

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

May 28th, 2019

7:00 P.M.

Mayor Genshaw called the meeting to order at 7:00 p.m. with the following present: Councilman Matt MacCoy, Councilman Dan Henderson, Councilman William H Mulvaney, Councilman Orlando Holland, and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Superintendent of Parks and Recreation, Katie Hickey, Director of Public Works, Berley Mears, and Chief of Police, Marshall Craft were also present.

Mayor Genshaw offered the opening prayer and then led those present in the Pledge of Allegiance.

**Correspondence**

There was none.

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

Mayor Genshaw noted that there was a Public Hearing scheduled for 7:05 p.m.

Mayor Genshaw presented the Mayor's Right Choice Award to Mr. Trevor Holmes.

Mayor Genshaw called for a motion to approve the minutes from the Budget Workshop from May 7th, 2019. Councilman Holland made a motion to approve the minutes from the May 7, 2019 Budget Workshop. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on May 14, 2019. Councilman Mulvaney made a motion to approve the minutes from the May 14, 2019 Council Meeting. Councilman King seconded the motion; motion so passed with all present voting in favor.

**New Business**

Mayor Genshaw presented New Business Item #2: Present for approval a proposed funding plan for the installation of handicapped ramps and paving of Market Street from Virginia Avenue to Stein Highway, to correspond with the Unified Sewer District Market Street gravity sewer upgrades project.

City Manager Anderson presented the memorandum in reference to the bid tabulation from the bid opening for the Market Street Gravity Sewer project. The total cost of the project is \$272,120; Sussex County has agreed to fund 50% (\$136,060) of the improvements; Representative Danny Short and Senator Bryant Richardson have agreed to assist with funding 1/3 of the remaining amount each (totaling \$90,706.67). This leaves a funding short fall of \$45,353.33 to complete the project. It is suggested by Berley Mears, the Director of Public Works, to fund this shortfall in the FY20 paving budget.

Mayor Genshaw solicited any questions from Council; Councilman Henderson inquired about the administrator of the contract and if it is County-led. Mr. Anderson stated that while it will ultimately be a City of Seaford contract, the County is building and paying for the project so they will have to dedicate it back to the City of Seaford for long-term maintenance but it is County administered at this time. Councilman Henderson also inquired if once this is dedicated back to the City if we have rights for any deficiencies. Mr. Anderson responded that yes, the City does have rights and can choose to not accept the dedication in that instance.

Councilman Mulvaney asked for confirmation that this project is taking place on North Market Street from Virginia Avenue to Stein Highway. Mr. Anderson confirmed.

Councilman King inquired about a time line for the project. Mr. Anderson stated that the goal is to complete this project while school is closed this summer. He also stated that if final paving lapses into the opening of the new school year then the project would be put on hold for the first two weeks of the school year and then be completed during a long weekend or holiday while school is out.

With no other questions, Mayor Genshaw called for a motion on New Business Item #2. Councilman MacCoy made a motion to approve the proposed funding plan for the installation of handicapped ramps and paving of Market Street from Virginia Avenue to Stein Highway, to correspond with the Unified Sewer District Market Street gravity sewer upgrades project, as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw closed the Regular Meeting and opened the Public Hearing portion of the meeting at 7:08 p.m.

City Manager Anderson presented the Public Hearing information in place of Building Official, Mike Bailey, who is on vacation this week.

Public Hearing Item #1: CNI Management Inc., located at 23463 Sussex Highway, Tax Map and Parcel #331-5.00-63.00 are requesting a preliminary site plan review for proposed 7-Eleven convenience store and gas station with associated parking and access driveways.

Mr. Anderson stated that Mr. David Kuklish, Project Engineer from Bohler Engineering, was present to answer any questions about the preliminary site plan. Mr. Anderson further explained that the site in question is the current location of Dover Pools and everything on the site currently is to be fully demolished as part of this project. The project would provide a convenience store with two fuel islands to accommodate both trucks and regular vehicles; and there would also be improvements to the site such as sidewalks, storm water management, and paving etc.

Mayor Genshaw solicited any questions from Council. Councilman Mulvaney inquired about the entrances and exits to the improved site and if the access road that currently runs behind Taco Bell and the future site of Starbucks is to be extended. Mr. Anderson stated that there is no proposal as part of this plan to extend that access road, but there is a plan for a cross-access connection

agreement with the Taco Bell property. Councilman Mulvaney also asked for confirmation of some of the fuel stations being utilized for tractor trailers. Mr. Anderson confirmed that the fuel island that sits perpendicular to Sussex Highway will house four diesel pumps for tractor trailer use. Councilman Mulvaney inquired about access to enter and exit the site for those tractor trailers to utilize those fuel stations. Mr. Anderson and Mr. Kuklish further explained that they would utilize the entrance that is currently located in front of Taco Bell and the radius is laid out to accommodate 67' tractor trailers to enter and then an improved exit utilizing the existing shoulder would be used for exit back to Sussex Highway. Mr. Kuklish assured Mayor and Council that they have completed studies and tests to ensure that a 67' tractor trailer will have the ability to enter and exit the new improved site from Sussex Highway, which was a requirement of DelDOT. Mayor Genshaw inquired if DelDOT is requiring any kind of additional lane improvements to merge back onto Sussex Highway. Mr. Kuklish stated that the existing paved shoulder is sufficient for a merge area. Mr. Kuklish also stated that the cross-access connection easement agreement with the Taco Bell property allows for traffic, including tractor trailers, to utilize the rear access road to return to the traffic light and access the southbound lanes of Sussex Highway. Councilman Henderson inquired if this would be a permanent easement agreement between 7-Eleven and Taco Bell. Mr. Kuklish stated that at this time that easement will be permanent but if at some point in the future the access road, Preservation Drive, is extended and allows 7-Eleven direct access to connect, then that easement may go away. Mr. Anderson clarified that once all of the required approvals are received this site plan would come back to Planning and Zoning as well as Mayor and Council for final approvals, so the plan will develop over the next 2-4 months.

Mayor Genshaw solicited any questions or comments from the Public. Resident, Dan Cannon, inquired if there will be traffic study plan completed through DelDOT. Mr. Kuklish confirmed that it is already in progress.

Mr. Kuklish also stated that Dover Pools is looking for a new location and would like to keep their business in Seaford.

Public Hearing Item #2: Montessori Works Inc., located at 24960 Dairy Lane, Tax Map and Parcel #531-12.00-40.00 are requesting a preliminary site plan review for a proposed Montessori School.

Mr. Anderson stated that Mr. Mark Chura was present to represent Montessori Works Inc. and to answer any questions about the preliminary site plan. Mr. Anderson noted that the zoning at this property was recently changed to C-2 Highway Commercial after purchase by Montessori Works Inc. and annexed into the City of Seaford limits. Mr. Anderson reviewed the site plan with Mayor and Council and noted that there are multiple phases of work to be completed. The school did receive a variance from the Board of Adjustment in February to house a school at this location and they plan to renovate and use the existing buildings on site to start. Phase 1 includes the construction of 2 new buildings to house 10 new class rooms as well as 62 paved parking spaces. Phase 2 will include renovations to the existing barn to house 3 more class rooms and an activity space. Phase 3 will include the construction of a new building to house an additional 4 class rooms. Future phases will include the addition of 2 more buildings and additional parking. This project will require the extension of City utilities (water, sewer, and electric) and it also currently

requires approvals from DelDOT, State Fire Marshal, Sussex Conservation, and the City's Engineer for Utilities as well as Stormwater.

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

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

Mayor Genshaw closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:16 p.m.

City Manager Anderson presented the Findings of Facts for Public Hearing Item #1:

- Project: 7-Eleven Preliminary Site Plan Review
- Owners: CNI Management Inc.
- Property Location – 23463 Sussex Hwy
- Tax Map & Parcel 331-5.00-63.00
- Zoning: C2 Highway Commercial
- Parking spaces provided: 33
- 4,070 sq. ft. Convenience Store with Fuel Islands.
- Onsite stormwater management provided.
- Project requires approval from:
  - Sussex Conservation District
  - Office of the State Fire Marshal
  - DelDot

Mr. Anderson stated that Planning and Zoning also made a favorable recommendation to City Council for approval.

Mayor Genshaw asked for a motion. Councilman King made a motion to approve the request from CNI Management Inc., located at 23463 Sussex Highway, Tax Map and Parcel #331-5.00-63.00 for a preliminary site plan approval for proposed 7-Eleven convenience store and gas station with associated parking and access driveways, as presented. Councilman Holland seconded the motion. Mayor Genshaw solicited any questions about the motion from Council; there were none.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes based on Findings of Facts;  
Councilman Henderson voted yes based on Findings of Facts;  
Councilman Mulvaney voted yes based on Findings of Facts;  
Councilman Holland voted yes based on Findings of Facts;  
Councilman King voted yes based on Findings of Facts.

The motion so passed.

City Manager Anderson presented the Findings of Facts for Public Hearing Item #2:

- Project: Preliminary Site Plan Review Sussex Montessori School
- Owners: Sussex Montessori School Inc.
- Property is located at 24960 Dairy Ln

- Tax Map & Parcel 531-12.00-40.00
- Zoning: C-2 Highway Commercial
- Variance approved in February
- Parking spaces provided phase 1-62
- Phase 1 10 new class rooms in 2 new buildings.
- Phase 2 renovate existing barn for 3 new classrooms and activity space
- Phase 3 4 new class rooms in a new building
- Future phases to include 2 new classroom buildings with additional parking
- City utilities to be extended (Water, sewer, electric)
- Project requires approval from:
  - DelDot
  - Sussex Conservation District
  - Office of the State Fire Marshal
  - City's Engineer for Storm Water Management review

Mr. Anderson stated that Planning and Zoning also made a favorable recommendation to City Council for approval.

Mayor Genshaw asked for a motion. Councilman Henderson made a motion to approve the request of Montessori Works Inc., located at 24960 Dairy Lane, Tax Map and Parcel #531-12.00-40.00 for a preliminary site plan approval for a proposed Montessori School, as presented. Councilman MacCoy seconded the motion. Mayor Genshaw solicited any questions about the motion from Council; there were none.

Mayor Genshaw then asked for a Roll Call Vote:  
Councilman MacCoy voted yes based on Findings of Facts;  
Councilman Henderson voted yes based on Findings of Facts;  
Councilman Mulvaney voted yes based on Findings of Facts;  
Councilman Holland voted yes based on Findings of Facts;  
Councilman King voted yes based on Findings of Facts.

The motion so passed.

### **New Business**

Mayor Genshaw presented New Business Item #1: Present for approval an agreement with the Seaford School District to provide School Resource Officer Service for the High School.

Mr. Anderson asked Chief of Police Craft to come forward and assist in presenting this information to Council. Mr. Anderson explained that the memorandum of agreement and the SRO contract are included for review. The period of time that is included in this contract is July 1, 2019 through June 30, 2020 for one trained, experienced Seaford Police Officer assigned by the District and Seaford Police Department primarily to the Seaford High School. The Seaford School District would reimburse the Police Department an estimated amount of \$80,499.65 for the contract period for the SRO. Mr. Anderson stated that this program is one that the City of Seaford Police Department and

City Council have wanted to get involved in for a few years and Chief Craft has been working diligently with the School District to make it happen.

Mayor Genshaw solicited any questions from Council. Councilman MacCoy inquired if the SRO would be spending time only at the high school or if there would be a want and/or flexibility for them to visit the middle school and/or the elementary schools. Chief Craft explained that the primary responsibility for the SRO would be the High school and Middle school because those locations account for the majority of the complaints/issues attended by Police in the past. Chief Craft further explained that we are only being compensated for one SRO, while the School District could really benefit from two SROs however the funding is not there, but the other officers of the Seaford Police Department will continue to attend events such as Field Day, etc. at the elementary schools just as they have been.

Councilman King inquired how many officers from the Seaford Police Department will be designated to fill this role and will it be the same officer all the time or will they rotate into the position throughout the school year. Chief Craft responded that there will be one officer to fill the position with a few back-up officers in case of a need to cover a vacation or any time off duty. Chief Craft further explained that currently two of his officers are Nationally Accredited to perform the duties of the SRO, one of which has been identified to fill the position of SRO for this contract. Chief Craft stated that he plans on sending Officer Frankie Bradley to be trained as well so that at any time there are three officers trained, certified, and able to perform the duties of the SRO. Chief Craft explained that he thinks it is very important to have this program for the School District, the Police Department, and the City of Seaford to help bridge the gap and form that relationship with the community and the youth of our area. Chief Craft stated that the certification training comes at a very reasonable cost and the main SRO will be sent to a conference next year to obtain an advanced certification.

City Manager Anderson stated that if this program contract is approved by Council and is consummated by both parties, another position for the Police Department would be funded and a COPT certified officer would be hired to back-fill the position that is left open at the Police Department by the SRO program. Chief Craft mentioned that one of the current officers on the force may be going to the State Police and it would take approximately one and a half years to replace that individual if they do leave; and hiring an officer to attend the academy to replace the SRO would take approximately one year until boots on the ground. Mr. Anderson clarified that a COPT certified officer would not need to attend the academy and could essentially hit the ground running once hired to "replace" the officer who is becoming the SRO. Chief Craft also clarified that two of the current recruits are still going through training and won't be boots on the ground ready until mid-December which is another driving force in ensuring the department hire a COPT certified officer to replace the SRO.

Mayor Genshaw solicited any additional questions from Council; there were none. Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the agreement with the Seaford School District to provide School Resource Officer service for the High School, as presented. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #3: Present for approval a proposal from Smart Utility Management for Net Energy Management (NEM) rules and regulations review.

City Manager, Charles Anderson, presented the proposal from Smart Utility Management for Net Energy Management (NEM) rules and regulations review. This proposal is a follow-up from Net Energy Metering information as it applies to the budget; because of the evolution of technologies and the change of the utility landscape over the last decade, updates to these rules and regulations are essentially overdue. The scope of work has been broken down into three phases of work that will take an extensive amount of time and there is money allotted in the FY19 electric budget to begin the work immediately while the other two phases will be allotted into the FY20 budget. Mr. Anderson stated that he has reviewed this proposal with City of Seaford staff and they did recommend to Council to move forward with this proposal to begin the work.

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired if the agreement would be executed before end of FY19 and work started immediately. Mr. Anderson responded that if Council approves the proposal, the City of Seaford will send a purchase order to Mr. Simms of Smart Utility Management and he will begin work immediately.

Councilman MacCoy asked for a price breakdown for what amount will be utilized from remaining FY19 budget dollars and what amount will be written into the FY20 budget. Mr. Anderson responded that the total amount billed will be \$19,750 and Mr. Simms has assured that the initial amount to be billed in FY19 will be under the approximate \$6,500 of unexpended balance remaining in the FY19 electric budget. Mr. Anderson stated that Mr. Simms will go through progress billing as the work is completed and the full product will be delivered once his work is complete during the FY20 budget year.

Councilman King inquired if any of the information that is being gathered can be utilized not only to make the City more cost effective and efficient but also to give those savings back to our community through long-term planning and efficiency. Mr. Anderson stated that this project works at helping the City to structure our utility rates to be fair to the customers and ensure that one customer is not subsidizing another customer's utility usage as may or may not be the case with Net Energy Metering. Mr. Anderson went on to explain that this work will assist in modernizing our rates and eliminating possible subsidies between customers who utilize our utilities. In reference to long-term efficiency, Mr. Anderson responded that the City is mandated through DEMEC that by 2025 there is a minimum requirement of 25% of purchased power that needs to come through a renewable resource. Mr. Anderson also stated that over the last 5-7 years the City has been making small changes, such as utilizing Green Energy Funds to replace all City street lighting to LED lighting in addition to other things, to become more efficient and cost effective. Mr. Anderson clarified that this project will be used solely to assure that the City is recovering our expenses appropriately from our customers and ensuring that our rates are not unduly unfair to either group of customers.

With no other questions in regards to New Business #3 Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the proposal from Smart Utility Management for

Net Energy Management (NEM) rules and regulations review, as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #4: Present for approval a proposal from the Director of Public Works to request authorization for the City to submit necessary funding request to the State Revolving Fund for financing the Route 13 North Water and Sewer Extension project.

Director of Public Works, Berley Mears, came forward to present the information. Mr. Mears stated that the full cost of the scope of work to extend water and sewer service along Route 13 north is estimated around \$2million and after receiving \$500,000 through the bond bill there is a remaining \$1.5million that needs to be funded. The recommendation to fund this remaining amount is to utilize a contribution from reserves as well as utilizing funding alternatives such as SRF loan. Mr. Mears stated that he is bringing forth a request to prepare paperwork to apply for the next SRF funding solicitation that is scheduled for August 2019.

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired if this amount is from engineering estimates. Mr. Mears confirmed and stated that the amount includes approximately 15% contingencies. Mr. Anderson stated that the funding timeline is realistically going to take approximately 8-9 months to secure the funding for this project and the hope is that during that time the bidding climate will ease up a little bit. Mr. Anderson also confirmed that the interest rate on these loans is currently low

Councilman MacCoy inquired about the City's experience with utilizing this type of funding through SRF loans and what outcome we can expect as far as the amount of the SRF loan that we would be able to secure to fund this project. Mr. Mears responded that we would be able to secure a loan for the full amount and we have utilized these types of funding loans multiple times in the past. Mr. Anderson stated that typically these types of loans have a 20-year term and the ancillary services such as approvals and funding are handled by the loan holder. He also stated that alternatively in the past the City has utilized USDA funding which has a 40-year term and their process is slightly more complicated. Mr. Anderson stated that the last USDA loan that was secured by the City was in the 1980s for the Wastewater Treatment Plant whereas the City has secured SRF at least 5 times in the last several years.

Councilman Henderson inquired about the likelihood of this round of funding including principal forgiveness. Mr. Anderson stated that the hope is that the likelihood is very high which is one of the reasons why the recommendation has come through to submit paperwork for the August funding solicitation.

Councilman King inquired about the easements that Mr. Mears has been working to gain for this project and if they have all been acquired. Mr. Mears stated that he currently only has one remaining outstanding easement and the property owner has committed that the easement would be coming back any day. Mr. Anderson commended Mr. Mears on his hard work the last 6-8 months in working with each individual property owner to acquire those necessary easements for this project.

Mayor Genshaw solicited any additional questions; there were none. Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the proposal from the Director of Public Works and authorize for the City to submit the necessary funding request to the State Revolving Fund for financing the Route 13 North Water and Sewer Extension project, 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 a request from Chief of Police Craft to repair two police bicycles and purchase additional items required to make them service ready.

Mr. Anderson stated that the City of Seaford Police Department formerly had a bicycle unit with 8 bicycles. Mr. Anderson stated that those bikes have been properly stored but now need to be updated and upgraded. Mr. Anderson stated that Chief Craft has contacted Lifecycles in Milford about completing this necessary work and to get a quote. Chief Craft has provided Council with two options: upfit two bikes for approximately \$1,600 or four bikes for approximately \$3,200. Mr. Anderson stated that the current equipment maintenance budget for FY19 is showing a deficit, therefore if Council chooses to proceed, an authorization of budget overrun would need to be approved as well.

Councilman King inquired if there would be different attire required by the bicycle unit than what is currently utilized by these officers. Chief Craft confirmed and stated that the costs for the attire is included in the quoted price. Chief Craft stated that four bikes would be the ideal scenario as he has some extensive plans and hopes for this unit. He noted that there are already several officers on the force that are currently certified to be part of the bicycle unit and this is a lifetime certification. There are three goals for this unit; to utilize them for community out-reach during festivals and events utilizing barricades such as Riverfest and Afram, business and property safety and security checks are a lot easier to complete if utilizing the bicycle unit, and to utilize them with youth initiatives as well in conjunction with unconventional enforcement with OHS jobs. Chief Craft stated that the bikes will make it easier to ride up on somebody doing something they shouldn't be doing, but also to see somebody doing something positive and having positive police contact as well. Lifecycles has assured that they can have the bikes ready to go within two weeks and as part of the SRO program the officers will also be trained to teach bicycle safety to the youth of the community. Chief Craft plans on having 2 officers on the bicycle unit at any given time and the SRO would be one of those. Chief Craft is looking into getting some sort of USDA grant or something similar to purchase a couple hundred helmets that can be used to upfit the youth in the community through community events and to provide mentoring and teachable moments through bicycle safety. Chief Craft stated that the cost to upgrade and update the bikes is at least half of what it would cost to purchase brand new bikes for the unit. The \$1,600 quote includes completely upfitting two bikes as well as servicing two additional bikes to utilize for training purposes and the additional uniform requirements for those as part of the unit. Chief Craft is very hopeful that utilizing the bicycle unit again will reinforce some positive Police contact throughout the City of Seaford which he believes is highly needed in our community.

Mayor Genshaw solicited any questions from Council. Councilman MacCoy inquired how many officers on the force are already certified. Chief Craft responded that there are currently 4 or 5

officers that have certifications and there are a number of other officers who are to be certified shortly.

Mayor Genshaw solicited any additional questions from Council; there were none. Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the request from Chief of Police Craft to repair two police bicycles and purchase additional items required to make them service ready, as presented. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #6: Present for approval a policy permitting City employees to wear shorts.

Mr. Anderson reviewed the draft policy regarding City of Seaford employees in the Parks Department wearing shorts. Mr. Anderson stated that the policy was created after a current Parks Department employee inquired why he was unable to wear shorts during the summer season while he was able to at previous employment for the same type of work. Mr. Anderson stated that they did discuss the possibility of extending this policy into the wastewater and public works departments however because of the pathogens and chemicals that these departments work with on a daily basis it was decided to not extend this policy to those departments. Mr. Anderson also stated that the electric department has not had this policy extended to them because they are required to wear fire retardant garments at all times. Mr. Anderson stated that the main concern that he has about this policy is he does not want to see employees driving back and forth to change clothes and/or planning their tasks for the day around what they are wearing, so he is counting on front line supervisors to manage this policy accordingly for it to be successful.

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired about how this policy fits into OSHA's regulations about personal protective equipment. Mr. Anderson responded that he was not aware of any and asked Katie Hickey, Superintendent of Parks and Recreation, if she came across anything in her research while creating this policy. Ms. Hickey stated that she came across safety concerns in her research, hence the safety clause included in the policy about when shorts are not permitted depending on the duties being performed. She also stated that this policy is basically only permitted for the Parks employees to utilize during events, set-up, take-down, trash duty, etc. Ms. Hickey also confirmed that she has already had the discussion with her crew that should this policy go into effect they are not to be driving back and forth to the shop to change if needed and they should utilize restrooms in other City facilities as well as available port-a-johns if the need arises to change during their shift if they are not at their home base. Councilman Henderson stated that he has some concerns about safety and he is concerned that policies are not consistent for all departments. Mayor Genshaw suggested that Council allow City Manager Charles Anderson to monitor this change for this summer and if it becomes a highly managed policy then the policy can be rescinded. Councilman Henderson stated that he would be more in favor of approving the policy on a trial basis for one season. Councilman King stated that he believes the parameters that are set based on the work duties and work environment seem to be fair and are well thought out. Councilman MacCoy commented that he has full faith in Mr. Anderson and Ms. Hickey to monitor the change in this policy and how it affects the

work environment as well as report back to Council if the policy needs to be adjusted and/or rescinded.

Councilman Holland inquired if Ms. Hickey is aware of any other towns that utilize a similar policy. Ms. Hickey responded that the town that raised the awareness within the department was Ocean City, Maryland, but she is more than willing to reach out to her contacts at other local municipalities to inquire.

Mayor Genshaw solicited any additional questions from Council; there were none. Mayor Genshaw then called for a motion. Councilman King made a motion to approve the policy permitting City employees to wear shorts, as presented. Councilman MacCoy seconded the motion; motion so passed with Councilman MacCoy, Councilman Mulvaney, Councilman Holland, and Councilman King voting in favor and Councilman Henderson voting opposed.

Mayor Genshaw presented New Business Item #7: Present for approval the appointment of Records Officers and Authorized Agents for FY20 to the Delaware Public Archives.

City Manager Anderson stated that this is an annual renewal with City Clerk, Tracy Torbert as the Head Records Officer and Authorized Agents City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, and Director of HR and Finance, June Merritt. Mr. Anderson stated that there are no suggested changes to the appointed individuals, however it is an annual renewal that needs to be completed and sent to Delaware Public Archives.

Mayor Genshaw solicited any questions form Council; there were none. Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the appointment of Records Officers and Authorized Agents for FY20 to the Delaware Public Archives, as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

**OLD BUSINESS:** There was none.

#### **REMINDER OF MEETINGS & SETTING NEW MEETINGS:**

- Summer Hours (7:00a.m. - 4:00 p.m.) will begin on Tuesday, May 28, 2019 for City Office and Utility personnel.
- Seaford High School Graduation, May 31, 2019, 6:00 p.m., Bob Dowd Stadium
- Sussex County Association of Towns dinner meeting, Bear Trap Dunes; June 5, 2019 – 6:00 p.m.
- Sussex County Prayer Breakfast, Crossroads Community Church, June 11, 2019 – 6:45 a.m.

#### **COMMITTEE REPORTS**

Councilman Matt MacCoy reported on Public Works.

**Past two weeks:**

**Public Works:**

- AMI water meter deployment is over for now. There are approximately 30 meters left to replace
- Clean-up week, finished up on Monday 5/20/19
- Weed sprayed another round
- Replaced service valve to Odd Fellows
- Repaired patches on Market Street
- Repaired Dulany mixer issues which had pump station down
- 534 North well has burnt up. I am awaiting a price.
- I am still working on easement acquisitions for Rt13 and Middleford Rd. projects
- Attended multiply meetings
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc.
- Sean O'Brien started 5/16/19

**WWTF & COMPOST**

- Plant performance is good
- Assisted with filling dumpsters for clean-up week. Last dumpster filled on 5/22/19.
- We do have a little compost to sell
- Leachate treatment going well
- No major maintenance issues to report

**Upcoming two weeks:**

**Public Works**

- Continue AMI meter deployment
- Work on AMI meter issues
- Finalize Spruce water tower bid
- Replace one fire hydrant on Market St. prior to the sewer main project
- Replace fire hydrants (ongoing)
- Continue all routine tasks
- Finalize and bid Tull Dr. extension project

**WWTF & COMPOST**

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

Councilman Henderson reported on Police, Fire, & EMS.

**Seaford Volunteer Fire Department, Inc.**

**Report from President Rick Stewart:**

The president regrets inform us that the Department has lost one of its Life Members.  
Below is the obituary:

Lt. Harlan "Jerry" Marvel, Delaware State Police retired, age 84, of Seaford, DE passed away on Wednesday, May 22, 2019.

Jerry retired from the Delaware State Police in 1985 after 20 years of service. He was a Life Member of the Seaford Volunteer Fire Department, a Life Member of the Association of Retired Delaware State Police, and a member of the Salisbury Church of Christ.

He is survived by his wife of 64 years, Barbara Marvel, three daughters, Sharon Thornton (Dan), Sandra Dambkowski (Mark), and Terri Schulz (Ed), five grandchildren, Kimberly Yang (Jack), Jessica Roman (Chris), Kelly Thornton, Jaime Thornton and Danielle Thornton, two great-granddaughters, Camille Roman and Juliana Yang. He is also survived by his cousins, Ron Marvel and Rick Marvel.

Funeral Services with State Police Honors will be held at 1 PM on Friday, May 31st at the Cranston Funeral Home, 300 N. Shipley St, Seaford, DE. Visitation begins at 12 PM. Burial will be in Odd Fellows Cemetery.

Contributions may be made in his memory to the Seaford Volunteer Fire Department, P O Box 87, Seaford, DE 19973, the Delaware State Police Museum, P O Box 430, Dover, DE 19903-0430 or Salisbury Church of Christ, 3322 Old Ocean City Rd, Salisbury, MD 21804.

Engine 3 awaits its transport to Montana.

**Report from Chief John Wilson:**

YTD (5/24) there have been 1330 – EMS calls and 238 - Fire Alarms.  
All units are in service.

The membership has approved the purchase of the new pumper engine. The engine has not been assigned a number as of May 24, 2019.

**EMS April Monthly Activity Detail as reported by Tom Lecates:**

Total Number of EMS Runs- 261  
Total Number of "Alpha" Calls- 77  
Total Number of "Bravo" Calls- 48  
Total Number of "Charlie" Calls- 66  
Total Number of "Delta" Calls- 62  
Total Number of "Echo" Calls- 6  
Total Number of "Omega" Calls- 2

(Alpha calls are the least severe with a non-emergency response. Echo calls are the most severe. Omega Calls are a service call.)

**Additional information from the month:**

Dale Brown is now a full-time employee.  
No reported injuries.

**SVFD in the Community:**

April 22- Blood Bank at Station 87 from 9am to 1 pm.  
April 24- Engine & Ambulance Demo for Junior Police Academy.

Seaford Volunteer Fire Department, Inc.  
Monthly Fire Report  
April 2019

Total number of alarms- 43  
Number of alarms within the City- 23  
Number of alarms outside the City- 15  
Number of assist/stand-bys at other fire companies- 4 / 1

**Fire April Monthly Activity Detail as reported by Tom Lecates:**

Types and number of Alarms

EMS Assist-	13	Trash Fire-	1
AFA-	5	Woods-	1
MVC-	2	Rescue-	1
Child in a Vehicle-	4	Fire Police Asst.-	1
Powerlines-	3	Stand-Bys-	1
Brush/Field Fire-	2	Improper Dispatch-	1
Vehicle Fire-	2	Public Service-	1
False Alarm-	1	Assist other FD-	4
Duty Crew Calls Total-	7	Powerlines-	2
Duty Crew Calls (Friday Nights) -	1	Water Rescue-	1
Child Locked in Vehicle -	4	Fire Police Asst.-	1
EMS Asst.-	1		
Public Service-	1		

**Training:**

April 17, 2019- Search and Rescue Evolutions at Delaware State Fire School, Georgetown Campus.

**Notable Alarms for the Month:**

April 15- Multiple alarms assist with Station 81 from a tornado touchdown.  
April 29- Vehicle fire with exposure to residence at 4169 Horseshoe Road.

**Seaford Police Department**

**Police Activity during period of May 14 through May 28, 2019:**

**Criminal**

On May 13, 2019, Pfc. McKinnon and Sgt. Miller responded to an unresponsive subject at Hampton Circle. Upon their arrival they located (*the victim*) lying unresponsive on the bathroom floor. (The victim) was found to have a strong pulse and was not breathing. We checked (*his*) eyes and it appeared as though it was an opioid overdose. Pfc. McKinnon and I provided rescue breaths until I could get the Naloxone ready to be administered. Pfc. McKinnon administered the Naloxone and continued with rescue breaths until EMS arrived and (*he*) became responsive.

On May 15 Senior Corporal Linville responded to Lowe's reference to a heroin overdose. Investigation revealed that a 53-year-old white female had overdosed on heroin while in a parked vehicle at the above location. EMS arrived on scene first due to the call initially being dispatched as a medical situation. Upon realizing that the patient had overdosed on heroin, EMS personnel administered Narcan reviving the patient. EMS personnel located a container within the patient's vehicle, which contained 6 full bags of heroin and one empty bag. The aforementioned narcotics were turned over to S/Cpl. Linville when he arrived on scene. The patient was transported to NMH for further observation and treatment. S/Cpl. Linville responded to NMH, and attempted to speak with the patient, however, she was in a confused state of mind and was falling in and out of sleep. The seized narcotics were placed into the Seaford Police property section and S/Cpl. Linville completed the necessary DEA forms, which were then forwarded to the Philadelphia DEA office.

On May 15 A-Squad units responded to Gordy's Pub in reference to an intoxicated white male refusing to leave the establishment. Upon arrival, Senior Corporal Linville contacted the male in question, who was identified as Christopher A. Hill, age 34. A computer check revealed that Hill was wanted by the Caroline County, Maryland, Sheriff's Office, on a charge of Escape 2<sup>nd</sup> degree. Furthermore, the Maryland authorities were requesting extradition. Hill was taken into custody without incident and transported to the Seaford Police Department for processing. As part of the processing procedure, Hill submitted to a preliminary breath test, which showed that his blood alcohol content was .194. S/Cpl. Linville obtained a fugitive warrant against Hill, and he was subsequently committed to the Delaware Department of Corrections, where he will await extradition back to Caroline County, Maryland.

On May 16 Pfc. Jones conducted a traffic stop on a vehicle he had observed failing to stop at a stop sign. While speaking with the 28 year old black female operator, Pfc. Jones observed a marijuana "roach" on the center console. Pfc. Jones asked the operator if she had additional marijuana within the vehicle, and the operator advised that she did. Pfc. Jones conducted a search of the vehicle and located a clear Ziploc bag containing 26.8 grams of marijuana inside the center console. The operator was issued citations for the observed traffic violation and possession of marijuana. The seized marijuana was placed into the Seaford Police property section as evidence.

On May 20, 2019, Pfc. Jones responded to Citizens Bank reference a suspect attempting to cash forged US Savings Bonds valued at \$1,028.70. The suspect was seen running behind Lowe's, then crossed Rt. 13 and ran into the woods behind Duck In Car wash. Trooper 2 and DSP Canine responded with negative results. Warrants have been obtained for the suspect.

On May 23, 2019, Sgt. Miller was contacted regarding a citizen complaint of loitering on High Street. As Sgt. Miller approached the female suspect, she pulled a crack pipe from her bra and threw it on the ground. She was taken Seaford Police Department and warrants were obtained. She currently has a no unlawful contact order with the City of Seaford.

### **Admin**

On May 9, 2019, at 2000 hours Sgt. Miller transported a disabled, stranded homeless man to the Sunrise Motel. He was not able to walk and had severe medical issues. Sgt. Miller ensured the man got a room and helped move his belongings into the room.

On May 15, Chief met with June regarding access and approval in the MCSJ system.

On May 17, Chief held a Sergeant's/Admin. Meeting. Policies, procedures, and police initiatives were discussed.  
Met with Chief Wright of Laurel.

On May 20, a meeting was convened to discuss Insurance Fraud at the request of Greg Donophan of Delaware State Department of Insurance.

On May 21, Chief attended the Sussex County Chiefs meeting at the Sussex County EOC. Chief attended the 2<sup>nd</sup> budget workshop meeting.

May 22, Chief attended Key Risk Factors/Law Enforcement Liability Review meeting at City Hall.

On May 23, Sgt. Miller travelled up north to pick up a new shipment of Naloxone.

The shifts have been attending elementary school field day programs and interacting with the children.

### **Training**

Cpl. Laurion attended a weeklong class on Crisis Intervention and Hostage Negotiations May 6-10.

Councilman Mulvaney reported on the Electric Department.

### **Crew**

Continued renumbering the poles for the circuit changes.

Brought truck 19 up to the council meeting.

Had an outage on Oak Road 5/15/19

Helped with clean-up week, 2 people every day.

Did monthly substation checks.

Cleaned up around the building.

Turned the transformer at Planet Fitness to make up the final connections.

Changed out our rubber gloves and sleeves.

Cleaned up the wire in the yard at the utility building.

Blake, John, Greg B & Nick M had Field Service Unit training for AMI.

Finished our work on circuit 330, have to get the breaker tested and then we can place it in service.

Hooked up the permanent service to Family Dollar.

Put up the flags for Memorial Day.

Changed the battery and cable on the relay on Herring Run Road for the AMI system.

### **Director**

Worked on my FY 20 budget.

Had a bi-weekly call about AMI.

Met on site with Starbucks.

Had a meeting with DeIDOT, Charles & Berley about permitting.

Met with a property owner on Pearl Alley about service to his building.

Attended the Field Service Unit training.

Attended the DEMEC annual meeting.

### **Upcoming Weeks.**

Continue remarking poles from the distribution circuit changes.

Councilman Holland reported on Administration.

### **MEETINGS:**

- Attended the budget workshop meeting.
- Attended the DEMEC Board Meeting.
- Attended a meeting with DeIDOT to discuss Utility permits.
- Attended the Employee Activity working group meeting.
- Attended a meeting with the Chief and our insurance provider.
- Attended a Unified Sewer District design meeting.

**OTHER WORK:**

- Prepared the Council agenda.
- Worked on the FY20 budget.

**Information Technology Report:**

- Computer Repairs
- Server Updates and Software Configs
- Safety Meeting
- Review Continuity of Operations Template

**Administration Report for Council –**

- AMI deployment – almost complete.
- Continue working on FY 2020 Budget.
- Review of tax reassessment values from assessor.
- Attend all meetings mentioned above.
- 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 104 permits and 553 Rental Licenses as of May 28, 2019. (Invoices mailed out for the rentals that did not apply for the License. (70 Invoices still unpaid.)

Demolitions of 520 N Pine and 319 North are completed.

Large Project Statuses:

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

\*Riverplace Phase 2 – Framing is going up.

\*Chick-Fil-A – Walls are up. Roofing is installed.

\*Family Dollar – Building is up. Working on the Interior.

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

\*Wawa – Tea Tyme Property demo to start soon.

\*Starbucks – New Roof in on. Working on the interior.

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.

\* Repaired split rail fence at Soroptimist.

\* Prep for Men's slow pitch softball League.

\* Cleaned & drained Gateway Fountain and hooked up Kiwanis Fountain for Memorial Day.

\* Built a box for the new bleach system at the community pool. Power washed pool fence to prep for opening! (Pool is now opened for the summer season.)

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

\* Started to distribute information sheets about Summer Clinics to all Seaford District elementary schools.

\* Katie also attended various meetings, workshops.

Big Thank You to Katie and her team for the preparation of Kiwanis Park for our Memorial Day ceremony. Also, for the continuous ongoing maintenance of our parks!

Mayor Genshaw called for a motion to close the regular Council Meeting. Councilman Mulvaney made a motion to close the regular Council Meeting. Councilman King seconded the motion; motion so passed with all voting in favor. The regular Council Meeting closed at 8:10 p.m.

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Charles D. Anderson, City Manager

/JJ