

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

March 23, 2021

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Jose Santos, Councilman Dan Henderson, Councilman Orlando Holland, Councilman Matt MacCoy, and Councilman James King. City Manager, Charles Anderson, Director of Electric, Bill Bennett, 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 March 9th, 2021. Councilman Holland made a motion to approve the minutes of the Regular Meeting on March 9th, 2021. Councilman MacCoy seconded the motion. The motion so passed with all voting in favor.

Correspondence

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Trisha Newcomer, Director of Economic Development and Community Relations, will be acting City Manager from March 27th-April 4th, 2021.
- Extended Office House on Wednesday, March 24, 2021 from 5:00 p.m. until 7:00 p.m. for Voter Registration.
- Extended Office Hours on Saturday, April 10, 2021 from 10:00 a.m. until 1:00 p.m. for Absentee Voting

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:

- Mr. Jeffrey Benson has filed for City Council
- Councilman Orlando Holland has filed for re-election
- Councilman James King has filed for re-election
- Mr. Scott Pickinpaugh has filed for City Council

Committee Reports

Councilman Santos reported on Administration and IT.

MEETINGS:

- Attended the quarterly meeting with the golf course consultant.
- Attended the monthly code and construction coordination meetings.
- Attended the DEMEC board meeting.

OTHER WORK:

- Participated in interviews for the Accounting Representative position.
- Reviewed and revised the WSBC agreement of sale and survey documentation.
- Prepared the Council agenda.
- Made inspections of the OHP progress.

INFORMATION TECHNOLOGY REPORT:

- Reworked Network Drive Sharing to be more secure and controlled through Group Policy
- Reduced amount of Network Drives and made groups to simplify deployment
- Utility Building Phone System Upgrade
- Working on reworking the networking and patching in network room
- Ran new phone lines for phone swap
- Working on Fiber Documentation and Cleanup
 - Need to do a discovery and fix connections going through at King / Arch St.

ADMINISTRATION REPORT FOR COUNCIL:

- Working on FY 2022 Budget
- Continue contract negotiation with the police department Teamsters Local 326
 - Current contract expired 06/30/2020.
 - Meeting scheduled for March 24, 2021
- Process multiple grant reimbursement requests
- Complete order of the EV Charging Station
- Continue working with AMP and IPKeys to complete the Customer Portal
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

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

Public Hearing

Public Hearing Item #1: Opportunity Street LLC is seeking a Preliminary Site Plan review approval of a parking lot expansion, new parking area, additional utility expansion, lighting, landscaping, and stormwater maintenance in support of the WDE1 project for 1700 Dulany Street, Tax Map and Parcel #531-12.00-45.03 and 200 Allen Drive, Tax Map and Parcel #531-12.00-48.00.

Building Official, Mike Bailey, noted that there was an announcement the day before that Amazon has signed a lease to occupy the properties in question, which previously housed KENCO Transportation Services and Southern States. He explained that they are proposing for 1700 Dulany Street: paved parking lot with 153 spaces, adding canopy to building for covered loading/charging area, and stormwater improvements. He explained that they are also proposing for 200 Allen Street: paved parking lot with 535 spaces, stormwater improvements including 2 ponds. He further noted that the project will need approvals from: State Fire Marshal (which he believes they already have), Sussex Conservation, and City Engineer.

Mr. Bailey further explained the Preliminary Site Plan for each property: 1700 Dulany Street: paved parking lot with 153 spaces, adding canopy to building for covered loading/charging area, stormwater improvements, existing building will be connected to City water and sewer, existing gravel road on East side of property to be relocated back in the City right-of-way; 200 Allen Street: paved parking lot with 535 spaces, stormwater improvements including 2 ponds. He further noted

that the Allen Street property is in close proximity to the Dulaney Street City well and there is a wellhead safe zone in the Zoning Ordinance that states there is a 100-foot safe zone around the well; however, Council can make approvals to allow site improvements to be completed inside of the safe zone. He noted that the Site Plan includes some parking and a stormwater pond that fall inside of that wellhead safe zone.

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson inquired for clarification whether the approval of the wellhead safe zone is included in the approvals during tonight's meeting or if that will be included in a future meeting. City Manager Anderson explained that the City has a domestic production well in the vicinity of this property and there are certain requirements needed in order to allow occupancy of the area, which Opportunity Street LLC is working with the City Engineer on. He further noted that a 100-foot radius around the well head is the required safe zone, however as part of the well head protection zone ordinance, Council can make an exception to that safe zone on a case-by-case basis, rather than the property owner needing to apply for a variance or a special inspection. Mr. Bailey noted that in working with the City Engineer the pond will most likely be a lined pond so it would not infiltrate into the well head. Councilman Henderson noted that it is important that every step is taken to protect the City's water supply. Mr. Bailey also explained that through the execution of the site plan, the water that would run into this stormwater pond would be from the parking lot on the north of the site, whereas the water from the large parking lot would run into the other, much larger stormwater pond located on the east side of the site. Councilman Henderson inquired for clarification that there would be more detail pertaining to the stormwater pond in the wellhead safe zone during a final site plan review. Mr. Anderson confirmed that additional information will be available upon final plan approvals.

Mayor Genshaw solicited any questions or comments from the public. Mr. Toby French, chairperson of Seaford Tomorrow, approached the podium and inquired if there were any plans for the increase in traffic in the area. He also noted that this is a fantastic economic boost for the City of Seaford but inquired if there is a need to work with DelDOT on the increased traffic in the area as this site is near Stein Highway. Mr. Anderson confirmed that Dulany Street does connect onto Stein Highway, but the entrances being requested through this site plan are onto Dulany Street which is a City maintained road, therefore this project does not require any DelDOT approvals. Mr. Anderson further explained that during the internal review of this site plan, the City worked with the project Engineer to put traffic control measures into place, such as stop signs. Mayor Genshaw inquired if DelDOT may possibly get involved in the future, with the traffic that would be exiting onto Stein Hwy. Mr. Anderson noted that if the zoning of the property were to change or if a traffic concern is created on Stein Hwy because of this project, then DelDOT may get involved. Councilman Henderson noted that City residents have become accustomed to light traffic in that area over the past years, however, in the 80's and 90's it was a heavily trafficked area and there was always a hope and a push to have economic development in that part of the City again. He further noted that that area was zoned and "built" for the heavier traffic and it was previously well-maintained. He further stated that because of the history of the site, he does not feel that an internal traffic study is necessary.

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

Public Hearing Item #2: Annexation request from Michael A. Reed and Robert F. Reed Jr. for annexation of SCTM# 3-31-5.15-006.00 & 3-31-5.16-006.01; located on Ross Street, Seaford, DE 19973.

City Manager Anderson noted that an annexation ordinance would come before Council at the next meeting for the property and he further explained where the site is located and that it is contiguous to current City limits and also included in the City Zoning Map. He further explained that the property is included in the City's Comprehensive Plan Map as part of the Annexation Plan designating the area as an enclave. Mr. Anderson explained that this request has been brought forth during this Public Hearing in order to allow the Public and Council to ask any questions or make comments. He further noted the remaining steps of the process to complete the annexation.

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

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

Mayor Genshaw closed the Public Hearing at 7:17 p.m. and reopened the Regular Meeting.

Public Hearing

Public Hearing Item #1: Opportunity Street LLC is seeking a Preliminary Site Plan review approval of a parking lot expansion, new parking area, additional utility expansion, lighting, landscaping, and stormwater maintenance in support of the WDE1 project for 1700 Dulany Street, Tax Map and Parcel #531-12.00-45.03 and 200 Allen Drive, Tax Map and Parcel #531-12.00-48.00.

Findings of Facts:

- Project: Opportunity Street LLC Preliminary Site Plan Review
- Owners: Opportunity Street LLC
- Property Location – 1700 Dulany Street and 200 Allen Street
- Tax Map & Parcel 531-10.00-45.03 & 48.00
- Zoning: M1 Light Industrial
- Parking spaces provided: 153 on 1700 Dulany and 535 on 200 Allen, Total 688
- Adding canopy to existing building
- Connecting existing building to City water and sewer
- Moving existing gravel road into City right-of-way
- Onsite stormwater management improvements on both sites including 2 ponds on 200 Allen Street
- Council to approve the construction of the parking lot and pond within the 100ft well head protection zone.
- Project requires approval from:
 - Sussex Conservation District
 - Office of the State Fire Marshal
 - City Engineer for Storm Water

- Planning and Zoning made a favorable recommendation to Council

Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the request of Opportunity Street LLC for a Preliminary Site Plan approval of a parking lot expansion, new parking area, additional utility expansion, lighting, landscaping, and stormwater maintenance in support of the WDE1 project for 1700 Dulany Street, Tax Map and Parcel #531-12.00-45.03 and 200 Allen Drive, Tax Map and Parcel #531-12.00-48.00, as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Henderson voted yes based on findings of facts;
Councilman Santos voted yes based on findings of facts;
Councilman King voted yes based on findings of facts;
Councilman MacCoy voted yes based on findings of facts;
Councilman Holland voted yes based on findings of facts.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval a Purchase and Sale Agreement between the City of Seaford and KRM Development Corporation for lots 1, 2, 7, & 8 in the Western Sussex Business Campus.

Trisha Newcomer, Director of Economic Development and Community Relations, presented the Purchase and Sale Agreement and some of the highlights, including where the properties are located as well as some background information about the developer that is purchasing the lots and their timing agreements for development of the property.

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

With no other questions, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the Purchase and Sale Agreement between the City of Seaford and KRM Development Corporation for lots 1, 2, 7, & 8 in the Western Sussex Business Campus and permit the Mayor and City Manager to execute and sign all necessary documents required for the land sale, as presented. Councilman Santos seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

The motion so passed.

Mayor Genshaw thanked everybody involved for their hard work and dedication for economic development in the City of Seaford and bringing these two large projects to fruition.

Mayor Genshaw presented New Business Item # 2: Bids – Utility Building Expansion.

Director of Electric, Bill Bennett, explained that bids were opened for the utility building expansion and 7 bids were received and reviewed by GMB. He further noted that himself and GMB recommend that Council award the bid to Regional Builders, Inc. Alternate #3 Deduct for \$453,904.62. He noted that there was \$600,000 in the budget for this project and even with some additional fixes and updates to parts of the existing building (weather stripping, overhead doors, and entrance doors) the project should come in well under budget.

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired if there is any timeframe estimate of when the building could be occupied after the bid is awarded. Mr. Bennett noted that the contractor has agreed to try to meet the City's request of 120-150 days, pending the delivery of the steel and other necessary supplies.

With no further questions, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to award the bid for the Utility Building Expansion Project to the low bidder of Regional Builders, Inc in the amount of \$453,904.62 with funding provided by the Utility Building Loan Proceeds, as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

The motion so passed.

Mayor Genshaw presented New Business Item #3: Present for approval a limited construction administration (CA) proposal for the addition to the City of Seaford Utility building project.

Director of Electric, Bill Bennett, explained the proposal from GMB for limited construction administration services for the Utility Building Expansion Project. He noted that the cost of the proposal is \$9,545 with an estimated total for reimbursable expenses of \$300, for a total of \$9,845.

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

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the limited construction administration proposal for the addition of the City of Seaford Utility Building

Expansion Project in the amount of \$9,845 with funding provided by the Utility Building Loan Proceeds, as presented. Councilman Santos seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

Mayor Genshaw presented New Business Item #4: Mike Bailey, Building Official, to present a request to extend the tap fee waiver program.

Building Official, Mike Bailey, explained that the approved 21 tap fee waivers for calendar year 2021 have been utilized by developers. He shared some data about the waivers utilized so far this year as well as historical data of waivers utilized yearly since the culmination of the tap fee waiver program in 2010.

Mayor Genshaw solicited any questions from Council. Councilman King inquired if it would be helpful to adjust the amount of tap fee waivers available at the beginning of the year rather than wait until they are used up and then request an extension in order to possibly avoid future delays for developers. City Manager Anderson explained that Council could decide to make that decision. He further noted that Mr. Bailey did a great job in laying out the utilization of this program and the upswing in the real estate market is reflected in the numbers of tap fee waivers utilized. He further explained that if Council decided to adjust that number for next year that could be written into the budget proposal. Mr. Bailey noted that Governor's Grant is almost completely developed with approximately 5 or 6 lots remaining and Mearfield keeps expanding with a few additional phases remaining. Councilman King noted that another 21 could be exhausted quickly and he was in favor of removing some obstacles; he would suggest Council look at increasing the initial number of approved tap fee waivers for the program. Councilman Henderson confirmed that there were at least two homes that had missed out on the fee waiver this year. Mr. Bailey confirmed that there were 2 in Mearfield in the last group that missed out on the fee waiver. He further noted that the request was for this expansion to be retroactive to February 28, 2021 in order to allow a refund be provided to DR Horton for the two that missed out on the fee waiver. Councilman Henderson agreed with Councilman King that Council should approve a higher number at the beginning of the year to remove some obstacles for developers and the Code Department in issuing fee waivers as a part of this incentive program. Councilman Henderson asked for clarification that the tap fee is waived at the time of the permit issuance. Mr. Bailey confirmed that the City does not charge for the tap fee at the time of the issuance of the permit. Councilman Henderson inquired about the length of a permit and what happens if somebody utilizes the tap fee waiver but doesn't ever begin construction. Mr. Bailey noted that a permit is good for 6 months from the time of issuance. Mr. Anderson noted that the decision can be made administratively to extend a permit for another 6 months if construction is not completed in that timeframe. He further inquired if Mr. Bailey has had a need in the past to extend a permit past the one-year mark. Mr. Bailey confirmed that typically

there is not a need for an extension past the initial 6 months, but it has happened. He further explained that usually the developers that are receiving the tap fee waivers already have the property sold by the time a permit is issued. Councilman Henderson further inquired about the numbers listed for the total of fee waiver issued and whether the fee calculation has changed. Mr. Bailey confirmed that fees have not changed and the totals for 2020 were based on the 40 fee waivers that were utilized. Councilman Henderson further inquired about the math because the numbers presented comparing 2020 and 2021 weren't lining up. Mr. Anderson and Mr. Bailey both noted that a possible math error may have occurred. Councilman Henderson further confirmed that the stipulation is not based on the dollar amount but rather based on the amount of homes, so the requested total of fee waiver is 42. Mr. Bailey confirmed. Mr. Anderson noted that in 2020 all 40 were utilized but it was almost the end of the year before the last available fee waiver was utilized. Mr. Bailey stated that he spoke with the developer and because it was so close to the beginning of 2021, they just held off their 2 permits until after the first of the year to take advantage of the fee waiver program. Mr. Anderson and Mr. Bailey explained that this program and the fee waivers matter a lot to the developer so they communicate as much as they can in order to provide those incentives. Mayor Genshaw noted that these are incentives to entice developers to build and we are currently in a hot market, so this is an important incentive for the City to provide. Councilman Henderson inquired for clarification on the developments that are provided and allowed these tap fee waivers and what it means that the taps are already run, in order to qualify for the waiver. Mr. Bailey noted that, for example, the developers at Governor's Grant, Belle Ayre, and Mearfield have already installed all of the water and sewer taps to each property or lot therefore the City does not have to go out and install those taps. As a result, the City decided in 2010 to offer this incentive program for the developers. Mr. Anderson noted that the wisdom behind the decision was that the City would be saving a lot of time and money by not having to go out and install those taps to each property, so it was a good incentive to provide to the developers since they already had the burden of installing those taps. Councilman Henderson stated that he wanted to make the public aware that the City was not losing this revenue but rather incentivizing or rewarding the developer because they already performed that work and the City's Public Works department does not have to go out and perform any work to install the taps.

Mayor Genshaw then called for a motion. Councilman King made a motion to approve the recommendation of Mike Bailey, Building Official, to extend the tap fee waiver program, as presented. Councilman Henderson 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.

OLD BUSINESS:

Mayor Genshaw presented Old Business Item #1: Present for a second reading an ordinance to amend Chapter 8 Morals and Conduct, of the Municipal Code of Seaford, Delaware relating to "Sexual Offenders".

City Manager Anderson explained that there were some necessary changes to the Ordinance between the first and second reading and explained those changes. He stated that some wording needed to be modified because the State of Delaware has a law in place regarding Sexual Offenders and schools and municipalities cannot adopt an ordinance that is more stringent than a State restriction. He further explained that should Council vote to adopt this ordinance, it would be advertised and go into effect and be enforceable 30 days after advertisement. He further noted that the Code Department plans to utilize the Rental License list to notify landlords about the ordinance and working with the City to abide by the ordinance.

Mayor Genshaw solicited any questions from Council. Councilman King inquired about how the City will keep track of who moves out and in regarding Sexual Offenders. Mr. Anderson stated that Registered Sexual Offenders are required, through the State, to provide their address and notify them of any change to their address. He further noted that information comes through the Criminal Investigations Unit at the Seaford Police Department so they would need to work with the Building Official in order to ensure that they comply with the ordinance in regards to parks and child care facilities. He explained that is the reasoning behind notifying the landlords well in advance who own property in the City of Seaford so that they can work with the City to assist in ensuring that the ordinance is abided by. Mr. Anderson expects some additional requirements to come about in the future as this ordinance is put into place and enforced.

Councilman Santos inquired if there is any change in map surface area from the changes to the ordinance from the first reading to the second. Mr. Anderson referred to the maps provided and that there are very few areas that are available for Sexual Offenders to reside within City limits should this ordinance be put into place. Councilman Santos noted that the maps look very similar to what was provided at the first reading and he is unsure if there is any difference. Mr. Anderson confirmed that there are slight changes but the majority of the surface area is the same as the original. Mr. Bailey noted that most of the minimal changes were located near the Sussex Montessori School because of its location in the City. Councilman Santos further inquired if there is going to be any penalty for landlords that allow Sexual Offenders to reside in properties that are covered by this new ordinance. City Manager Anderson noted that currently there are no penalties in place for landlords that violate the ordinance. He noted that the ordinance would be entered into the DELJIS system to allow our police department to enforce the ordinance through a legal process. Councilman Santos confirmed that the fines and penalties are currently directed towards the Sexual Offender themselves and not their landlord. City Manager Anderson confirmed.

Councilman King inquired how a City resident could go about researching or finding out where a registered Sexual Offenders lives in the City limits. City Manager Anderson explained that there is a website with quick search access that provides that information to the Public for all areas in accordance with the State law.

Councilman Santos inquired what would happen if a current resident became a registered Sexual Offender while residing in an area that is covered by this ordinance. Mr. Anderson noted that those people would become grandfathered into that property and we could only enforce the ordinance if they were to move to another location within City limits.

Councilman Henderson requested that City Manager Anderson clarify for the Council and the public that there are areas within the City that will not be covered by this ordinance. Mr. Anderson confirmed that there are enclaves, or areas that are not annexed but are surrounded by or very near City limits that would not be covered by this ordinance and Sussex County follows the State ordinance that only covers areas around the school.

Mayor Genshaw then called for a motion. Councilman Santos made a motion to adopt the ordinance to amend Chapter 8 Morals and Conduct, of the Municipal Code of Seaford, Delaware relating to "Sexual Offenders", as presented. Councilman Henderson seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

COMMITTEE REPORTS

Councilman Henderson reported on Police & Fire.

Seaford Volunteer Fire Department, Inc.

President Patrick Gaskin reports:

There is no report for this period.

Chief John Wilson reports:

Alarms to Date (3/22/2021)

Fire Calls: 176 to date for 2021

- 2.1 calls a day for 2021
- 43 calls for March 2021
- 1.9 calls for March 2021

EMS: 832 to date for 2021

- 10.2 calls a day for 2021
- 194 calls for March 2021
- 8.9 calls a day so far for March 2021

Combined Total Fire/EMS:

- 1008 call to date for 2021
- 12.4 calls to date so far for 2021

Significant Calls:

- 3/11/21 (Out City), Cades Cove, Working Structure Fire, Under Investigation
- 3/11/21 (Out City), Woodland Church Road, Working Structure Fire, Under Investigation

Apparatus:

- Rescue 87 out of service for DOT Check
- Engine 875, E872 DOT Checks are complete

EMS:

- Calls volume increase, gearing up for summer
- COVID related calls decreased

Training:

3/16/21 – Online ZOOM Training to update department on new Standard Operating Guidelines for:

- Structure Fires
- Vehicle Fires
- Electrical Emergencies
- Natural and Propane Gas Emergencies
- Incident Size Up
- Fire Police Radio Channel Usage
- 21 members attended

3/17/21 – Holmatro Battery Tool Training- Station 87 and Station 71 training pad – with Instructors from ESI Rescue out of Pennsylvania.

- 20 members attended
- Next training is Wednesday, April; 21, 2021

Community Events:

- 3/13/21 – Birthday Drive By – Neal School Road
- 3/13/21 - Birthday Drive By- Belle Ayer Drive
- 3/18/21 – In-District Fire Prevention Award presentation to students at Frederick Douglas and West Seaford
- 3/20/21 – EMS Standby at Middleford Speedway
- 3/20/21 – Flag Detail with Tower 87 in Federalsburg for passing of one their past chiefs.

Seaford Police Department

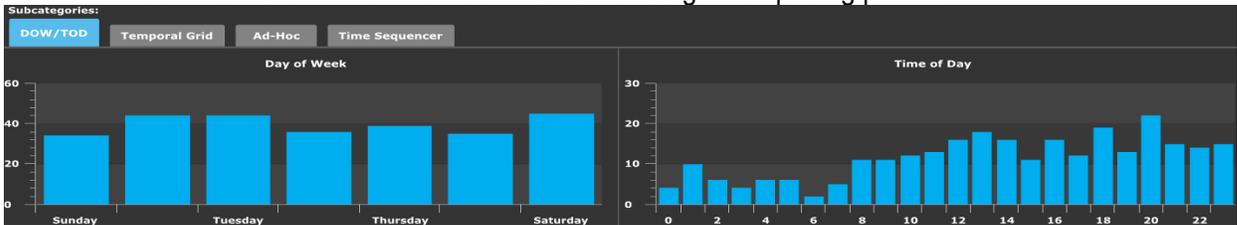
Police Activity during period of Monday March 08, 2021 – March 21, 2021 as reported by Chief Marshall Craft, Jr.:

INCIDENTS	2022	2021 YTD	2020	2019	2018
All crimes		1231	5,803	6,619	4918
Drug Crimes		57	199	249	390
Overdose		6	26	25	23
All Traffic (E-Tickets)		1562/ (462)	7,770/ 1,448)	7,819 (1,782)	6387 (3,617)
All DUI		11	44	42	52
All Crashes		107	533	584	533
False Alarms		111	426	494	333

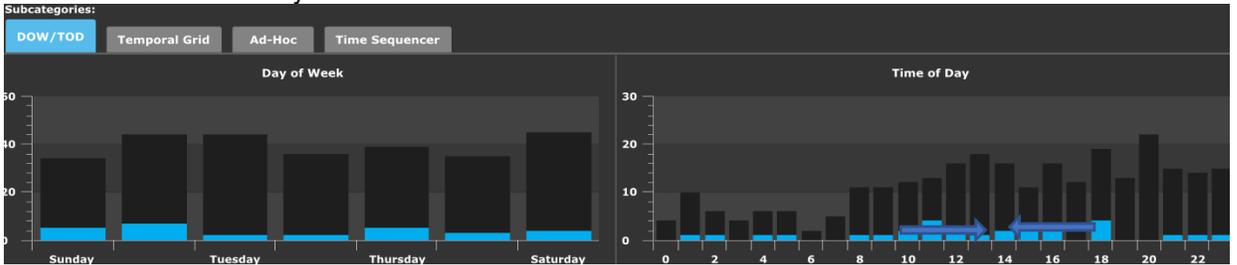
Criminal

- All complaints: **277** (defendants: **26** adult & **4** Juvenile)
 - Felony: **22**

- Misdemeanor: **52**
- Violations: **8**
- Civil: **0**
- Other: **195**
- 87% Clearance Rate (overall)
- Friday from 0900-2300 hours (overall crime. Mon, Tue and Sat were high calls for service as well.)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of **28 complaints** consisting of Assault/Agg Assault, Burglary, Indecent Exposure, Larceny, MV Theft, Weapon(s): (**14** Felony and **14** Misdemeanors); Excludes Shoplifting: (43% clearance rate (**12** cases cleared, **11** PA and **5** PI.) Most occurred on Monday between 0800-1800.



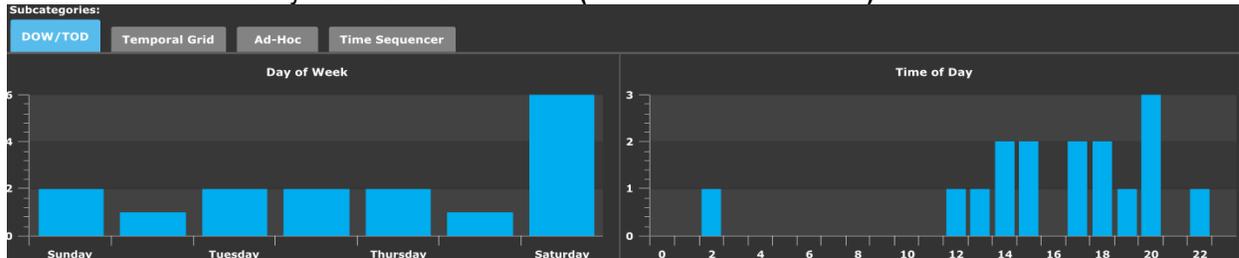
Drug Complaints:

- Drug Crimes: **22**
 - Adult Arrest: **20**
 - Juvenile Arrest: **1**
 - Pending Active: **0**
 - Pending Inactive: **1**
 - Prosecution declined: **0**
- Search Warrant(s): **1**
 - Seized three hand guns
 - 130 packets of Heroin
 - 37.5 grams Marijuana
 - \$842.92 USC and other stolen property
- Overdose: **1**

Traffic

- Contacts/Citations: **398** traffic contacts resulting in **123** citations and **36** warnings
- DUI: **1** (1 accident-related DUI's)
- Crashes: **16**
 - Injury: **0**
 - Non-Injury: **16**

- Additional Information: Driver Inattention & Disregard Traffic Signal - primary cause of accident)
 - Hit & Run: 1
 - Alcohol/drug related crash: 1
 - Pedestrian: 0
- Saturday from 1200-2000 Hours (See Crash chart below)



Significant Events:

- 03/08/21, SPD dispatched to Woodland Mills for a reported Armed Robbery. Investigation revealed that one male victim had been struck in the head multiple times with a handgun causing severe lacerations to both sides of his head. Further investigation revealed that suspects Darrell Banks and Jaquan Darling were identified by witnesses at the scene telling the victim to 'run his pockets' prior to being struck in the head. The defendants fled the scene and warrants are on file for: Assault 1st, Robbery 1st, Aggravated Menacing, Conspiracy and Possession of a Firearm during the commission of a Felony. #71-21-1711.
- 03/12/21, SPD dispatched to Pine St. (Boyce's Accounting Firm) for a reported Burglary. Investigation revealed that two unknown suspects forced entry into the building, damaged computer equipment and stole miscellaneous items (TV and a Hart wet/dry vacuum) valued at \$229.00. Video and latent prints obtained. Case is pending active. #71-21-1824.
- 3/18/21, SPD dispatched to Comfort Suites for a reported domestic related Unlawful Imprisonment, Assault 3rd. and Terroristic Threatening complaint in a room. Investigation revealed defendant Jason Norris, while under the influence of drugs/alcohol, threw the victim into the wall and then held her down on the floor against her will threatening to 'blow her brains out' if the cops were called. Officers observed visible signs of injury on the victim as well as drug paraphernalia and marijuana in plain view. Defendant was arrested for Unlawful Imprisonment, Assault, TT, Possession drug paraphernalia & Marijuana and committed to SCI in default of a secured bond. #71-21-2034.
- 03/19/21, SPD investigated an Aggravated Menacing (road rage) incident that occurred in the area of Harrington St. and Shipley St. Further investigation revealed defendant Gerson Adaquin ran a stop sign and nearly struck the victim's (grub hub driver) vehicle. The victim blew his horn and proceeded to the 'Great Wall -Chinese restaurant' located on W. Stein Hwy. Further Investigation revealed the defendant followed the victim, became disorderly and displayed a firearm in the direction of the victim in the presence of witnesses. Defendant arrested for Possession Firearm during the commission of a felony, Aggravated menacing and disorderly conduct. Defendant was arraigned and released on an unsecured bond. #71-21-2087.
- 3/20/21, SPD dispatched to Comfort Suites for a reported Domestic Related PFA Order violation. Investigation revealed defendant Gerald Griner entered the victim's place of

- employment in violation of the PFA order, attempted to unlawfully enter into the employee station to open the register and made threatening statements toward the victim. Officers apprehended the defendant at the scene and located a crack pipe on his person. Defendant was arrested for Attempted Burglary, Violation of a PFA Order, TT and possession of paraphernalia. He was later arraigned and committed to SCI in default of a secured bond. #71-21-2104.
- 03/21/21, while investigating multiple reports of theft from vehicles (Burglary 3rd), SPD apprehended defendant Joaquin Williams. Investigation revealed he was in possession of stolen property and his vehicle was towed to SPD where it was secured inside our impound yard pending the execution of a search warrant. The execution of a search warrant on the defendant's vehicle resulted in the seizure of three hand guns, 130 packs of heroin, 37.5 grams of marijuana and \$842.92 in USC. Further investigation revealed one of the handguns was reported as stolen from Pine Street and the two remaining handguns were reported stolen from vehicles in the limits of Harrington. Defendant was arrested for person prohibited from possessing firearms, ammunition, multiple burglaries/theft from vehicles, resisting arrest, escape/apprehension, and other related charges. Defendant was committed to SCI in default of a \$120,000.00 cash bond. Other charges will be forthcoming. #71-21-2153 (multiple case numbers.)

Admin:

- Attended Director, Staff, Liaison and council meetings as scheduled - Chief
- 03/09/21 - Benchmark Analytics 'workflow' meeting - DC Rapa
- 03/09/21 - SLEAF Meeting (funding request for Mobile Command Post equipment) - Chief
- 03/10/21 - DEMA Meeting for Subgrant (main funding grant for Mobile Command Post) - Chief
- 03/12/21 - Group Violence Initiative (GVI) Meeting (Rep. Cooke and members) - Chief
- 03/17/21 - Seaford Community of Hope (SCOH) meeting - Chief
- 03/18/21 - SALLE/EIDE second round funding grant 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
- 03/15/21 - SPD received 'Respect for Law Award' from Optimist Club of Sussex County
- 03/19/21 - SPD Honor Guard Detail conducted funeral proceedings of Retired Chief Floyd Toomey (Ellendale PD & Dagsboro PD), to include casket watch, pall bearing and burial detail. Chief Toomey was one of the longest serving Chiefs in Delaware. Upon retiring in 2019, he became a constable for the Indian River School District and he will be greatly missed by all that knew him.

Training:

- Less Lethal Instructor Training (two days) - Linville and McKinnon
- Certified Internal Affairs Training 40-hour course (8 hours per week)- Mills

Promotions:

- 03/11/21- Two promotions to Patrolman First Class - Ashlyn Hare and Michael Mahetta

2021 Additional Initiatives:

- Police Chiefs 'Community' Advisory Board (PCCAB)
 - Council Approved the PCCAB on 03/09/21 (Quality of Life Issues/concerns)

Councilman Holland reported on Code, Parks, & Recreation.

Code Department Report

- Issuing permits (140 Issued in 2021)
- Rental Licenses (1,521 Issued, 1,646 Total Units)
- 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 – Sitework to start in March.
- Melanies Ridge –Plans submitted for first 2 buildings
- Mearfield 2 –Second duplex complete.
- East Park Business Center – First building close to complete.
- Montessori School – Permit issued for third classroom building

Parks and Recreation Report

Accomplished week of 3/8

Parks – Trimmed trees along Nylon Blvd & Pennsylvania Ave. Ext.
Parks – Relocated fiber under the Rec building (was currently routed through the current crawlspace door, causing water to come in)
Parks – Assisted Electric Dept. with tree clearing project in the Industrial Park
Parks – Began clearing brush at Williams Pond near cemetery & girls softball field
Rec. – Currently have 46 kids signs up for Youth Soccer with sign-ups ending 3/19
Parks&Rec. – Sent out new COVID-19 plan & form for all softball tournament hosts
Parks&Rec. – Sent out/reviewed 2 special event permits for approval
Parks&Rec. – Created an equipment inventory list for soccer & pickleball
Parks&Rec. – Submitted FY22 Capital Improvement Plan for review

Accomplished week of 3/15

Parks – Assisted Electric Department with tree removal/clean-up
Parks – Power washed Riverview Park Pavilion (to be painted)
Parks – Filled in sink holes along Riverwalk

Parks – Removed graffiti from parks signage at the sports complex
Rec. – Currently have 68 kids signs up for Youth Soccer, in-person registration ended 3/19
Parks&Rec. – Followed up with organizing volunteers for upcoming Easter Egg Hunt (3/27 at 9 am)
Parks&Rec. – Discussed plans for 2021 Riverfest, waiting on update from Delaware Public Health
Parks&Rec. – Coordinated drop-off of two new picnic tables at the Jay’s Nest (2 more to be donated by local 4H club – photos to come with second drop-off)
Parks&Rec. – Began sorting teams for youth soccer league

Councilman MacCoy reported on Electric.

Since the last report

Crew

- Worked in Belle Ayre multi-family digging in secondary conduit.
- Started cutting down the trees in the Industrial Park for the buffer fence. We had help from Parks & Rec and WWTF.
- Checked conduit at the Parks & Rec office for their crawl space project.
- Started pulling wire in Belle Ayre multi-family and set the first two transformers.
- Dropped down a couple of Fiber storage loops for splicing and picked them back up.
- Changed out our rubber gloves.
- Cleaned up around the outside of the building and moved inventory items to get ready for the building expansion.
- Did the monthly substation checks.
- Unloaded the fence for the Industrial Park project for Nanticoke Fence.
- Cleaned up outside the building and worked on the pole storage racks to get ready for the building expansion.

Director

- Had a director’s meeting.
- Had my council liaison meeting.
- Had a staff meeting.
- Had bid opening for the building expansion.
- Worked with the engineers on the Martin Farms project.
- Had the monthly construction coordination meeting.
- Reviewed the High Street lighting specifications and signed off on them to get the order placed.
- Worked with a contractor about an electric vehicle charging station.
- Sent information to Smart Utilities for rate maintenance and EV charging system rates

Upcoming Weeks.

- Continue working in Mearfield 1 phase 2B so they can continue building
- Continue working in Belle Ayre multifamily.
- Set the electric vehicle charging station.
- Start working in the Herring Run Professional Park.
- 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:

- Pulled and repaired Seaford Village lift station pump
- Pulled and rebuilt second Manor House lift station pump
- Installed new service to 404 State Street
- Replaced water service to 226 Shipley Street
- Property clean ups for Code
- Received bids for Police department paving
- Received bids for Fire Department roof drainage
- Another sewer issue with the Harbor House with solids/shells in the line. No screen in building.
- Jim Wood started 3/8/21, I have one out on medical.
- 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

- Everything still pretty smooth with the additional County flow.
- Plant performance remains good
- We HAVE compost to sell by appointment
- Leachate treatment going well
- Septage is up.
- No major equipment maintenance needed.

Upcoming two weeks:

Public Works

- New water service on Phillips
- Install new services to lots on E. Poplar
- Pull and rebuild Retirement Living lift station pump
- 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 Mr. Brad Gillis and KRM for bringing their projects to Seaford. He further thanked the members of the Council for their votes in favor of the projects. He also thanked the City employees for their hard work towards economic development in the area and noted that employees in every department are focused on economic development and growing business within our City and all of the hard work is paying off.

Mayor Genshaw called for a motion to adjourn the Regular Council. Councilman King made a motion to adjourn the Regular Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 8:04 p.m.

Charles D. Anderson, City Manager

/JJ