

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

May 14th, 2019

7:00 P.M.

Mayor Genshaw called the meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilwoman Leanne Phillips-Lowe, Councilman William H Mulvaney, Councilman Orlando Holland and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Director of Finance and HR, June Merritt and Director of Electric, Bill Bennett were also present.

Councilwoman Leanne Phillips-Lowe offered the opening prayer and Mayor Genshaw led those present in the Pledge of Allegiance.

Mayor Genshaw solicited any changes to the agenda. City Manager Anderson stated there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on April 29th, 2019. Councilman Mulvaney made a motion to approve the minutes from the April 29th, 2019 Council Meeting. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Judge Scott Bradley came forward to give the Oath of Office to Matthew MacCoy for the position of Councilman.

Mayor David Genshaw opened the Real Estate Property Tax Appeal Hearing at 7:05 p.m.

Tracy Torbert, Real Estate Property Tax Representative, called on the first property owner, Deb Brittingham representing Barbara Durham of 16418 Samuel Paynter Boulevard, Milton, DE.

Ms. Brittingham came forward to request a further explanation for the increased assessment and the disparity between the City's assessment and a separate appraisal for the 4 parcels located on Bridgeville and Sussex Highway at a total of 7.15 acres. Based on the City of Seaford's most recent assessment the single parcel located on Sussex Highway had increased in value from \$808,000.00 to 1.7 million dollars. However, an appraisal was completed by a third party which assessed all 4 parcels combined at 1.145 million dollars.

Mr. Eric Piner, the property tax consultant from PTA/DELVAL, the City's Tax Assessor, verified the acreage amount and asked if the land had water and sewer. Ms. Brittingham confirmed that it did not. He asked if the property is currently for sale; Ms. Brittingham confirmed that it was for sale for the appraised value of 1.145 million dollars for all four parcels.

City Manager Anderson explained that once Mr. Piner is able to complete the additional work on the assessment, he will bring the information back to Council with a recommendation, then the appeal will come back to the City Council for final action. Real Estate Property Tax Representative, Tracy Torbert, noted that after speaking with Mr. Pearson from PTA/DELVAL the plan is to return for the June 11th meeting with their recommendations.

Ms. Torbert called on the next property owners, Lynn and Shirley Baynum. Mr. Harold Carmean came forward to represent the property owners in regards to lots 1,2 & 3 on Sussex Highway in this appeal. Mr. Carmean explained that Parcel 1 or Tax Map Parcel 3-31-6.00-445.00 is currently listed for \$350,000.00 for 1.02 acres. He noted that this parcel has been on the market at that price since April 17th, 2014, with no offers. Based on the City of Seaford assessment the value on that property is \$699,800.00 which was an increase from the \$665,000.00 from the previous assessment in 2008. Mr. Carmean also noted that Lot 2, with 1.01 acres was listed on the same date at \$330,000.00 with an assessed value from the City of Seaford of \$692,900.00. Finally, Lot 3 at .8 acres is listed at \$300,000.00. Mr. Carmean stated that it is the responsibility of the assessor to appraise the properties based on the market value at that time, and based on the fact that the properties have been on the market for several years at nearly half the assessed value with no offers, it is clear that the assessment must be too high.

Mr. Piner inquired if there was sewer at the property. Mr. Carmean confirmed there was and City Manager Anderson noted that water service runs adjacent to the property. Mr. Piner also asked to confirm that a ravine runs alongside the property. City Manager Anderson confirmed that the ravine is between the Duck In Car Wash property and the property in question. With no additional questions Mayor Genshaw noted that PTA/DELVAL would continue its research into the property and follow up with the property owners.

Ms. Torbert called on the next property owner, Preston Littleton of 301 Oak Road. Mr. Littleton began by expressing his displeasure with the appeal process and noted that he had to wait 45 minutes past his appointment time to meet with the representative from PTA/DELVAL and the representative was ill prepared and did not have any information on his property. He noted that the representative had explained that the average values of homes in the city had decreased; however, Mr. Littleton noticed that his home value had increased by about 10%. He stated that this seemed like quite a swing from the average and he would like more clarity as to why that is.

Mayor Genshaw apologized for Mr. Littleton's poor experiences and solicited any questions Mr. Piner may have in regards to his property. Mr. Piner asked if there have been any updates to the home; Mr. Littleton explained that nothing has been done since the previous assessment in 2008. Mr. Piner asked the square footage of the home; Mr. Littleton stated it was around 2,700 square ft. He then asked when the home was originally built; Mr. Littleton stated that the original structure was built in the 1940's. Mr. Piner verified that the home had HVAC, Mr. Littleton confirmed. Mayor Genshaw explained that the contractor would continue researching the property and would follow up with Mr. Littleton.

Tracy Torbert, Real Estate Property Tax Representative, came forward and explained that she has been in contact with Mr. Charles Mann, owner of 22873 Sussex Hwy, in regards to his tax appeal. She noted that he was unable to attend the meeting as he currently resides in Florida. Ms. Torbert included a letter from Mr. Mann, read in to the record for Mayor and Council. Ms. Torbert noted that the current assessment shows a value of \$5,449,500.00. Mr. Mann currently has his own assessment based on actual and projected revenue, plus comparable sales that support a value of approximately \$4.6 million. Mr. Mann is requesting the assessment be revisited, taking his information into consideration.

Ms. Torbert asked if there was anyone else present to appeal their property tax assessments; there was not. Ms. Torbert noted that they would remain open to taking appeals until 8 p.m.

Mayor Genshaw held a vote for the Vice-Mayor Position. Council voted to have Councilman Dan Henderson hold the Vice-Mayor Position for 2019-2020.

Correspondence

There was none.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval an extension of the City's Listing Agreement for the Ross Business Park lands with SVN-Miller Commercial Real Estate until April 30, 2020.

Director of Economic Development and Community Relations, Trisha Newcomer, came forward and explained that the original contract with SVN-Miller Commercial Real Estate was approved in October 2017. This contract makes SVN the broker for the City of Seaford Ross Business Park lands, with Mr. Tom Knopp, Mr. John McClellan, and Mr. Henry Hannah as its primary agents. There is an 8% commission at the time of the sale and a decrease to 7% if the sale is commissioned by one of those three brokers.

Mrs. Newcomer noted that the contract has not changed since it's origination and this is just a request to extend that contract.

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

Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the extension of the City of Seaford's Listing Agreement for the Ross Business Park lands with SVN-Miller Commercial Real Estate until April 30, 2020 as presented. Councilman King seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #2: Present a report and recommendation from the Electrical Engineering RFP committee.

City Manager Anderson reminded Council that at the end of last year the City's electrical engineering firm, Downes & Associates decided to cease operations. The City of Seaford put out a Request for Proposal for a new Electrical Engineer and on April 5th, 2019 three firms that attended the pre-proposal meeting submitted RFP documents. After review of the three proposals by members of the RFP Committee, the firms were ranked and George Miles & Buhr, who currently provides civil engineering services to the city took the top position.

Councilman Mulvaney, a member of the RFP Committee, added that the other two firms, while experienced, did not have the qualifications and in some cases the proximity to support the needs of the City.

Mayor Genshaw solicited any questions from Council; Councilman Henderson asked for a detailed synopsis of the costs involved and the structure of the agreement. City Manager Anderson noted that those details should all be covered in New Business #3.

Mayor Genshaw presented New Business Item #3: Present for approval an open-ended services contract for electrical engineering services and to assume the role of City Electrical Engineer for the City of Seaford from the firm of George, Miles and Buhr.

City Manager Anderson introduced Lex Greer, Senior Project Manager for GMB. Mr. Greer previously worked for Downes Associates for over 30 years and was present to help with any questions Council may have regarding the scope of work or the service contract.

City Manager Anderson explained that should the City decide to move forward with GMB for their electrical engineer services, rates have been negotiated based on GMB's current contract rates. Presently, GMB's fees are charged based on a cost plus fixed fee contract basis. When a project is presented to GMB they will create a proposal to present to the city with the full cost and scope of work. Any items the city has the ability to perform will not be included in this scope of work. GMB does have standard rates associated with work that the City does not scope out and negotiate say, in the event of an emergency, etc. In addition, GMB has partnered with Smart Utility Management and Preston Waller Associates, an electrical engineering firm, to provide an array of services. He also concurred with Councilman Mulvaney's observation that GMB and its partners have a proximity that would allow for a quick response time.

Councilman Henderson asked if a financial component was part of the RFP or was that negotiated after qualifications were examined. City Manager Anderson explained that the rates were negotiated after qualifications were examined. Mr. Greer noted that the rates are very similar to what the City is currently used to with GMB and Chris Simms from Smart Utility Management.

Councilman King asked, if the contract is accepted, if projects will still be bid out or if all work will go directly to GMB. City Manager Anderson explained that per state law an RFP must be completed for any project with a cost of over \$100,000.00. Councilman King asked if it was possible that GMB could help prepare an RFP and then still be awarded the contract, City Manager Anderson confirmed. He noted that this scenario did in fact happen with the recent substation project; Downes Associates was chosen for the project but they did have to compete on a level playing field with other firms.

With no other questions, Mayor Genshaw called for a motion on New Business Item #2. Councilman Mulvaney made a motion to accept the report and recommendation from the electrical engineering RFP Committee as presented. Councilman King seconded the motion; motion so passed with all voting in favor.

With no other questions in regards to New Business #3 Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the open-ended services contract for electrical engineering services and to assume the role of City Electrical Engineer for the City of Seaford from the firm of George, Miles and Buhr as presented. Councilman Henderson seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #4: Present for approval a proposal for engineering services to detail the disconnection of the roof drains from the sanitary sewer system at the Seaford Volunteer Fire Department building located at 302 East King Street.

City Manager Anderson explained that currently the flat roof on the main building of the Seaford Volunteer Fire Department drains through the building into the main sanitary sewer system. This was discovered while doing smoke testing several months ago. The goals for the City are to separate all of the storm water from the sewer system to avoid things like surcharging and redundancies in treatment through the Waste Water Treatment Facility. In this case, the interior piping in the building is encased in block, and with the help of GMB the proposed plan is to reconfigure the roof drainage system and turn the roof scuppers into storm water downspouts. The largest concerns with the project are damaging the façade of the building and maintaining a safe amount of ponding allowable for the size of the roof. City Manager Anderson went on to say that the purpose of this proposal is not only to create a plan for the City and GMB but also to be able to present to the fire company.

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

Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the proposal for engineering services to detail the disconnection of the roof drains from the sanitary sewer system at the Seaford Volunteer Fire Department building located at 302 East King Street with funding provided by the GMB Rental Reserves as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #5: Mr. Charles Kistler, Executive Director of the HELP Initiative, to present information related to the Home Energy Counseling and Checkup (HEC2) program availability.

Mr. Charles Kistler was unable to attend; Mr. Harold Stafford came forward to present the information. Mr. Stafford began by explaining that prior to this program the HELP Initiative had already installed lighting measures at 444 different homes in Seaford. This included LED lights in the front and solar lighting in the rear of each home. As a result of the high efficiency bulb installations, they were able to save residents approximately 205,000 kilowatt hours. Within the report for this initiative the team focused on homes that were found to have used an excess of 20,000 KWH per year. The current project, in conjunction with the Sustainable Energy Utility Office, is to target 60 of those 444 homes and isolate those with the highest kilowatt usage. The HELP Initiative team will then begin a Home Energy Counseling Assessment for those 60 homes. This includes a three-part plan that begins with an assessment of the home and possible energy saving measures including wrapping water heaters & installing high efficiency shower heads. This will be a

free service with an approximate \$100 value for each home. The second measure includes establishing a one-on-one counselling program for those residents to have a discussion on how they might be able to further save on their energy costs. The final step would be to plan for at least eight more workshops between now and June, consisting of the same homeowners who will receive those in-home assessments and continue with follow up to ensure they are able to follow through with the recommendations.

Mayor Genshaw solicited any questions from Council. Councilman MacCoy asked if the savings of 20,000 was a monetary savings; Mr. Stafford explained the residents would save 20,000 KWH just by replacing less efficient, incandescent bulbs with an LED light bulb. Councilman MacCoy asked how that savings is calculated; Mr. Stafford explained that their team is receiving assistance from DEMEC and a company contracted through the Sustainable Energy Utility Office called Orbit to help calculate those savings.

Councilman King verified that those residents who will be participating in this program will be within the same zone as those who participated in first program, Mr. Stafford confirmed. Councilman King asked how information can be communicated to those residents who were not able to participate in the program. Mr. Stafford explained that between now and June 30, the HELP Initiative team is contracted to complete the first 60 homes as a prototype for the program. If the results of that prototype show it to be successful, they would push to enter into a contract to further extend the program to other residents.

Councilman MacCoy asked what the general response from the community has been to the programs. Mr. Stafford stated that the community has been very receptive and that they always know when they are on the right track when residents start driving around the neighborhood looking for their team.

Councilman Henderson asked if the 20,000 KWH savings is based on a year's time, the life of the bulb, etc. Mr. Stafford explained that the calculation is based on the difference in wattage from the old incandescent bulbs and the new high efficiency LED bulbs. He noted that he does not know the exact details of how the calculation is done but this number is based on the initial 444 homes who received the new lighting.

City Manager Anderson also noted that the first initiative, Lights On Seaford Strong, was done on the east side of Seaford because the police chief at the time identified it as a higher crime area and the area with the most need for this program. However, it has been discussed to come back and involve the west side of the city once the Green Energy Reserve Funds are replenished.

Councilman King asked since the HELP Initiative team is unable to reach every part of the city at this time, if there is any literature those residents may be able to use to help them save energy based on the team's findings from their current initiatives. Mr. Stafford stated he would be happy to provide their collateral material and encourage those interested to attend their workshops.

Councilman Henderson noted that several years ago in the rate setting process for the City it was identified that those with higher usage tend to be those who are the most disadvantaged.

Therefore, the 60 homes that will be involved in the program are likely those who can least afford it and would benefit the most. Mr. Stafford added that statistically low-income residents pay approximately 30% of their income on utility cost compared to higher income households who may only spend around 17%.

At 8:00 p.m. Mayor Genshaw closed the tax assessment appeals portion of the meeting.

Mayor Genshaw presented New Business Item #6: Mayor Genshaw to recommend the appointment of Jose Santos to the Planning and Zoning Commission. ittee.

Mayor Genshaw explained that Mr. Santos has expressed interest in being more involved with the City and learning about its processes; he is recommending that Mr. Santos be appointed to the Planning and Zoning Commission. Mayor Genshaw solicited any questions form Council; there were none.

Mayor Genshaw then called for a motion. Councilman Henderson called for a motion to accept the recommendation of Mayor Genshaw and appoint Jose Santos to the Planning and Zoning Commission. Councilman Holland Seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #7: Present for approval an employee policy for nursing mothers.

Director of Finance and HR, June Merritt, came forward to explain a new policy concerning breastfeeding support. Mrs. Merritt explained that this policy is in conjunction with federal policy requiring employers give break time to mothers that chose to breastfeed and then continue expressing after they return to the workplace. Federal law requires employers to give those employees as many unpaid breaks as needed throughout the day, for a period of time up to a year after the birth of the child, in order to express milk. Mrs. Merritt noted that the city currently allows for two paid 15 minute breaks throughout the day and one hour of unpaid lunch. If time is needed outside of these scheduled breaks the employee would need to take A/T, vacation or unpaid time. In addition to allowed time, it is required that a space is available to the employee that is free of intrusion or access to the public. This location cannot be a bathroom but the employee must have access to a sink and all of the equipment must be provided by the employee. Mrs. Merritt noted that the city supports the policy and encourages education on the benefits of breast feeding for its employees.

Mayor Genshaw solicited any questions form Council; Councilman Henderson asked in regards to storage and food safety guidelines as it notes that employees can use the city's refrigerators for storage. He noted the possible risk that the milk could be tainted. He suggested that it may need to be added that the employee is solely responsible for the storage of their milk.

City Manager Anderson added that if the policy is adopted it may need to be communicated that the employee would be required to label their milk and be responsible for its storage and that other employees are fully aware of their responsibilities as well.

Councilman Henderson noted that lack of a secure area could mean that if the milk does not have a security seal something could be put in it and a possible tragedy could occur. City Manager Anderson asked Councilman Henderson if he would prefer that the wording in the policy include verbiage that the employee must use their own storage method. Councilman Henderson stated that he would defer any changes to the policy at this time but would strongly recommend the human resources department encourage employees to use their own storage unit while informing them that they do have access to the city's refrigerator if need be.

Mrs. Merritt concurred that this would be a case where it would be necessary to inform employees of the possible risks and all of their options for storage.

Councilman King asked if the city is currently in compliance with federal policy. Mrs. Merritt explained that the city is currently in compliance, however per the policy, a secure area is not required for each building until there is a direct need for it.

With no other questions Mayor Genshaw called for a motion. Councilman King made a motion to approve the employee policy for nursing mothers as presented. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

OLD BUSINESS: There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- May 21, 6:00 budget meeting #2 – Council Chambers.
- City Offices will be closed in observance of the Memorial Day Holiday on May 27, 2019.
- Summer Hours (7:00 a.m. – 4:00 p.m.) will begin on Tuesday May 28, 2019 for City Office and Utility personnel.
- DEMEC Joint Council Briefing, May 22, 2019 starting at 4:00 p.m. at Dover Downs

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and EMS.

Seaford Volunteer Fire Department, Inc.- Report from President Rick Stewart:

The President, Treasurer, and Chief of the Fire Department will attend a Course on Best Practices and Procedures on May 15, 2019. This course will further acquaint the leadership regarding financial stewardship, accountability, and management for Fire Departments.

President Stewart requested YTD status of city budget allocations for the Department. A copy of allocations was provided through April 1.

The Fire Department was represented at the Kid's Day Celebration event at Soroptomist Park on April 28, 2019. The department had a display with handouts, and a Spanish speaking member conversed with attendees of the event.

Discussions are underway regarding updates to the Fire Museum on High Street. They are consulting representatives from the Delaware Division of Historical and Cultural Affairs as well as community members for their input.

Report from Chief Jack Wilson:

YTD there have been 1234 – EMS calls and 233 - Fire Alarms.

Engine 87-3 is permanently out of service. Its sale is final, and is awaiting transport to its new home in Montana.

Bids for the new Pumper (with revised specifications) have been received, and an award for its purchase is pending approval of the entire membership.

Ken Tull and Rich Tolson attended a Dinner and Symposium of the Congressional Fire Services Institute held in Washington, DC on April 24-25, 2019.

The fire on May 1, 2019 at 811 Hurley Park Drive has been determined to be arson and at 413 North Arch Street which tragically involved a loss of life is still under investigation.

The Chief met with Dispatch Administrator Anita Bell to discuss improvements in communication protocol for multiple events requiring multiple channel communications.

Seaford Police Department

Police Activity during period of April 24 through May 13, 2019:

Criminal

On April 23, 2019, Pfc. Jones fielded a complaint alleging the rape of a child. Pfc. Jones completed an initial report, which indicated that sometime in February 2019, at a residence in the 600 block of Willey St., Seaford, a 22-year-old male suspect raped an 8-year-old male victim. Delaware DFS was notified as was the Seaford CID unit. Detective A.M. Mills assumed investigation of this complaint, which led to the arrest of the 22-year-old male suspect on 04/23/2019. The suspect was charged with Rape 1st degree and Terroristic Threatening, and was arraigned before a Justice of the Peace Magistrate. The suspect was committed to the Sussex Correctional Institute on a \$102,500.00 secured bond.

On April 23, 2019, A-Squad units responded to the Seaford Walmart in reference to a 1-year old child that was reportedly not breathing. When units arrived, it was learned that an off-duty Seaford Fire Department member was on scene and was attending to the 1-year old child, who

was breathing and had a pulse, but was not conscious and alert. Station 87 EMS transported the child to NMH along with the child's mother. The child regained consciousness at NMH, and it is believed that the child had suffered a seizure while at Walmart.

On April 26, 2019, Pfc. Wyatt conducted a traffic stop of a vehicle operator, who had a suspended license. The operator admitted to having some marijuana on his person. A baggie of marijuana was in fact located in the operator's right front pocket of his pants. A search of the vehicle yielded no further contraband. The operator was issued a citation for driving while suspended and possession of marijuana. The marijuana was tested and was confirmed to be marijuana. Total weight was 3.3 grams. The marijuana was logged into SPD property section as evidence.

On April 26, 2019, Cpl. Linville responded to the Seaford Walmart in reference to a late reported shoplifting incident, which had actually occurred on 04/19/2019. Cpl. Linville learned that the male suspect had loaded an entire shopping cart with \$477.96 worth of energy drinks. The suspect then pushed the cart out of the store without paying for the merchandise. The suspect was identified through investigative measures and it was learned that this same suspect had previously shoplifted a large amount of energy drinks in DSP troop 4 jurisdiction, as well as in the limits of Laurel, Delaware. Cpl. Linville obtained warrants for the suspect.

On April 28, 2019, Terrell Johnson was observed operating a vehicle on North Street in Seaford. The officer had knowledge that Johnson had several capiases for his arrest. The officer attempted to conduct a traffic stop of Johnson however, Johnson refused to pull over. During this time Johnson never drove above the posted speed limits. Seaford officers continued to follow Johnson into the town limits of Laurel, at which time officers from the Laurel Police Department provided assistance. Johnson was followed to a residence in Laurel which is where he surrendered to police. It was at this time that officers learned that Johnson had his four-year-old daughter in the vehicle with him and he was driving to a residence so that she could be turned over to family members. When Johnson was taken into custody, he was found to be in possession of 663 bags of heroin, 1.2 grams of crack cocaine, 1.5 grams of marijuana and a large amount of United States Currency suspected of being proceeds from illegal drug sales. Johnson was charged and arraigned before the Justice of the Peace Courts and was committed to the Department of Corrections.

On Wednesday, May 1, 2019, at approximately 1950 hours PFC Wilson was dispatched to Hurley Park Drive for a report of a residential structure fire. Upon arriving to the scene, PFC Wilson observed flames engulfing the rear of 811 Hurley Park Drive. PFC Wilson went around the residence to see if there were any signs of someone living in the residence, but yielded negative results. Sgt. Little, S/Cpl. Russell, Cpl. Linville, and Pfc. Wyatt then arrived to the scene. Units secured the area until Fire Units arrived to the scene. It should be noted that there was a hole in the fence of the backyard, that appeared to have been kicked out. Also reported to the Fire Marshall, four black females were observed fleeing from the area, but more specific details of the suspects could not be obtained. The case has been turned over to the Fire Marshall's Office for further investigation.

On Wednesday, May 1, 2019, at approximately 1957 hours, PFC Wilson was dispatched to 413 N. Arch Street for a complaint of a residential structure on fire. Blades Fire Company, while responding to another call, observed the fire on Arch Street and advised Seaford Dispatch to send units to it. Upon arriving to the scene, Sgt. Little, Pfc. Wyatt, and PFC Wilson assisted Fire Units. It was advised that there was only one resident inside the home, Rachel Joseph, but she was pulled to safety. Fire Units were able to control the fire and eventually extinguish it. It should be noted that a body was found on the first floor by the staircase after the fire had been extinguished. Units were able to talk with residents of 413 Arch Street and all parties stated that Alfred Cetoute was not answering any calls and that his car was in front of the residence. Aspen Williams, the girlfriend of Alfred, stated that she last heard from him around 1800 hours when he Facetimed her, stating he was going to eat and take a nap. The body was turned over to the medical examiner for further investigation. The Red Cross was contacted to assist the residents of the home in finding temporary housing and short-term necessities. The case has been turned over to the Fire Marshall's office for further investigation.

The Seaford Police Department is requesting assistance in locating 31-year-old Brayon Hammond of Laurel Delaware. Hammond is currently wanted for an assault with a sharp object that took place in the 400 Block of North Pine Street in Seaford on Thursday May 9th, 2019. A confrontation took place between the victim and Hammond after the victim caught Hammond trying to steal property. During the confrontation, Hammond assaulted the victim causing a laceration to the victim's head and ear and then fled the scene. The victim was treated and released from Nanticoke Memorial Hospital. During the confrontation and assault there were also two children present. Hammond is currently wanted for the assault and related charges.

On May 10, 2019, Pfc. Jones was dispatched to Nanticoke Memorial Hospital reference a reported kidnapping/assault incident. The victim stated that while walking an unknown suspect approached him from behind. The unknown suspect placed something over (the victims) head to limit his vision. The suspect then placed an arm around victim's neck and dragged him into a vehicle. The victim was being assaulted by suspects within the vehicle. (The victim) states that he heard two or three different male voices in the vehicle. One of the suspects said, "Let's take him to Laurel. We going to do him." Believing that the suspects in the vehicle intended to kill him, (the victim) started trying to escape from the vehicle. He was able to grab a door handle in the vehicle and pull it, which opened the door. The victim was then pushed out of the vehicle by one of the suspects while the vehicle was in motion. Victim called his sister and she came to his location and transported victim to Nanticoke. The victim had swelling to his face and extensive road rash all over his body, which seems to be consistent with his version of events. The investigation has been turned over to Criminal Investigations.

Admin

The Youth Police Academy was held from April 22-26, 2019. On 04/26/2019, A-Squad members Cpl. Linville, Sgt. Little, Pfc. Jones, and Pfc. Wyatt participated in graduation exercises for the Youth Police Academy. Academy cadets shared their autobiographies with officers and the officers shared their personal life stories with the cadets.

April 30, 2019-- Met with attorney at City hall on April 30 regarding an FOP issue & participated in a Webinar on Safe Street Encounters

May 1, 2019 – Promotional test for Corporal administered to Pfc. Short. Firearms qualification for Chief Craft.

May 2, 2019 – National Day of Prayer. -Chief and Deputy Chief attended while Sgt. Miller attended a torch run meeting in Milford and is currently lining up the departmental runners.

May 3, 2019 – Live for Chocolate Event – Sgt. Miller and Sr. Cpl. Laurion raised \$110 and raced in the High-Heel Race. - Chief and Deputy Chief attended

May 6, 2019 - Chief swearing in ceremony. Chief interviewed with Channel 47 at SPD & Chief met with Superintendent Parrington (meet & greet / SRO Program discussion)

May 7, 2019 – Budget meeting - Chief and Deputy Chief

May 8, 2019 – Meeting with Jeffrey Benson regarding SROs.- Chief and Deputy Chief

May 9, 2019 – Meeting with Superintendent of Seaford School. - Chief and Deputy Chief proposed collaborative partnership with School district to assume SRO program responsibilities. Economic Meeting- Chief attended the western Sussex Chamber of Commerce business meeting & Chief and Det. Chambers attended the Drug free community coalition meeting. Foot Patrol High Street- Chief and Deputy Chief walked down High St. and visited four businesses. (Fantasy Beauty salon, Hard to Handle, Dick Barber shop , Every Fiber coffee shop)

May 10, 2019 – Leader Cast Conference at Crossroads Community Church- Chief attended

May 11, 2019 – Promotional Testing for Senior and Master Corporal ranks. - Deputy Chief held process for four officers: Cpl. Kyle Linville to S/Cpl., Cpl. John Wingate to S/Cpl., S/Cpl. Ashley Mills to M/Cpl., S/Cpl. Eric Chambers to M/Cpl. , Special Event- Memorial on Arch St. – Road closure 1800-2200

Training

Sr. Cpl. Chambers attended a recertification course for Computer Voice Stress Analyzer, Sgt. Horn and Cpl. Linville attended a week-long course on Command Leadership and Sr. Cpl. Laurion attended a week-long course on Crisis Intervention.

Councilman Matt MacCoy presented the report provided by former Councilwoman Phillips-Lowe on Public Works.

PUBLIC WORKS:

- AMI water meter deployment is from May 1–21

- Continued to work with AMI installer replacing 2" meters
- Replaced more metal meter pit lids to poly to help with AMI transmission
- Replaced all water services on Market St. before paving
- Prepared all equipment for clean-up week (in progress)
- Disconnected Catholic church water service for demolition
- Repaired water leak on Cannon St.
- I am still working on easement acquisitions for Rt. 13 and Middleford Rd. projects
- Attended multiple meetings
- Performed all routine tasks; swept, Leaf & Limb, read meters, disconnects, hung pink tags, collected state water samples, supplied barricades for various events, etc.
- Down one man; held interviews on 5/9/19

WWTF & COMPOST

- Plant performance is good
- There is a little amount of compost to sell
- Leachate treatment going well
- No major maintenance issues to report

Councilman Mulvaney Reported on the Electric Department

Crew

Continued renumbering the poles for the circuit changes.

Poured the concrete pad for the switch cabinet on circuit 330 and worked on the switch to prepare it for wire.

Changed a transformer and changed over the service at the NESC building.

Sprayed the substations for weeds.

Trimmed trees in the area of Soil Service.

Pulled in the wire between the 2 switches for circuit 330 and set the new switch.

Cut down 2 trees on Hurley Park Drive.

Started making up the terminators on circuit 330 underground.

Set the ParkLet in the lot on High St for Live for Chocolate & 1st Saturday.

Fixed lights at the SVFD parking lot.

Had training on the tablets for the asset management surveys.

John worked with NexGen so he wouldn't have any problems with the last 80 meters.

Set the transformer at McDonald's and removed the construction service.

Replaced an anchor at Bradford & Stein that was hit by a vehicle.

Set a pole with a pallet on it for Osprey on circuit 330.

Had 2 outages on 5-11-19. 323 3rd st caused by a squirrel and a line fuse at Shipley & Spruce St caused by a squirrel. Both of these outages were about an hour in length.

Director

Worked on my FY 20 budget.

Worked with NexGen to schedule the meter exchanges.

Had several meetings including, review of the engineering RFP, a meeting with Nanticoke Dry Cleaners to discuss their rate classification, a meeting about the optimization process for the AMI project a budget meeting and a meeting in Legislative Hall about the RPS proposal.

Had a conference call about AMI reporting.
Helped the crew set the ParkLet.
Had training on the tablets for the asset management surveys.
Helped NexGen get meters to finish the meter installation.

Upcoming Weeks.
Continue remarking poles from the distribution circuit changes.
Continue working on the new circuit 330.

Councilman Holland reported on Administration.
PROJECT UPDATES:

MEETINGS:
Attended the budget workshop meeting.
Met with Danny Short and the Cannons about Hurley Park Drive paving.
Met with Brock Parker and Judy Schwartz concerning the storm water drainage at the Pine Street substation.

OTHER WORK:
Prepared the Council agenda.
Worked on the FY20 budget.
Met with the owner of the Sunrise motel about potential annexation.
Participated in the public Works interviews.
Attended the Leadercast event.

Information Technology Report:

Administration Report for Council –
AMI deployment – Only 8 Electric Meters remaining to be swapped.
Continue working on FY 2020 Budget.
Attend Budget Workshop on 5/7/2019.
Working on Health Insurance Open Enrollment.
Attend Leadercast event.
Attend phone conference with Sussex Conservation District regarding Riverview Park Living Shoreline
Attend annual employment law seminar – Young, Conaway, Stargatt & Taylor.
Continue working with Enterprise Fleet Management to set up account.
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 Dept. has issued 96 permits and 553 Rental Licenses as of May 13, 2019. (Invoices mailed out for the rentals that did not apply for the License. (108 Invoices still unpaid.)

Large Project Statuses:

McDonalds – Storm water work on Sussex Hwy and Norman Eskridge progressing.

Riverplace Phase 2 – Wall panels arrived on site.

Chick-Fil-A – Walls are up.

Family Dollar – Building is up.

Planet Fitness – Work is going well. – Opening Soon.

Wawa – Tea Tyme Property demo to start soon.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed routine jobs including mulching, spraying, grass cutting, trash pick-up and work orders. Working on details for a Youth Tennis Clinic.

Prep for Men's slow pitch softball League.

Finalized details for Youth Field Hockey Clinic.

Work on irrigation at City Hall & Police Station.

Katie met with Steve Cannon to help transition pool from chlorine to bleach.

Worked on Riverfest sponsorships and advertising. (July, 13th)

Katie also attended various meetings, workshops and fundraisers.

Big Thank You to everyone that was involved in the Live for Chocolate event. Thank You for volunteering your time and energy. Great turn out. The event was a huge success!

Mayor Genshaw called for a motion to adjourn the Regular Meeting and go into Executive Session.

Councilman Henderson made a motion to close the Regular Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw reopened the Regular Meeting at 9:29 p.m.

Mayor Genshaw called for a motion to close the regular Council Meeting. Councilman Henderson made a motion to close the regular Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The regular Council Meeting closed at 9:30 p.m.

Charles D. Anderson, City Manager