

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

July 09, 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, Superintendent of Parks & Recreation, Katie Hickey, Customer Service Coordinator, Jeanne Sapp & Chief of Police, Marshall Craft were also present.

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

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on June 25, 2019. Councilman Holland made a motion to approve the minutes from the June 25, 2019 Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

**Correspondence**

There were none.

**New Business**

Mayor Genshaw presented New Business Item #1: Present for information: Staff's report on pre-paid electrical meter implementation. Customer Service Coordinator, Jeanne Sapp came forward to present information. Mrs. Sapp presented the timeline for research into prepaid meters and an update on the Customer Utility Portal. She explained that in February of this year the City proposed the possibility of integrating pre-paid meters in with the new CentraVU software. She noted that IPKEYS advised it was best to decide if this was a viable option before going live with the new software. After research on the current standards, American Municipal Power Inc. reported that a prepaid meter system would require a separate system and depending on the number of users, could cost the City approximately \$44,000.00-\$64,000.00 annually. Based on those results the City of Seaford determined that prepaid meters are not a viable option at this time but they would revisit the proposal within the next few years.

Mrs. Sapp went on to explain that when the CentraVU Customer Engagement Portal goes live, customers will have the opportunity to access their Smart meter information as well as monitor their usage and help the user create an online budget. It will be integrated with the IPKEYS software to start, then tested on accounts in each different electric rate class. Following those tests, an announcement would be made to the public with completion of the integration within 30-36 business days.

Mayor Genshaw solicited any questions from Council.

Councilman King asked if the prepaid meters are similar to a prepaid phone in that you load the meter with money and once it runs out the power is disconnected. Mrs. Sapp explained that the

particulars of the software installations are unknown at this time; however, due to the costs, fees and timeframe the City thought it best to move forward with its initial process to integrate the customer portal.

Councilman Henderson noted that the Customer Engagement Portal states it will offer online budgeting. He asked if that would translate to a budget billing system or if it is just a tool to help customers estimate their monthly costs. Mrs. Sapp stated that the City's understanding is that it is a way for customers to estimate their monthly utility costs.

Councilman Henderson also noted that the cost of the prepaid meters does not seem to benefit the City or its consumers; however, he would be interested in seeing how something like budget billing could provide more value to our customers. He stated that this might be a way to give some relief to customers in the months that are typically more costly and create a more even revenue stream for the City.

City Manager Anderson reiterated that this research was done after the idea was proposed at this year's Planning Session. He added that maybe after the Customer Portal is up and running, the City Staff can come back to Council to explain all of the features and how budget billing might be incorporated into the new system.

Councilman MacCoy asked if any other municipalities have tried prepaid meters. City Manager Anderson explained that no other local municipalities have used it, and at this point the technology and cost is not at a point where the City feels they should delve into it any further. Hopefully within the next few years the technology will change and the price will come down as well. He added that in order to begin the prepaid meter trial the City would be required to pay the \$41,212.00 up front for the software integration. Mayor Genshaw noted that the software would also need to sync up with our current accounting system.

Councilman Henderson noted that this technology is much more common in Europe and is used as a debit system to prepay utilities but its unsure how much penetration it has had in North America.

Councilman Mulvaney asked how many meters the City plans to test for the Customer Portal. Mrs. Sapp explained that the City would be testing a few meters from each rate class.

Councilman King referenced the presentation made by Councilman Mulvaney in regards to how to read your bill and track your usage and asked if that presentation was available on the City's website. City Manager Anderson confirmed that it was and noted that it might be advantageous to create another presentation explaining the Customer Portal once it is up and running.

Mayor Genshaw presented New Business Item #2: Present for approval information and documentation required for the Seaford Police Department to submit a Wal\*Mart Local Community Grant and authorize the Mayor to execute the necessary grant affirmation letter.

Chief of Police, Marshall Craft came forward to present information. He began by explaining that Wal\*Mart offers grants for local police departments for up to \$2500.00. The City of Seaford Police

department has begun the application process for this grant to help with the cost of its new bike program. He noted that training will be completed this week for the department's new bicycle unit and officers should be seen out at Riverfest this weekend.

He went on to explain that the funds used for this bike program would be utilized by the School Resource Officer and would be used to provide bicycle training to the youth in the community. He noted that with many low-income families in the community there is a need for training and funds to help cover equipment like bicycle helmets. The approximate cost for a single bike helmet is \$25, which would allow the Police Department to purchase 100 new bike helmets for the youth in Seaford. In addition to the helmets and the bike training, the Seaford Police Department hopes to partner with local business to offer coupons to go along with their training. Chief Craft noted that it would be a good way to bridge the gap with the youth in the community and would help improve traffic safety for the community.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Henderson made a motion to authorize the Mayor to execute the necessary grant affirmation letter and other documentation required for the Seaford Police Department to submit a Wal\*Mart Local Community Grant Application, 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 the Superintendent of Parks and Recreation, Katie Hickey to charge a security deposit for special event permit applications. Ms. Hickey came forward to present information. She began by explaining that on June 26th, 2018 Council approved a new Special Events Permit Application for the City of Seaford, which allowed for more public events and more information about what these events would entail. She went on to explain that unfortunately there were some issues that arose regarding trash receptacles and portable restrooms after a few of the larger scale events. Superintendent Hickey's recommendation is to instate a \$100.00 refundable deposit to help deter some of these issues. The deposit would help ensure that the rented area is returned to its original condition before the event and would help cover cost, should anything be damaged or require additional clean up. In addition to the deposit, Superintendent Hickey proposed including requirements on the application for a certain amount of trash bins and portable restrooms to be available for an event. It was suggested that a minimum of one trash bin and one portable restroom would need to be available per 50 guests at any event.

Mayor Genshaw solicited any questions from Council. Councilman MacCoy asked Superintendent Hickey if knowing what she knows now if she thinks creating the Special Events Permit Application was a good idea. Superintendent Hickey stated she did believe it was a good idea and it has encouraged people to bring their events to the City of Seaford and ensure our parks and fields get positively utilized. Councilman MacCoy asked if there was a maximum amount of people who would be permitted to attend an event. Superintendent Hickey stated that there is no maximum; however, for an event, say as large as Riverfest, there would be much more research and preparation required on the City's side of the planning process. This type of preparation would need to be done to ensure the event hosts had proper insurance and that they are a reliable host with good references. Councilman MacCoy asked how the Parks Department would determine if

the area was left in its original state so that the deposit can be refunded in full. Superintendent Hickey stated that the determination would be based on whether or not there would be any additional clean up or charges put upon the City after an event. Councilman Henderson noted that it may be advantageous to use photo documentation to determine the state of the area before and after the event.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman King made a motion to approve the proposal from Superintendent of Parks & Recreation, Katie Hickey to charge a security deposit for Special Event Permits Applications, as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

### **OLD BUSINESS:**

Mayor Genshaw presented Old Business Item #1: Present for approval a proposal from the Superintendent of Parks and Recreation, Katie Hickey to transfer the programming of the Nanticoke Youth Soccer Association (NYSA) to the City of Seaford Parks and Recreation Department.

Superintendent Hickey explained that she and Recreation Coordinator, Tina Hurley met with Beth & Brian Griner on June 4<sup>th</sup>, 2019 to discuss the possibility of the City taking over the management of the Nanticoke Youth Soccer Association. Mr. & Mrs. Griner have been the heads of the association for 25 years and are seeking new point personnel to run all aspects of the association.

Currently the Nanticoke Youth Soccer Association holds two seasons, one in the Fall and one in the Spring. There are typically 250 participants at a cost of \$10 per player with just one fundraiser per year to help cover costs. They currently lease the fields from West Seaford Elementary at no cost to the association and includes a storage shed for equipment. All referees for U8 and under are youth volunteers and referees for U10 and U13 are paid between \$20-\$30 per game. The Griner's have offered to reach out to their volunteers in hopes of keeping this volunteer program successful. The Nanticoke Youth Soccer Association currently pays to be a member of the Delaware Youth Soccer Association; this provides them with the needed insurance and background checks for each volunteer.

Superintendent Hickey proposed a few changes to the current system should the City decided to acquire this program. First, there would no longer be an annual fundraiser; rather the players would pay a fee between \$15-\$20 to register. In addition, Fall sign ups would occur in the month of July, followed by practice in August with games in September and October. Spring Season sign ups would occur in February with practice in March and games in April and May. Additionally, all practices and games would be relocated to the Seaford Sports Complex. Finally, it was discussed that Nanticoke Youth Soccer Association would make a monetary donation as well as an equipment donation should the change in management be approved.

Councilman Henderson asked about research Superintendent Hickey had done in regards to multiple leagues within a community. She noted that it was not extensive research but that the

Cape Henlopen area does have two successful leagues within a close proximity. Councilman King noted that the Western Sussex Youth Soccer Association that operates through the Western Sussex Boys and Girls Club has operated in close proximity with the current league in question.

Councilman Henderson asked if there was anything beyond the U13 league and if not, is there a demand for anything beyond the current age groups. Mayor Genshaw noted that these leagues are typically a feeder program for the local high schools. Superintendent Hickey added that should Council approve the acquisition, she would prefer to keep its current programs in place for a few years but would consider additional age groups should there be a demand for them and they have sufficient volunteers.

Councilman Kind noted the affordability of this program and that it creates good opportunities for local families who otherwise may not have been able to afford registration fees.

Councilman Holland asked who would be in charge of the teams and where the manpower would come from. Superintendent Hickey explained that Recreation Coordinator, Tina Hurley would most likely be the point of contact and she would assist as part of labor, registration, insurance etc. City Manager Anderson noted that there is also a core group of volunteers that currently help with the other Recreation programs.

Councilman MacCoy announced he would be abstaining from voting due to a conflict of interest as he is the President of the Western Sussex Boys and Girls Club.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman King made a motion to approve the proposal from the Superintendent of Parks and Recreation, Katie Hickey to transfer the programming of the Nanticoke Youth Soccer Association (NYSA) to the City of Seaford Parks and Recreation Department as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

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

- Riverfest – July 13<sup>th</sup> – Downtown Seaford

#### **COMMITTEE REPORTS**

Councilman Matt MacCoy reported on Public Works.

Past two weeks:

Public Works:

- Troubleshooting problem meters
- Shipley Center sewer extension project is proceeding w/ building now on new sewer main
- Still working on easement acquisitions for Rt13 and Middleford Rd. projects
- Replaced all faded street signs in Mearfield at resident's request
- Worked on cleaning key quarterly sewers
- All lift stations were cleaned by CES

- Installed water main extension on Tull Dr.
- 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...

#### WWTF & COMPOST

- Plant performance is good
- Sand filters are working great
- We do have a little compost to sell
- Leachate treatment going well
- No major maintenance issues to report

#### Upcoming two weeks:

##### Public Works

- Work on replacing remaining meters
- Locate and open all interceptor manholes for County
- Spruce water tower bid opening
- Tull Drive bid opening
- Work on AMI meter issues
- Complete Shipley Center sewer main project
- 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

Councilman Henderson reported on Police, Fire, & EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Rick Stewart:

Mid South Audio will be installing the new audio system in the Fire Hall and several first floor areas on August 13-14.

There is no new information from the NLRB (National Labor Relations Board) nor the IAFF (International Association of Fire Fighters) regarding the recent vote for organization of SVFD employees.

Chicken will be sold at Riverfest on the Bennett Property. Come early and come often.

Report from Chief John Wilson:

As of 3:00 PM 7/8/2019 there have been 330 Fire Calls and 1830 EMS Year to Date. Ambulance B87 is out of service for mechanical repairs.

Rescue 87 was involved in a traffic accident on July 01, 2019. There were no injuries to SVFD personnel, and a Delaware State Police investigation found the other driver at fault in the rear end collision. There was minor damage to the unit, and it remains in service pending repair. A rough draft of the Riverfest Incident Action Plan was presented, and it has since been finalized. This year's IAP has been updated, and it includes the Seaford Police Department in the plan.

Training:

7/3 – Dry hydrant testing and flushing was performed at key sites in the district.  
7/17 – The postponed training session by retired Buffalo Fire Chief Mike Lombardo titled Red Flags in the Fire Service has been rescheduled for this date.  
The annual softball tournament is scheduled for August 16-18.

Monthly EMS Report  
June 2019

Total Number of EMS Runs-	327
Total Number of "Alpha" Calls-	76
Total Number of "Bravo" Calls-	80
Total Number of "Charlie" Calls-	74
Total Number of "Delta" Calls-	87
Total Number of "Echo" Calls-	9
Total Number of "Omega" Calls-	1

(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:

Career Captain Hudson also was appointed to a Sussex County Committee for Response Team for Overdose (CRT). This committee is activated in the event numerous overdoses are occurring in our area, The committee is activated for public education, ensuring resources of Narcan, and getting the word out to prevent overdoses. Police Chief Craft (SPD), Lisa Wile RN (NMH) is part of the team along with Connections in the City of Seaford.  
No reported injuries.

SVFD in the Community:

June-1 : Safety Day @ Walmart  
June-13: "Stop The Bleed" Training @ Fred Douglass  
June-14: Flag Day with Tower 87 @ Blades Park  
June-14: Flag Day with Tanker 87 @ VFW  
June-14: Summer Kick-Off Party @ Seaford Library  
June-20: Blood Bank @ Seaford Firehouse  
June-22: Touch a Truck @ Trinity Transport

Training:

June 19, 2019- Attack line and 2 ½" blitz line training at Station 87.

**Notable Alarms for the Month:**

June 13<sup>th</sup>- Assisted Sta. 77, Georgetown, with a MVC with entrapment.  
Numerous MVCs, AFAs & EMS Asst.

**Seaford Police Department**

Police Activity during period of June 25 through July 7, 2019 as reported by Chief Marshall D. Craft, Jr.:

**Criminal**

Officer(s) were dispatched to offer aid to an unconscious subject. Upon arrival, officer observed a woman performing CPR on the subject. Officer took over compressions and a pulse was restored. EMS units arrived and paramedics administered Naloxone. 21 bags of heroin were located in the subject's clothing. Subject was transported to Nanticoke Memorial Hospital.

Felony warrants were obtained for a domestic assault. Suspect turned himself in and was transported to SCI on \$19,100.00 secured bond.

Two separate incidents with a female resident at Seaford House resulted in the resident being arrested on both occasions, arraigned, and returned to Seaford House Staff.

Heroin overdose in parking lot of Royal Farms. Subject was turning purple when officer administered Naloxone. Additional Naloxone was administered by paramedics and the patient was transported to Nanticoke Memorial Hospital.

A female employee of Dollar Tree was assaulted by two females in the parking lot. Warrants were issued and the suspects turned themselves in. Both were released and ordered not to have any contact with the victim.

A suspect was arrested for attempting to burglarize two vehicles in the Ivy Street area. The suspect possessed 17 bags of heroin.

Officer(s) responded to Walmart to retrieve found property. The found property was a bag of heroin.

Officer initiated a traffic stop for a vehicle traveling 61 mph in a 45 mph zone and detected the odor of burnt marijuana emanating from within the vehicle. A subsequent search of the vehicle yielded two small bags of marijuana, a scale, two ecstasy pills, two oxymorphone pills and \$433.00 of suspected drug money. All items were seized. The suspect was processed and arraigned and was released on \$11,800 unsecured bond.

**Admin**

June 26, 2019 - Chief / DP Chief present for Unified Seaford prayer at the Department, Deputy Rapa met with members of the Division of Vocational Rehabilitation and a meeting was held with the Manager of Chandler Heights

June 28, 2019 -Chief attended 'Every Fiber' ribbon cutting

July 01, 2019 - Chief / DP Chief attended Mr. Slatcher's funeral services

July 2, 2019- Chief attended a meeting at City Hall ref. the SPD renovation.

July 3, 2019- SPD Officers participated in the Manor House Independence Day Parade

### Training

June 25, 2019 - MAGLOCLEN (Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network®) training was conducted at the Department.

June 27-28, 2019- Taser Recertification was conducted at the Department by 'Less Lethal' Instructors

Councilman Mulvaney reported on the Electric Department.

Since the last report

Crew

Hung the Riverfest Banners.

Counted inventory.

Put up new cut-outs and arrestors at the Starbucks.

Greg Brooke, Nick Moore and Nick Smart went to DEMEC for climbing training.

Moved meters around to get rid of a storage trailer and get ready to sell them.

Trimmed trees.

Replaced a street light pole on Elm Drive that was hit by a vehicle.

Worked on finishing the lop feed at Regional Builders.

Director

Had a directors meeting.

Had a bi-weekly AML conference call.

Helped move meters around to get rid of a storage trailer and get ready to sell them.

Went to the ribbon cutting at McDonald's.

Took Greg Brooke, Nick Moore & Nick Smart to DEMEC training.

Had RP3 training at DEMEC.

Had a week off for vacation.

Upcoming Weeks.

Continue remarking poles from the distribution circuit changes.

Finish collecting the data on the pad mount transformer.

Nick Smart will go for his second week of lineman training.

Councilman Holland reported on Administration.

PROJECT UPDATES:

#### MEETINGS:

Attended various meetings including: Oyster House park design kick-off meeting with the consultants, the preconstruction meeting with Sussex County contractor installing the force main from Bridgeville to Seaford and the weekly staff meeting.

#### OTHER WORK:

- Prepared the Council agenda.
- Attended the close of session event at Legislative Hall.
- Met with Chief Craft and June regarding starting the PD renovations project.

#### Information Technology Report:

- Fixing Dude Solution login Key.
- Repair and replace security camera's at Utility Bldg
- Upgrade PCs to windows 10 at PD
- Filtering through windows updates and pushing them out
- Working on getting ready for Riverfest
- Filling out insurance packet for Travelers

#### Administration Report for Council –

- Preparing for fiscal year end – Rollover of financial systems and posting of the FY 2020 Budget
- Reviewing property tax information for annual tax billing
- Attend quarterly meeting with Hooper's Landing management team
- 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 134 permits and 553 Rental Licenses as of June 24, 2019. (Invoices have been mailed out for the rentals that did not apply for the license. There are 55 outstanding rental invoices.)

##### Large Project Statuses:

- Riverplace Phase 2 – Framing is going up.
- Chick-Fil-A – Pavement almost complete. They are accepting applications.

- Family Dollar – Starting to stock store.
- Wawa – DelDot approved site plan. Tea Tyme property demo to start soon.
- Starbucks – New Roof is on. Working on the interior.

Parks & Recreation Departments Report:

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.

- Held a meeting with Sue Brewster about projects for special need children.
- Prep for 1st Saturday.
- Worked on Riverfest signage and logistics. (July 13th)
- Prep & attended Food Truck Friday. (Better than June with constant customers)
- Worked on advertising for a second Field Hockey Clinic to start July 23rd.
- Completed memo regarding special event permit.
- Advertised for Flag Football Clinics.
- Katie also attended various meetings and workshops.

Mayor Genshaw called for a motion to close the regular Council Meeting and go into Executive Session to discuss personnel. 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 7:53 p.m.

Mayor Genshaw solicited a motion to close the Executive Session. Councilman Henderson made a motion to close the Executive Session. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor. The Executive Session was closed at 10:17 p.m.

Mayor Genshaw reopened the Regular Council Meeting.

Mayor Genshaw solicited a motion to close the Regular Council meeting. Councilman Holland made a motion to close the Regular Council Meeting. Councilman Henderson Seconded the motion; motion so passed with all voting in favor. Regular Council Meeting closed at 10:19 p.m.

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Charles D. Anderson, City Manager