

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

March 12th, 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 Parks and Recreation, Katie Hickey, Director of Electric, Bill Bennett, Director of Economic Development and Community Relations, Trisha Newcomer and Acting Police Chief, Michael Rapa were also present.

Councilman Henderson 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 Council Meeting on February 26th, 2019. Councilman Holland made a motion to approve the minutes from the February 26th, 2019 Council Meeting. Councilman King seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes from the City Planning Session on February 22nd, 2019. Councilman Henderson made a motion to approve the minutes from the City Planning Session on February 22nd, 2019. Councilman Holland seconded the motion; motion so passed with all voting in favor.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval 2019 Power Cost Adjustment Clause (PCAC) relevelization options and utility revenue shift impacts.

David Downes from Smart Utility Management came forward to cover the details of the updated Power Cost Adjustment Clause and began by explaining that the purpose of the Power Cost Adjustment Clause is to detail how the cost of power is passed along to the customers within the City of Seaford. Each year the City receives a new power cost from DEMEC (The Delaware Municipal Electric Corporation) and must reevaluate the usage from the prior year to project the cost for the upcoming year. The results of the analysis show that the power cost for the upcoming fiscal year will be lower with a total energy cost reduction of \$352,037.00. The reduction is made up of a \$106,000.00 one-time refund from DEMEC in the month of December for an energy efficiency program and a refund for the overperformance of the Power Cost Adjustment Clause from the prior year. In addition, there is the reduction in the Power Supply Cost from \$72.37 per MWh in 2018 versus \$64.42 per MWh in 2019.

It was a concern for the Electric Committee and City Staff that once these one-time refunds expire and in the event that the PCAC increases it would create a compounding effect in the cost difference for the following year. The Electric Committee and Staff were presented with 4 options to

combat that large cost adjustment and they decided PCAC Option #3 was best suited. In this option it is recommended that the one-time refund be passed along back to the City's customers. In addition, it was also recommended that the PCAC refund be set on a forecasted 16-month period as opposed to a 12-month period to ensure the rebound at the end of the period is less. This translates to a 4.2% reduction in the customer's electric rates.

Mr. Downes went on to explain that in the City's budget there was an adjustment in the funds transferred to the General Funds between the Water/Sewer and the Electric Budgets. As a result, the Electric Fund is proposed to transfer \$100,000.00 less this next budget year. The recommendation would be that the \$100,000.00 transfer be concentrated on the residential customers. He noted that in the past other reductions were concentrated mainly on the commercial and industrial customers to ensure a competitive position and as part of a Memorandum of Understanding executed with the Governor's office. If this recommendation is accepted, the residential customers would receive a reduction of roughly 6.7%. He noted that the total city-wide reduction would be around 5.9%.

Mr. Downes solicited any questions from Council. Mayor Genshaw asked Electric Liaison, Councilman Mulvaney if he would like to add any additional information to the presentation. Councilman Mulvaney noted that during the Electric Committee meetings they covered all options available and decided to recommend the one option that would benefit the residential customers the most. This option, with the 16-month forecast, ensures that when the rates for the coming year are released by DEMEC there won't be a significant cost adjustment for the residents.

Mayor Genshaw solicited any additional questions from Council. Councilman King asked Mr. Downes to elaborate more on the one-time discounts and if this was something that would be available to the City of Seaford every year. Mr. Downes explained that over the recent period there was a small per MWh charge in the billing from DEMEC that was meant to be used for a broad-based energy efficiency program for all 9 DEMEC members. The DEMEC board has since taken a different direction, therefore it was decided to return those funds to each individual member. That means this is a one-time refund to the City.

With no other questions Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to change the PCAC rate to 0.01380 per KWH to be re-levelized based on a 16-month PCAC period beginning April 2019 and March 2019 consumption. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #2: Present for approval proposed changes to electric rates and customer charges for Residential, Commercial Non-Demand, Commercial with Demand and Medium General Service rate class customers.

Mr. Downes explained that the City of Seaford has been trying for some time to modernize the electric rates. There are typically small increases in the rates in order to be cost sensitive to the customers and the City is well into this process. He noted that the option that Council chooses pertaining to electric rates will give customers a larger credit. However, it will increase the residential Customer Charge from \$8.75 to \$10.00 a month, which is the lowest proposed rate out

of all of the options. With that said, cost per kWh would decrease from \$0.152817 to \$0.145572 for usage over 45 kWh and up to 705 kWh creating a lower bill for residents. This is revenue neutral but allows the City to collect more of its fixed costs and less on the incremental charge portion of the rates. Mr. Downes explained that this adjustment would give 3,735 of the City's 3,938 customers a reduction in their utility cost. He noted that the largest reductions will be seen by 1,290 of the City's customers at 6-6.5% and 1,235 of residents at a 5.5-6% reduction. He added that very few customers will receive an increase on their utility costs and those increases will only amount to approximately \$12 a year. Those customers receiving increases tend to be customers with a lower number of billed months throughout the year or those with who require a larger administrative cost to the City for frequent connects, meter readings etc.

Councilman Mulvaney added that during discussions it was noted that customers who have a longer billing cycle but are still receiving that higher increase are typically residents who have storage spaces or say a garage with low usage but have active electric throughout the year. Mr. Downes also noted that regardless of the customers consumption, the cost of the meter and all administrative cost associated with providing electric are the same no matter the measure of usage. Mr. Downes stated that in this case, it is recommended that Council adopt Option #1 which increases the Customer Charge for all rate classed but Large General Service (LGS) but reduces the second and in some cases third block of utility rates for the customers.

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

Mayor Genshaw called for a motion. Councilman Mulvaney made a motion that the residential base rate revenues be reduced by \$100,000.00, the corresponding electric revenue reduction will be allocated to the Residential Retail Rates. He further motioned that the following Customer Charges be increased in keeping with the City's Rate Maintenance Policies. The changes in retail electric rates for increased revenue from the higher customer charge is offset by reducing the next kilowatt hour (i.e. the second rate block for residential and commercial non-demand customers) and remaining kilowatt hours for commercial non-demand, commercial with demand and medium general service rate classes as outline in the table below. Councilman Henderson seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #3: Present for approval revisions to the Fee and Rate Schedule to include proposed changes to the PCAC, customer charge and rate maintenance changes.

City Manager Anderson explained that based on the assumed new rates, there are amended Fee and Rate Schedules included in Council's packet. If adopted, this new Fee and Rate Schedule would be effective April 1st, 2019.

Mayor Genshaw solicited any questions from Council; Councilman Henderson noted that the chart presented shows the first-rate class at 45 kWh; however, in the Fee and Rate Schedule the rate class is shown at 31.25 kWh. City Manager Anderson stated that the difference is due to the way the billing cycle is set up. Mr. Downes explained that the difference does not affect the calculation of the bill it just put the billing system through a different process. Reason being, for example, if a

customer uses 20 kWh then the Rate Schedule presented would not be produced and would be superseded by the minimum bill amount. He noted that this may affect some of frequent on/off accounts noted in the presentation if they do not meet the 45 kWh they may still receive a minimum bill.

City Manager Anderson noted that this is a work around solution for the time but the concern has been expressed to Edmunds & Associates, who handles the billing software. The hope is to have a straight forward solution in the future.

Councilman Henderson noted that there is a Customer Charge and a minimum bill amount and asked if that means that the actual minimum bill would be \$25.00. Mr. Downes stated no and explained that if a customer uses no electricity the minimum bill will supersede the customer charge.

With no other questions Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the revisions to the Fee and Rate Schedule to include the proposed changes to the PCAC, Customer Charges, and the Rate Maintenance Charges as presented. Councilman Holland seconded the motion the motion passed with all voting in favor.

Mayor Genshaw presented New Business Item #4: Present for approval a request from The Residences at River Place, LLC owners to extend a Real Estate Tax Abatement to a recently subdivided parcel; #431-5.00-314.03 from the original approval for parcel #431-5.00-314 granted by the City Council on September 13, 2016.

City Manager Anderson explained that there was a request from David Perlmutter (owners representative) to extend the tax abatement for the Residences at Riverplace properties. This was previously approved by Council in 2016. In the approved request, they would receive a full tax abatement for the improvement value from years 1 to 5 with the amount the City receives on land value remaining constant. Following year 5 there would be a 20% increase each year from years 6-10 until the full property tax amount is reached. Initially the land was just one large parcel and the City agreed to the abatement based on that. Once the first building was constructed the land was subdivided for financial reasons, thus changing the parcel numbers and making the original approval no longer valid. Should Council consider this request, the City would extend the same tax abatement, starting on the same tax year as previously approved for the new tax map and parcel number after the subdivision.

Mayor Genshaw solicited any questions from Council; Councilman Henderson asked if the abatement is effective at the time Certificate of Occupancy is issued or immediately. City Manager Anderson explained that the abatement was to begin on July 1st 2017 or at the issues of Certificate of Occupancy; whichever comes first. The next tax year would have been when the abatement of taxes began. He recommended that the agreement stay as it would have if the parcel had never been split and keep the abatement on the same pace, making this their third year of the agreement. Councilman Henderson confirmed that he is not asking for a reset. Mayor Genshaw confirmed that we are just adjusting the agreement to reflect the subdivision of the parcels.

Councilman King asked what the total value is of the first parcel. City Manager Anderson reported that for Tax Map Parcel 4-31-5.314 or 701 and 721 Water Street, the land value is assessed at \$547,400.00 with improvement value of 5.683 Million totaling 6.231 Million. For the new Parcel the total land value is \$535,600 with no improvement value at this point.

With no other questions Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the request by the Residences of Riverplace, LLC. to extend the real estate tax abatement previously granted to parcel #431-5.00-314.03 from the original approval for parcel #431-5.00-314 granted by the City Council on September 13, 2016 as presented. Councilman King seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #5: Present for approval proposed changes to the Seaford Police Department General Orders Manual (GOM) Section 3/960 Promotional Process.

Acting Chief Michael Rapa came forward to explain the proposed changes to the promotional process. He stated that when the rank of Master Corporal was added and Captain was removed, there were no changes made to the requirements regarding testing. The first change that is requested is to better explain the definition of "law enforcement" as it relates to the requirements for Master Corporal. The requirements state you must have at least 15 years of law enforcement experience to qualify so it is proposed that under the definitions portion of the Law Enforcement Officers Bill of Rights it specifies that the officer must have been through a Delaware accredited academy. The second proposed change would amend the portion that currently specifies that only the rank of Corporal is required to take written test and change it to cover all three ranks of Corporal that now exist. In addition, tests will be administered based on the anniversary date of eligibility, not the 2-year waiting period previously in place. This change allows the Chief of Policy to administer the test as the officers become eligible; not after a specific 2 year waiting period.

In addition, it is proposed that if a Corporal meets the requirements to test for the rank of Sergeant and passes the written portion of the Sergeant examination that no other promotional testing is required for the ranks of Senior Corporal or Master Corporal. However, if a Corporal or Senior Corporal fails the written portion of the Sergeant examination, the officer may take the approved Senior Corporal Test or Master Corporal Test; if the service requirements of those ranks are met. The addition to this; the officer does not have to wait six months upon failing the Sergeant written examination to retest like they would if they were to fail the testing for the Corporal exams. The officer must notify the Chief of Police in writing of their intent to test and indicate of the date of their eligibility.

Acting Chief Rapa went on to explain the change to the point system for longevity within the force. Previously the scoring system started after 5 years and maxed out at 10. He noted that with this new scoring system the length of employment time would be tracked after 2 years of promotion to Corporal, or after 7 years. The points system would then cap out at 5 points when the officer reached their 16th year of service.

The next change is located in the Written Examinations portion and states that

"The written examination will be obtained by the Chief of Police from a recognized source of validated test services which provides police test products suitable for the ranks of Sergeant and Lieutenant." Acting Chief Rapa noted that Corporal was removed from that verbiage since they will be taking an in-house test for that rank. The final change under the Ranking of Candidates section would state that promotional eligibility lists for promotion to the ranks of Sergeant and Lieutenant shall remain in effect for such periods as established in Section 3/963.05; whereas the current wording states that the promotion would remain in effect as established by the Chief of Police.

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 General Orders Manual (GOM) Section 3/960 Promotional Process, as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #6: Present for approval proposed color and logo design revisions to the patrol vehicles of the Police Department.

Acting Chief Rapa explained that through the new agreement with Enterprise Leasing it was proposed in the recent Planning Meeting that the design of the police vehicles be modified. He noted that everyone in the department is on board with the changes and the hope is to do away with the old style and rebrand the Police Department. Impact Imaging and members of the Police Department were able to work together to create a design incorporating portions of the City's logo and some new additions including the quote "Service Above Self", suggested by Acting Lieutenant Sterner. The back portion of the vehicle will have the Department's Patch so they are easily identifiable and all of the striping will be reflective. The cost to apply the new design on four of the new Tahoe's is \$816.00 per vehicle. The cost for the design on the current vehicles is \$675.00 and would typically only last six to eight months.

Mayor Genshaw asked Acting Chief Rapa if all of the members of the Police Department have seen the new design. He stated yes, and explained that there has been a push to recruit a younger generation for the Seaford Police and they believe this new look could help capture that youth.

Mayor Genshaw solicited any questions from Council. Councilwoman Phillips-Lowe commended everyone involved in the project. Acting Chief Rapa noted that Acting Lieutenant Sterner was very involved in the project. Councilman King asked if the windows were to be tinted in the new vehicles. Acting Chief Rapa explained that the Tahoe's come stock with tinted back windows but the front windows will be open. City Manager Anderson echoed Councilwoman Phillips-Lowe's comments and added that the Acting Chief and Acting Lieutenant have done a great job with the vehicle turn over and changes in the promotional process even with normal operations being shorthanded.

With no other questions or comments Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the proposed logo and design revisions to the patrol vehicles of the Police Department as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #7: Bids – High Street Landscaping.

Superintendent of Parks and Recreation, Katie Hickey came forward and explained that there were three bids received for the landscaping contract on March 6th, 2019; Nanticoke Nursey Landscaping, LLC, Passwater's Landscaping LLC and Designscares, LLC. Superintendent Hickey recommended awarding the bid to the lowest bidder, Passwater's Landscaping, LLC in the amount of \$9,800 for 2019, \$12,200.00 in 2020, \$10,500.00 in 2021 for a total of \$30,500.00. Superintendent Hickey noted that this recommendation is based on the feedback from the landscaper's references.

Mayor Genshaw solicited any questions from Council. Councilwoman Phillips-Lowe asked if Superintendent Hickey has had recent conversations with Passwater's Landscaping and if they are up to the project. Superintendent Hickey replied yes and explained that the company feels confident and understands where mistakes were made in years past. She noted that the company and management has grown and that is why they decided to rebid. Councilwoman Phillips-Lowe asked City Manager Anderson how long it would take to change the arrangement if it did not work out. City Manager Anderson explained that the City does not have to renew the contract after the first year. In addition, there will be an inspection sheet that will be completed weekly and should the company not perform on a weekly basis the City can look to dock pay and terminate the contract.

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

Mayor Genshaw called for a motion. Councilman King made a motion to award the bid for year one of the High Street Maintenance contract to Passwater's Landscaping, LLC in the amount of \$9,800.00 with funding provided by the FY19 Parks Beautification Contractor Budget line item with years two and three contingent on satisfactory performance. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #8: Bids – Maintenance (landscaping at several City facilities). Superintendent Hickey explained that the maintenance bid is for several properties throughout the city. There were also three bids read on March 6th, 2019 for this service; Nanticoke Nursey Landscaping, LLC, Passwater's Landscaping LLC and Designscares, LLC. Superintendent Hickey recommended awarding the bid to the lowest bidder, Passwater's Landscaping, LLC in the amount of \$26,050.00 for 2019, \$26,800.00 for 2020 and \$27,200.00 for 2021, totaling \$80,050.00.

Mayor Genshaw solicited any questions from Council. Councilman Henderson noted that it states in both landscaping bids that the funding is provided by the FY19 Parks Beautification Contractor

Budget and asked if that bid total would be prorated. City Manager Anderson noted that the funding would not actually come from the line item and would actually be expended from different department budgetary line items depending on the location where the work is completed. Councilman Henderson asked if the funds would be amortized since the funding will go into the next budget year. City Manager Anderson confirmed and explained that the total will be prorated and the remaining amount will be submitted for the following year's budget. Councilman Henderson asked if the payment would be made in a lump sum; City Manager Anderson stated that the payments are actually made on a monthly basis for a nine-month period.

With no other questions Mayor Genshaw called for a motion. Councilman King made a motion to award the bid for Maintenance and landscaping at several City facilities to Passwater's Landscaping, LLC in the amount of \$26,050.00 with funding provided by the FY19 Parks Beautification Contractor Budget line item with years two and three contingent on satisfactory performance. Councilman Holland seconded the motion, motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #9: Vermeer Trencher (Property Disposal)

Director of Electric Bill Bennett came forward and explained that on March 6th, 2019 bids were opened for the sale of the Vermeer trencher. He added that It has not been operated in over 10 years. Director Bennett explained that he contacted a scrap dealer and the estimate was between \$600.00-\$800.00. Director Bennet placed a minimum bid of \$800.00 on the equipment and one bid was received for that amount from Nick Smart. Director Bennett recommended the bid be award to the sole bidder, Nick Smart for \$800.00.

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

Mayor Genshaw called for a motion. Councilman Holland made a motion to award the bid for disposal of the Vermeer Trencher to the high bidder, Nick Smart for \$800.00 as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

OLD BUSINESS: None

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

Municipal Election - April 20, 2019

The City of Seaford Municipal Election will be held on Saturday, April 20, 2019 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.

One (1) Council Member will be elected for a (3) year term.

All candidates must have filed by 5:00 p.m., E.S.T., February 22, 2019. 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 22, 2019 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 22, 2019.** 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 20, 2018) 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 3/4/19:

Matthew MacCoy has filed for City Council

Jose Santos has filed for City Council

Mayor Genshaw asked the Director of Economic Development and Community Relations, Trisha Newcomer to come forward and present a new video for the City of Seaford website. Director Newcomer explained that every three years CGI Communications, a company the City has worked with for 9 years, comes in and creates a new video in an effort to help promote the community. This service comes at no charge and is based off of sponsorships through the City. This year the video will target new business, visitors and residents and push them towards the website and various social media outlets. CGI will continue to work on the sponsorships and the series of videos should roll out in May.

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and EMS.

Report from Chief John Wilson:

Total YTD responses of 3/11/2019:

Fire Responses 119

Ems Response 665

All Apparatus are currently in service.

Appointed New Volunteer Captain Jeremy Moore

Engine 875 is now in ownership of East New Market, Maryland Fire Company as of Saturday, March 9th.

Training:

*Wednesday, March 20, 2019 at Station 87 (retired Buffalo Fire Chief Mike Lombardo) on Red Flags in the Fire Service

Fire Prevention:

* Friday, March 15 at Station 87, Fire Safety Talk and tour of Station to Salvation Army Kids Group

*Friday, March 29 at Central Elementary for Safety Day (12pm to 3p)

Seaford Volunteer Fire Department, Inc.

Monthly EMS Report

February 2019

Total Number of EMS Runs- **280**

Total Number of "Alpha" Calls- **73**

Total Number of "Bravo" Calls- **51**

Total Number of "Charlie" Calls- **86**

Total Number of "Delta" Calls- **66**

Total Number of "Echo" Calls- **2**

Total Number of "Omega" Calls- **0**

Training: February 20, 2019- Original Training at the Old Pet Emporium was cancelled due to inclement weather, air-pack and RIT pack familiarization was conducted at Station 87.

Notable Fire Alarms for the Month:

2/1/19- Assisted Station 72, Bridgeville, on a working structure fire on Dublin Hill Road.

2/3/19- Assisted Station 72, Bridgeville, on a working structure fire on Walnut Street.

2/7/19- Vehicle fire involving an outbuilding at 8623 Garden Lane.

2/16/19- Structure fire at 245 N. Market Street.

2/25/19- Vehicle fire involving two residents at 405/407 N. Front Street.

Additional information from the month:

Job posting for full-time employment is out with a deadline for applications of March 14, 2019.

No reported injuries.

SVFD in the Community:

Administrative and Fire Officers have been attending several banquets at neighboring fire departments and companies.

Reading Across America- Attended Fred Douglass on February 25, 2019 and Blades Elementary on February 28, 2019.

Seaford Police Department

Police Activity during period of February 26 through March 11, 2019 as reported by Acting Chief Michael Rapa:

Criminal

On February 22-23, 2019, Sr. Corporal Laurion participated in a multistate and multijurisdictional search warrant at Woodland Mills as a SCOPE team member, which yielded a large quantity of illegal drugs.

While handling two bicycle thefts on Rodney Street, Pfc. Thompson uncovered a bicycle "Chop Shop" at 512 Sussex Avenue. Seven bicycles were recovered, two of which were immediately returned to the rightful owner.

On March 1, 2019, units responded to 71 Seaford Meadows reference an assault. It was reported that two suspects entered an unlocked apartment and began punching the victim in the face and head. When the victim was trying to run out of the apartment, another suspect grabbed his gold necklaces, broke one, and fled with it to his vehicle with the other suspect. Warrants have been issued.

Administration

February 26, 2019 -Deputy Chief attended City Council Meeting

February 27, 2019

- Seaford Police Department hosted the monthly Prayer Meeting.
- Deputy Chief met with Dan Logan from US Attorney reference HUD
- Deputy Chief went with A/Sgt. Chambers to be interviewed by Jake on WGMD radio show
- Deputy Chief attended a Safety Meeting at Central Elem School
- Attended the Delaware Attorney General's Town Hall at City Hall

February 28, 2019- Deputy Chief attended Live 2 Lead at Crossroads Community Church

February 29, 2019- Deputy Chief conducted a Sergeants Staff meeting in Conference Room

March 4, 2019- Deputy Chief and A/Lt. Sterner met with Jason Dean reference new patrol vehicle design.

March 5, 2019- Deputy Chief, Anita Bell, Donna Massey and Gary Andrews met with Vantech reference new video security system for police department.

March 6th, 2019

- The following officers attended Documenting Use of Force training at Dover Pd
Deputy Chief Michael Rapa, A/Lt. Jason Sterner, Sgt. Val Horn, Sgt. Chris Miller,
Sgt. Walter Little, A/Sgt Jason Scott and A/Sgt. Eric Chambers
- Deputy Chief attended Citizen Police Academy and assisted with taking participants to
Bridgeville Rifle Range.

March 8th, 2019- Deputy Chief, Det Chambers and Sgt. Horn met with Erin Wix reference to
condition job offer. Ms. Wix was an alternate for Milton Pd. Ms. Wix accepted the job offer of
police officer with the department.

March 10, 2019- An officer was sent to the Milton St. Patty Day parade to assist Milton PD with
traffic control.

Training

PtIm. Palm attended a DUI refresher course.

Sr. Cpl. Scott attended a 2-day course on Human Trafficking.

Pfc. Justice attended a 1 day course on Child Pedofiles.

Pfc. Wilson has been accepted to the Delaware Victim Assistance Academy which begins in late
March.

Pfc. McKinnon attended a Critical Incident Training class March 4-8, 2019.

Councilwoman Phillips-Lowe reported on Public Works.

PUBLIC WORKS:

- AMI water meter deployment is from March 4 – 21
- Continued assisting with AMI meter locations and installations
- Ross Station parking lot project ready for pavement once weather cooperates
- Replace water service to 518 E. King St.
- Training new employee to drive street sweeper
- Pulled clogged pump at Seaford Village lift station
- Director still working on easement acquisitions for Rt.13 and Middleford Rd. projects
- Operators attended the Delaware Rural Water Association Conference
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags,
collected State water samples, supplied barricades for various events, etc.
- Still short one employee on sick leave

WWTF & COMPOST

- Plant performance is good
- Compost available for sale
- Proximity has stopped deliveries
- Leachate treatment going well
- No major maintenance issues to report

Councilman Mulvaney Reported on the Electric Department

Since the last report

Crew

- Continued renumbering the poles for the circuit changes.
- Greg Brooke & Nick Moore took week 3 of the lineman school and have completed all 10 tests for module 2.
- Finished the demolition of the old Pine St substation, 1 breaker and the transformer left.
- Meter reading.
- Did the service separation at Allen-Hiram grow out house.
- Set a new transformer at Family Dollar and wired the meter.
- Started taking down the primary wire for a section of old circuit 280 that isn't used anymore.

Director

- Had the bi-weekly conference call for AMI.
- Worked on the FY20 budget & 3-year CIP.
- On vacation for a week.
- Met with the contractors at Planet Fitness.
- Met with the contractor at family dollar.
- Met with AUI in Ross Business Park about pulling the new primary wire in.
- Opened the bid for the sale of the Vermeer trencher as surplus and wrote the recommendation letter to council.
- Had a meeting with an engineering company about our RFP for a new City engineer.
- On site with the crew while they were taking down the primary wire on old circuit 280.

Upcoming Weeks.

- Work with NextGen changing out the AMI meters whenever they have a problem.
- Blake will go to school for the HMI in the substation control house.
- Set the new transformer for the Planet Fitness.
- 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.
- Install the new tennis court lights and timers.

Councilman Holland reported on Administration

PROJECT UPDATES:

MEETINGS:

- Attended a meeting with Cardio Kinetics regarding potential fitness testing for the PD officers.
- Met with actuaries; Foster and Foster about possible RFP for pension valuation services.
- Met with the folks from Cannon Cold storage about pretreatment issues and potential 2021 expansions.
- Attended a meeting with Arch Street residents and the Mayor about group homes.
- Met with Berley Mears and Ben Hearn at the SVFD regarding disconnection of the roof drains from the sewer system.
- Attended the employee activity group meeting about the Christmas party 2019 and the awards ceremony 2019.

OTHER WORK:

- Prepared the Council agenda.
- Attended the Live2Lead event in Georgetown.
- Walked the field to coordinate a high-pressure gas main and sewer force main clearance on Sussex Highway.
- Worked on Chief interviews.
- Worked on the FY20 budget CIP.
- Attended the Cancer Care Center open house.
- Attended Danny Short's coffee meeting.
- Opened several bids.
- Attended the SCAT dinner and steering committee meeting.

Information Technology Report:

- Attended Social Media Conference
- Worked on Streamlining Social Platforms
- Working on Security Camera Issues at PD including Meeting
- New PC Setups for PD
- Installing Software on PC and Servers
- PRTG Configuration and fine tuning

Administration Report for Council:

- Continue working on AMI deployment.
- Preparing for FY 2020 Budget.
- Respond to DeIDOT regarding Community Transportation Fund audit.
- 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 44 permits and 334 Rental Licenses as of March 8, 2019.

Large Project Status Updates:

- The Ross Station Event Center – Final inspections anticipated in the coming weeks.
- McDonalds – Building construction started. Foundations and plumbing installed.
- Riverplace Phase 2 – Stair towers and elevator tower going up.
- Chick-Fil-A – Permit issued and work to start later this month.
- Family Dollar – Old building has been demolished.
- Planet Fitness – Permit has been issued.
- Wawa – Plans to be submitted this month.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has continued limb pick up and weekly trash pickup.

Parks & Recreation repaired, painted and reinstalled trash can lids on High Street. They also finished and installed benches along High Street.

Additional Updates:

- Completed equipment maintenance on all equipment in preparation for spring season.
- Youth basketball completed for 2019. Total of 137 kids (14 teams).
- Worked on Pink Ribbon project.
- Prep for the Easter egg Hunt & Spring Sports.
- Stein Highway Bridge & High Street Bridge clean-up.

Katie also attended various meetings, workshops and, completed bid memos for the new landscaping contractors.

Councilman King then asked Superintendent of Public Works to come forward and present some information on a special project in the works at the Parks Department. Superintendent Hickey came forward and explained that the Parks Coordinator, Bobby and his team have been working on creating wooden pink ribbons in support of breast cancer awareness. The ribbons will be available at \$10.00 per ribbon, in limited quantities, and a portion of the proceeds will be donated to the Nanticoke Cancer Care Center. Councilwoman Phillips-Lowe asked if these would be for residential or commercial use. Superintendent Hickey explained they can be for either.

Mayor Genshaw called for a motion to close the Regular Council Meeting. Councilwoman Phillips-Lowe made a motion to close the Regular Meeting. Councilman King seconded the motion; motion so passed with all voting in favor. Meeting was adjourned at 8:23 P.M.

Charles D. Anderson, City Manager

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