager Anderson confirmed. City Manager Anderson noted that residential home values have not recovered from their highs in 2008; however, commercial properties have somewhat maintained their values. Mr. Piner noted that with the lack of commercial sales there was no real reason to raise or lower the tax rate on most commercial properties.

City Manager Anderson explained that the City is now at the stage where they would need to mail notices to all property owners in the City of Seaford. This notice would include the property owner's prior assessment value and tax rate and their new assessed value and tax rate. If the property owners have any concerns, they have the ability to schedule a hearing and will have the opportunity to meet directly with the assessors to answer any questions they may have. Informal

hearings are set to be completed by the end of February with notices sent out with the results of those hearings in the first week in March. Final valuation and data is to be completed by the end of March. Any formal hearings for issues that could not be solved would take place in May.

Councilman King asked if the only way to maintain the tax revenue amount was to increase the tax rate, even though property values have decreased. City Manager Anderson noted that based on the sample provided, even though the tax rate will increase, most residential properties will see a decrease in their overall tax amount with the tax collection being weighted more towards the commercial properties.

Councilman Henderson noted that in the recommended motion the rate is set at .36 cents to account for the recovery of the assessment cost within the first year. City Manager Anderson confirmed and added that Council can include in the motion that the rate can be adjusted after the first year back to the discussed .34 cents tax rate. He also added that the cost of the assessment was paid from the City's Reserve Funds and Staff is recommending this plan in order to appropriate the funds back to that account.

With no other questions Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the estimated property tax rate to be sent out to City of Seaford property owners at .34 cents per \$100.00 value as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #2: Mr. Alexander Arutynov, Account Executive with Enterprise Fleet Management, to present to the City Council a proposal and pricing analysis for a vehicle leasing program for the City of Seaford Police Department.

City Manager Anderson explained that the City of Seaford has been working with Enterprise Fleet Services for the past year to create a proposal for a vehicle leasing program. The City has never leased vehicles before; however, several other local municipalities have started the program and have given positive feedback.

Matt Hartwell, Director of Fleet Management at Enterprise came forward to lead the presentation for the vehicle leasing program. He began by explaining some background on Enterprise Holdings and the various brands associated with the company; he noted that Enterprise Fleet Management is a separate entity to Enterprise Holdings. Enterprise Fleet Management currently manages over 540,000 vehicles across the United States and Canada with 54 local offices. After analyzing the City's current fleet, Enterprise Fleet Management was able to plan a program that helps bring the age of the fleet more current while also reducing some of the operating expenses. Mr. Hartwell explained that the fleet management program has grown significantly over the past ten years. With the cost of fuel, maintenance, and vehicle pricing increasing, more government agencies are reaching out to Enterprise to help streamline the cost of vehicle replacement.

Mr. Hartwell solicited any questions from Council before proceeding. Councilman Henderson asked what the average lifespan is before turnover on the company's own vehicles. Mr. Hartwell stated anywhere between one year to eighteen months, depending on the class of the vehicle.

Councilman Henderson asked if that was mileage based or just based on a financial calculation. Mr. Hartwell explained that this question represents the basis of what Enterprise Fleet Management is trying to achieve. Because the fleet has grown, Enterprise has the unique advantage of being able to acquire large numbers of vehicles from the manufacturer at the lowest price possible. This makes for a faster turnover and allows the company to leverage the remarketed portion of the process because the vehicles will keep a higher resale value.

Mr. Hartwell continued by explaining the synopsis of the City's current fleet. The City of Seaford currently has 35 vehicles; 17 of those for the Police Department. The plan is to lower the age of the fleet and save the City operating expenses that are allocated to things like fuel and maintenance. Currently 24% of the police fleet is over 10 years old and on average vehicles are replaced every 8.7 years. Due to underfunding, the Police Department is limited in the amount of vehicles they can purchase within a budget year. The objective for Enterprise Fleet Services is to utilize that funding in a different way with an open-ended equity lease. This allows the City to utilize the same amount of money to purchase more vehicles at a time, while decreasing the average age of the fleet. A newer fleet of vehicles means lower fuel and maintenance costs. In addition, Enterprise will be able to leverage the market value of the vehicle so that after a four year period it can maximize the resale value and use that equity to fund the fleet moving forward. With the information provided by the Director of Finance, June Merritt, they were able to determine that the City could save \$180,627 within an 8 year period and lower the age of the fleet to four years. Mr. Hartwell explained that Enterprise Fleet Management will also provide an account management team that will meet with city representatives on a quarterly basis to review maintenance and vehicle trends to ensure the City is maintaining the lowest possible costs.

Mr. Hartwell went on to explain that currently the City's average annual fleet cost including the purchase of 2 new vehicles is approximately \$131,310. If the City used the budgeted money to 5 new leased vehicles it would immediately see a reduction in maintenance and fuel cost and a new cash improvement of approximately \$56,000.00. This same process would continue for four years and at the four year mark, the City would replace those vehicles purchased in 2019 and use the equity to continue the purchase of new vehicles for the fleet.

Councilman Henderson asked how the fuel cost is calculated. Mr. Hartwell explained that the fuel cost is calculated at \$2.50 per gallon which is generous since the City would not be required to pay taxes on that fuel as it operates as a municipality. In addition, the average miles per gallon for the current fleet is 18; with a newer fleet that would increase to 24 miles per gallon. This change is due to more fuel efficient vehicles and the introduction of hybrid vehicles into the fleet. Councilman Henderson asked what the price per gallon was when the \$35,417.00 was set as the average for the cost analysis. City Manager Anderson noted that fuel costs have remained fairly steady; in addition, the City receives a .57 cent per gallon reduction as we are not required to pay a fuel tax. He estimated that the actual cost per gallon would likely be under \$2.00 a gallon. Mr. Hartwell confirmed that the figures on the cost analysis do not include the discount from the fuel tax, thus making the possible savings greater than what is shown. Councilman Henderson noted that in addition to the savings in fuel cost due to the reduction in price, the vehicles will be more fuel efficient thus requiring less fuel and increasing those savings even more.

Councilman King asked if the same rules apply concerning mileage and fees on the vehicles as they do with a regular dealership lease program. Mr. Hartwell stated that this type of leasing is completely separate from what we know about a commercial lease and the only purpose of monitoring mileage levels is to establish the vehicles value for resale. He also noted that the value of these vehicles is based on the market value established by the manufacturer. The value of the vehicle has nothing to do with the amount that is paid for it. This is advantageous since most government entities receive state contract pricing.

Mayor Genshaw asked if the total \$77,000.00 purchase cost takes into account funds from grants previously used to help purchase city vehicles. City Manager Anderson explained that grants can be used for either the lease or purchase of vehicles and that the dollar amount presented is just the total cost; it does not take into account the ways in which the City will pay for it.

City Manager Anderson also noted that many of the lower cost vehicles used in the current fleet will no longer be available and the cost to purchase a new, larger vehicle will increase. This may mean, without the lease program, the City may only be able to purchase one vehicle a year. He also asked to consider the cost of outfitting the vehicle. Chief Kraycla stated that a large portion of the equipment can be reused in different models of vehicles. He also asked to keep in mind that a higher quality, larger vehicle will give the City a higher return when considering resale.

Councilman Holland asked if the vehicles could be serviced anywhere or if the vehicle would need to be serviced through Enterprise. Mr. Hartwell explained that the vehicles can be serviced anywhere that has an internet connection and that Enterprise does not have their own maintenance locations. This helps keep the City's business within the local community.

Chief Kracyla asked Mr. Hartwell to explain how the new fuel payment system would work. Mr. Hartwell well explained that the City currently uses Fleetcor which can be a troublesome system at times. Enterprise has partnered with Wright Express (WEX), the largest fuel provider in the country. This would give the staff the ability to fuel their vehicles at nearly any station.

Councilman Mulvaney asked if the size of the fleet would change. Mr. Hartwell stated it would not unless the City decided to add additional vehicles. He then asked if the patrol vehicles are hot seated. Chief Kracyla explained that typically the vehicles may only get a 12 hour gap in downtime.

City Manager Anderson discussed the possible move forward which would require putting the proposal into the FY2020 Budget Presentation. He explained that there would be funds available should Council choose to lower the number of vehicles purchased and use the remaining budget funds from this year or they can choose to debate it during the budget process.

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

Mayor Genshaw presented New Business Item #3: Bids – Sussex Highway Lighting.

City Manager Anderson began by explaining that the City has been using its Green Energy Funding to systematically replace the existing street lighting with more efficient LED lighting. He

noted that all of the city streets have been completed and all that remains are the state maintained roads. Since these are state maintained roads, State Representative, Danny Short and State Senator, Bryant Richardson were able to help the City procure funding to assist with the replacement costs. Director of Electric, Bill Bennett then put out a bid which received responses from Anixter and Rumsey Electric Company. Director of Electric, Bill Bennett recommended Rumsey Electric Company, which came in as the lowest bidder at \$44,086.00. City Manager Anderson noted that the agreement in Council's packet shows funding of \$24,000.00; however, they are working to get the final agreement from DELDOT to show that the total cost would be funded through the State.

Mayor Genshaw solicited any questions from Council. Councilwoman Phillips-Lowe asked Director of Electric, Bill Bennett if the City has worked with Rumsey Electric in the past and where they are located. He stated that he believes they are from the New Castle area and that the City had previously received their cobra head lighting fixtures from this company.

With no other questions Mayor Genshaw called for a motion. Councilman King made a motion to award the Sussex Highway lighting bid to Rumsey Electric Company in the amount of \$44,086.00 with funding provided by the Community Transportation Funding Agreement 19-P-PROG-18, pending the amendment to the full amount, as presented.

Councilman Henderson asked how long the pricing would be good for this specific bid. Director of Electric, Bill Bennett explained that pricing would be good for 60 days with 16 weeks out for delivery.

Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #4: Present for approval proposed changes to the Seaford Police Department General Orders Manual (GOM) Section 3/791.25 to revise the wording and criteria for the Dispatcher of the Year Award.

Chief of Police, Rob Kracyla came forward and explained that the Police Department has made some changes to the General Orders Manual in an effort to streamline the awards process for Dispatcher of the Year. The goal was to scale down the large number of awards given and condense the wording in the General Orders Manual.

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

Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the proposed changes to the Seaford Police Department's General Orders Manual Section 3/791.25 to revise the wording and criteria for the Dispatcher of the Year Award as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #5: Present for approval the total amount to be paid to Delmarva Power and Light for the buyout of the electric service located at 1380 Middleford

Road, TMP# 331-5.00-84.00 & 85.05 (Seaford Nylon Employee Council building), consisting of \$6,103.63 for the customer transfer charge and an estimated cost of \$3,000 for the system reconfiguration charge for a total estimated cost of \$9,103.63.

City Manager Anderson explained that a few months ago, the City annexed the property at 1380 Middleford Road belonging to the Seaford Nylon Employee Council. He explained that as part of that annexation, the City of Seaford has a mechanism where they can buy out the electrical service from Delmarva Power in order to bring that address' service onto the City's lines. The cost to buy this service would include a charge of \$3,000.00 for system reconfiguration and \$6,103.63 for the Customer Transfer Charge. He noted that the City has already notified the Public Service Commission that the property has been annexed and since there is no plan to tear down the building located on the property, the City would need to buyout the existing service. With Council's approval, the City will consummate the agreement with Delmarva Power & Light, they will then remove their service and the address would then be under the City of Seaford's service territory.

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

Mayor Genshaw called for a motion. Councilman King made a motion to approve the buyout of the electric service located at 1380 Middleford Road, TMP# 331-5.00-84.00 & 85.05 (Seaford Nylon Employee Council building) from Delmarva Power and Light for a total estimated cost of \$9,103.63 with funding provided by the Electric Reserves as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #6: Present for a first reading proposed amendments to Section 16.4.2 and 16.4.3 of the Seaford Municipal Code related to Rental to Home Ownership Incentive regulations.

Director of Economic Development and Community Relations, Trisha Newcomer came forward and explained that the purpose of the proposed amendment is to ensure the Municipal code wording mirrors the documents being used to administer the Rental to Homeowner Incentive. Mrs. Newcomer explained that the language that needs to be amended includes Section 16.4.2 which needs to reflect that the home needs to have been a rental property for at least 3 years. Second would be Section 16.4.3 which needs the language to reflect that the tax incentive would be based on the "Tax Charge"; not the "Tax Assessment" as it currently reads.

Mayor Genshaw solicited any questions from Council.

Councilman Henderson asked how the length of time was established as 5 years in the current Municipal Code if the City has been using the 3 year period to process the applications. Mrs. Newcomer explained that there was some back and forth about the time frame and when the application was created it reflected the 3 year period. This amendment is in an effort to ensure the Municipal Code matches the applications that will be, and have already been completed. She noted that none of the applications submitted as of yet are under the 5 years as stated in the Municipal Code and would not need to be revisited.

Mrs. Newcomer concluded by letting Council know that those who have already applied for this incentive have shown great appreciation for the opportunity to participate and she thanked Council on their behalf.

Mayor Genshaw presented New Business Item #7: Present for consideration a letter from Mr. Craig and Vivian Scott (Outland Estate Executrix) offering the donation of 710 Third Street, Seaford, DE, TMP# 431-5.00-364.01 to the City of Seaford.

City Manager Anderson explained that he received a call from Mr. Craig Scott in regards to the estate of Booker Outland. Mr. Outland recently passed away and left a property located at 710 3rd Street (Parcel Id 431-5.00-3.64.01) to his daughter, Vivian Outland Scott. There are currently two condemned homes on the property and it has had several code issues in the past. Since Mrs. Scott does not live in the area, she and her husband have asked if the City would accept the land as a donation. City Manager Anderson explained the parcel is fairly large and could, if Council decides, be subdivided by the zoning ordinance into two separate lots. He noted that the homes have been condemned for several years and believes they do need to be torn down in order to redevelop that land. It could be costly to put the land up for Sheriff's Sale so it was suggested that a Request for Proposal be put out into the community to try and find a reasonable offer for reinvestment and revitalization in the land. It was noted that this could be an opportunity for either John Wesley Church or Teen Challenge to expand their lots, as they are located on either side of the lot in question. City Manager Anderson explained that the City would have costs associated with taking on the property in the short term so there would be some give and take should Council decide to accept the donation.

Councilman Henderson asked about Parcel 364; a small, narrow parcel located contiguous to the parcel in question and noted that it may pose a problem if it is not owned by John Wesley Church since it sits directly in between the Church's lot and the lot in question. City Manager Anderson stated that the City would need to look into the ownership information on that specific lot.

Councilman Mulvaney asked if the City does decide to accept the donation, could it be considered as a location to hold a controlled burn. Fire Chief, Jack Wilson explained that the location of the lot, within close proximity of other properties, may pose an issue but that it is not completely out of the question. City Manager Anderson noted that the homes on the lot would still need to be cleared of asbestos and other harmful materials, but it may be something to consider if the donation is accepted.

Councilman King asked what the value of the property is versus the expense to maintain it and/or clear it. City Manager Anderson stated that he was unsure of the exact value of the lot but typically lots in the City sell for around \$10,000.00 or less. Councilman King asked the approximate cost for removing asbestos and demolition of a property. City Manager Anderson stated it could be roughly \$8,000.00-10,000.00 depending on the size and the contents of the structure. Councilman King stated that it might be more advantageous to allow the owners to donate the land to another party to allow them to take on the costs associated with the cleanup of the property.

Mayor Genshaw added that the City is spending money on this property now, between grass cutting and police patrolling, etc. In addition to the cost, the appearance of the property is not what the City of Seaford wants. If the City can take control of the property then they can help steer it towards revitalization.

City Manager Anderson also explained that if nothing is done with the property then there may be code action to clear the lot and a Sheriff's Sale to gain access; which would be at the expense of the City either way.

With no additional questions, Mayor Genshaw called for a motion. Councilman Henderson made a motion to accept the donation of 710 Third Street, Seaford, DE, TMP# 431-5.00-364.01 from Mr. Craig and Vivian Scott, the Outland Estate Executrix, to the City of Seaford as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #8: Present for approval the use of E911 funds to permit the Dispatch Administrator of the Seaford 911 Center to attend the Tyler Conference held in Dallas, Texas on April 7, 2019 thru April 10, 2019.

City Manager Anderson began by explaining that Chief Kracyla has requested that Dispatch Manager, Anita Bell attend the New World CAD Conference in Tyler Texas on April 7th, 2019. This expense was not budgeted as Chief Kracyla was not with the City when the budget was created. The request is to take approximately \$1,750.00 out of 911 Reserve Funds to accommodate the trip to the conference.

Chief Kracyla came forward and added that the State E911 board looks so highly on this conference that they are paying the registration fees for PSAP Managers and the only costs to be paid from the City's E911 funds would be for travel expenses. He noted that the registration for this conference is \$950.00.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked what the extinguished travel funds were used for this year. Chief Kracyla explained that the funds were mostly used for local funding for training and recertification courses. Councilman Henderson asked if there was any funding used for Narcan training. Chief Kracyla explained that the cost associated with that training was actually donated to the department.

With no other questions, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the use of E911 reserve funds to permit the Dispatch Manager from the Seaford 911 Center to attend the conference held in Tyler, Texas from April 7th, 2019 to April 10th, 2019 in the amount of \$1,750.00 as presented. Councilman King seconded the motion; motion so passed with all voting in favor.

OLD BUSINESS: None

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Ribbon Cutting at WSUX Radio Station, 26715 Sussex Highway, January 24th at 4:30 p.m.
- 2. Delaware League of Local Governments Dinner Meeting, January 24th, 5:00 p.m. at the Duncan Center, 500 W. Loockerman Street, Dover.
- 3. Representative Danny Short's coffee meeting, February 6th at 8:00 a.m., Nanticoke Senior Center.

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and EMS.

Report from President Rick Stewart:

- Swearing in of new officers occurred at the Annual Meeting on January 9, 2019. The meeting was interrupted intermittently due to multiple alarms which resulted in the lack of a quorum, however all necessary business was conducted.
- Some new furniture has been purchased for the Hall, and the floors are being stripped and re-waxed.
- The Annual Banquet will be held on February 2, 2019.
- The officers of the Department will be attending a Fire Officer's Seminar on January 26, 2019.
- Action on the osprey nest atop the tower has been requested. Vice President Ben Hearn has information on regulations regarding restrictions and regulations on the mitigation of their nests.

Report from Chief John Wilson:

- As of 3:00 PM January 21, 2019 there have been 186 EMS calls and 37 fire calls for the month.
- All equipment has been scheduled to undergo DOT inspection.
- There is some legal paperwork to be processed, however Engine 87-5 has been sold to East New Market Fire Department.
- A representative from Montana will be visiting the SVFD to survey Engine 87-3. *87-3 remains for sale.
- A committee has been established to review and establish bid specifications for an engine that will replace 87-5 and 87-3. The hope is to send the bid specifications to manufacturers in March of this year.
- Chief Wilson presented a detailed 2018 Year End Report. I hope to share details of the report at a future meeting.
- Training:
- No report for this period

- Police Activity during period of January 8 through January 21, 2019 as reported by Chief Kracyla:

Criminal

- On January 9, 2019, Pfc. Jones and Wyatt observed a subject sitting behind the wheel of an idling vehicle. After several attempts of knocking on the window, the subject awoke and rolled down his window. Pfc. Jones smelled the odor of raw marijuana and asked the subject to step out of the vehicle. Subject attempted to flee, however, was not successful. A search revealed that he was in possession of 12 grams of marijuana, 6 ecstasy pills, 13.5 oxycontin pills, 1 oxycodone pill, and 8.6 lorazepam pills. He was committed to Sussex Correctional Institute for lack of \$8,900.00 cash only bail.
- Sr. Corporal Laurion arrested a Hispanic suspect on January 12, 2019, for DUI. Suspect had hit curbing three times and ended up driving on the sidewalk.
- On January 17, 2019, Pfc. Short observed defendant operating a motor vehicle. Pfc. Short had obtained warrants for defendant the previous day. After confirming warrant was still active, Pfc Short contacted defendant in the Royal Farms parking lot. During this contact Pfc Short could smell raw marijuana coming from vehicle. During a search of vehicle Pfc. James located digital scale, three oxycodone pills and marijuana. Defendant was arrested and released on unsecured bond.
- On January 17, 2019, while arresting another subject, defendant was observed operating a motor vehicle on a suspended license. Defendant was stopped by Pfc. James and removed from suspect vehicle. During search of the vehicle, Pfc. James located 27.2 grams of marijuana. Defendant was arrested and released on unsecured bond.
- On January 19, 2019, units were dispatched to 210 Front Street reference a home invasion. Two unidentified black males forced their way into the residence. One of the suspects removed a gun from his waistband and threatened to kill the female resident if she made any noise. When the suspects began searching her apartment, she grabbed her 2-year-old son and fled. The suspects were gone when officers arrived. They canvassed the neighborhood talking to neighbors in addition to checking with Royal Farms to see if anything could be obtained from their surveillance cameras. Investigation is continuing.

Admin

In November of 2018 all Officers with the Seaford Police Department were properly trained in the identification of Opioid Overdoses and in the administering of Naloxone to a victim suffering from an opioid overdose. Effective on December 6th, 2018, all Officers are now required to carry Naloxone with them on their patrol duties. This is a great step by the Seaford Police Department in the fight against the opioid crisis currently plaguing not only our community, but the nation, and will be instrumental in helping save the life of anyone suffering from an opioid overdose.

January 8, 2019 – Chief attended the Delaware Police Chiefs' Meeting in Dover and The 20 Four 20 Initiative event, at the Boys and Girls Club.

January 9, 2019 –

Chief attended staff meeting at City Hall.

Chief met with Corporal Bradley about upcoming Youth Police Academy.

Chief participated in conference call with National Liquor Law Enforcement Administration.

Chief held interviews with two DEA Task Force applicants from our Department and selected Pfc. Rene McKinnon as the representative who will be working with the task force.

January 10, 2019 –

Chief met with Pastor Larry regarding Police Chaplain program implementation and set up meetings to speak to officers at roll call next week.

Chief attended the Western Sussex Chamber of Commerce gathering at Stargate, the Drug Free Community meeting at Nanticoke Memorial Hospital and he met with La Esperanza regarding the Haitian community.

January 11, 2019 – Chief met with Rep. Short and Alonna Berry regarding the new charter school in Seaford.

January 14, 2019 – Chief interviewed at the Spanish Radio Station 93.9 regarding bridging the gap between the Hispanic community and the Seaford Police.

January 15, 2019 – Pastor Larry Davis attended Roll Call to explain his role in the new Police Chaplain program. Chief also attended the Sussex County Chiefs' Meeting at Sussex Emergency Operations Center.

January 17, 2019 – Pastor Larry Davis attended Roll Call again to reach the other two squads about his Chaplain program. Chief also interviewed with Gwen Guerke, a freelance writer with Delaware Today regarding economic development. Afterwards, Chief took her on a Ride-a-long around town.

Chief and Pastor Larry interviewed Jimmy Hoppa regarding joining the Police Chaplain program.

January 18, 2019 – Chief held a Sergeant's meeting.

New police officer recruit testing was held:

- 23 applicants were expected
- 17 applicants showed up
- 1 applicant removed from testing due to suspended license/child support issues
- 16 took the test
- 10 applicants passed the test
- 9 applicants passed the physical fitness testing
- 9 applicants went before an oral board
- 4 applicants will be sent to polygraph

Training

Corporal Russell is attending Firearms Instructor's course and Cpl. Linville is currently taking a DUI Instructor's course.

Councilwoman Phillips-Lowe reported on Public Works.

Past two weeks:

Public Works:

- AMI water meter deployment is from 02/04 – 02/21 for February
- Continued assisting with AMI meter locations and issues
- Responded to winter storm event
- Worked on all plows after storm event
- Helped take down Christmas tree
- Cleaned up properties for Code
- Repaired sewer lateral at 112 E. Poplar
- Repaired water main break on Arbutus near East Ivy intersection
- Completed year end water allocation reports for the State
- Performed equipment maintenance
- Attended multiple meetings
- I am still working on easement acquisitions for Rt13 and Middleford Rd. projects
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...
- Matt is still out with a broken leg.

WWTF & COMPOST

- Plant performance is good
- We do have compost to sell
- Received regular Proximity waste
- Leachate treatment going well
- No major maintenance issues to report

Councilman Mulvaney Reported on the Electric Department

The Crew continued renumbering the poles for the circuit changes and put all of the inventory left over from the distribution upgrade away and in inventory. They helped take down the Christmas tree in Gateway Park and the Blade's Christmas lights.

Had one person and the pickup with the arrow board work with GMB checking storm drains on Stein Hwy. The Crew also changed the lights in the inventory room to LED. Monthly substation checks were performed. Blake worked on the annual federal EIA-861 report and the department worked at Allen Hiram on the separation of electrical service for the main office. In addition, the department helped get the building ready for the new flooring.

Director of Electric, Bill Bennett reported that he attended a bi-weekly conference call for AMI, a webinar to set up the voltage alert levels and event management and map settings for AMI and an additional webinar on the configuration of the customer portal for AMI. Work was completed on the FY20 budget & 3-year CIP, employee annual evaluations. Worked was also completed with NexGen changing meters for the AMI project.

Upcoming Weeks.

- Put all the furniture back after the new flooring.
- Work with NextGen changing out the AMI meters whenever they have a problem.
- Continue remarking poles from the distribution circuit changes.
- Continue working on the new circuit 330.
- Pull in the wire on the last two segments of SVSC.

Councilman Holland reported on Administration.

MEETINGS:

- Attended the Riverfest meeting.
- Attended the Unified sewer district design meeting.
- Attended the event at Seaford HS.
- Attended an Opportunity Zone meeting in Dover.
- Met with the tax assessor RE: council presentation.

OTHER WORK:

- Prepared the Council agenda.
- Attended the Sussex Highway lighting bid opening.
- Worked on evaluations.
- Worked on budget information.
- Attended the DEMEC Executive Committee and Board meeting.
- Met with a contractor RE: NCSC renovations.
- Attended an SRF subcommittee meeting – electrical hazards.

Information Technology Report:

- Worked on Budget Items for upcoming year
- Visited County about video system/live streaming
- Finished up phone system update
- Riverfest meeting
- Safety Meeting info distribution and work

Administration Report for Council –

- Continue working on AMI deployment.
- Preparing for FY 2020 Budget.
- Process personnel documentation for various reasons.

- Attend meeting for tax reassessment update.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman King reported on Code and Parks and Recreation.
Code Department Report:

Building Official Mike Bailey reports that the Code Department is doing routine inspections for on-going projects, violation inspections throughout the City and performing plan reviews for new permits. The Code Department has issued 8 permits to date in 2019 and 236 Rental Licenses have been received.

Large Project Status Updates:

- The Ross Station Event Center construction is progressing on schedule.
- McDonald's is scheduled to shut down for demolition during the first week of February.
- At the Riverplace Phase 2, the contractor has started digging and pouring footers.
- The plan review for the Chick-Fil-A restaurant has been completed.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed the weekly trash pick-up and the removal of the trash along Delaware Avenue & No Name Road. Bobby from the Parks Department organized the tree pruning and tree removal at William's Pond Park. The split-rail fence at the Boat Ramp has been replaced and they are continuing to work on the High Street benches. Luke passed the Class A CDL exam, obtained his permit and is scheduled for a driving test on January 28th.

The Recreation Department is working on practice and game schedules for Youth Basketball, setting up dates for potential softball tournaments and bringing back the co-ed league.

Parks and Recreation Department additional updates:

- Completed a new soccer contract for review;
- Edited the High Street bid contract as well as other contracts;
- Completed all evaluations for both departments;
- Updated CIP for review;
- Organized and updated contracts for budget.

Mayor Genshaw called for a motion to close the Regular Council Meeting and go into Executive Session to discuss litigation. Councilwoman Phillips-Lowe made a motion to close the regular

Council Meeting. Council King seconded the motion; the motion so passed with all present voting in favor. The Regular Meeting was closed at 8:37 p.m.

Mayor Genshaw reopened the regular Council Meeting at 9:46 P.M.

Councilman Dan Henderson made a motion to close the Regular Meeting. Councilman Orlando Holland seconded the motion; motion so passed with all voting in favor. Meeting was adjourned at 9:47 P.M.

Charles D. Anderson, City Manager

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