

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

January 14, 2020

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilman Matt MacCoy, Councilman H. William Mulvaney, III, Councilman Orlando Holland, Councilman James King, City Manager, Charles Anderson. Director of Electric, Bill Bennett, Director of Economic Development and Community Relations, Trisha Newcomer and Police Chief, Marshall Craft were also present.

Councilman MacCoy 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 that Senior Corporal Frankie Bradley was unavailable tonight, therefore, he will not be introduced.

Mayor Genshaw called for a motion to approve the minutes of the Council Meeting on December 10, 2019. Councilman Henderson made a motion to approve the minutes from the December 10, 2019 Council Meeting. Councilman MacCoy seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw then announced the winners of the 2019 Holiday Decorating contest. Mr. Juan Lugo was awarded first place, Dr. and Mrs. Sam Miller were awarded second place and Ms. Jane Phillips was awarded third place.

Correspondence:

City Manager Anderson stated that a letter was received from Councilman Mulvaney. He then read it into the record.

As you are aware my councilmanic term expires this year and the time has arrived for me to seek re-election or retire from public service. The six years that I have served on City Council has been by far the most fulfilling of my public service career which began in 1983. My decision not run again is a family first decision that quite frankly I could have made many times before now. Darlene and I have been married 51 years and thirty of those years were spent with me on shift work in a seven-day work week. Add another 23 years active in the fire service made me realize that maintaining her own career while raising our son that she is the true rock of the family.

When this letter is read during correspondence, I would ask the attached essay by Emily Pel Kingsley to be read. Afterwards, I will simply add "it is time for me to join Darlene in Holland".

Mayor Genshaw thanked Councilman Mulvaney for his years of service and dedication to the City.

New Business

With Council's permission, Mayor Genshaw moved New Business Item #6 up in the agenda. Mayor Genshaw then presented New Business Item #6: Trisha Newcomer, Director of Economic Development and Community Relations to provide an update regarding the "Shop Downtown

Raffle” and announce the award winners. Mrs. Newcomer explained that this was new this year in conjunction with Small Business Saturday. This was rolled out very softly and very small; a shop downtown and shop local contest. From Small Business Saturday until December 31st, if you came and shopped in a business downtown (excluding Royal Farms) spending more than \$10.00 and brought your receipt to City Hall you were entered to win. The drawing was for two \$100.00 VISA gift cards. Mrs. Newcomer shared that there were 21 people that participated in the raffle and there was \$865.00 spent in purchases. The average was about \$41.00 spent per person. There were receipts turned in from Every Fiber, 2 Cats in the Yard, High Street Custom Framing, Seaford Museum and Dona Maria’s Pupuseria. Mrs. Newcomer stated that next year the plan is to market it more since it was a success this year. Mayor Genshaw then announced this year’s winners Mr. Bobby Reese and Ms. Jane Knotts.

Mayor Genshaw presented New Business Item #1: Present for approval a revision to the Schedule of Fees and Rates to include a residential fire sprinkler incentive. A demonstration of the residential fire sprinkler was completed tonight. Mayor Genshaw stated that it shows the value of having fire sprinklers installed. The State of Maryland will be mandating this for all new construction. The City did not feel a need to mandate it, however, would like to create an incentive to offset the cost to install these in new residential houses.

Councilman Henderson added that this would help out the fire department; they are experiencing a shortage in volunteers. Response times are critical and the sprinkler system would save water, human resources, property and lives. This system is beneficial all the way around.

Mayor Genshaw thanked Dennis and Paul for coming out tonight and doing the demonstration.

City Manager Anderson discussed the incentive. The City adopted the 2018 building code several months ago. In that, we exempted the requirement for residential sprinkler systems. It was discussed to provide an incentive for those people that desire to install a sprinkler system.

The Code would read: developers and home builders who elect to install a fire sprinkler system in new one and two-family dwellings that meets the requirements of IRC section P2904 and NFPA 13D shall receive a \$3,000 credit towards fees charged to them at permit issuance. Owners of existing one and two-family dwellings can qualify to receive a \$3,000 credit on their future City tax billings if they retrofit their one or two-family dwelling and install a fire sprinkler system that meets the requirements of IRC section P2094 and NFPA 13D. This would cover both existing and new one and two family dwellings.

Included in this draft, is also a discount on the water and sewer impact fees for the 1st 20 in 20 permits would be extended.

Mayor Genshaw solicited any additional questions from Council. Councilman Henderson asked if in the building code, it states that multi-family residential dwellings are required for sprinklers? City Manager Anderson stated that is correct.

Councilman MacCoy asked why the amount was set at \$3,000.00? Mayor Genshaw stated that some ballpark figures were given by new houses in Maryland. It is believed that the \$3,000.00 would help offset the cost of installing the sprinkler system. Councilman Henderson added that earlier during the presentation, it was stated that the statewide average for construction cost of a residential fire sprinkler system is down to \$1.35 per square foot.

With no other questions Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the revision to the Schedule of Fees and Rates to include a residential fire sprinkler incentive as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2: Bids – Security Cameras and Server Installation. Gary Andrews, IT Coordinator came forward to present the information. There were two bids received for the project with Advanced Security Solutions, LLC being the low bidder in the amount of \$37,214.43. The bids have been reviewed and he is recommending to award the project to them as they meet all of the bid specifications.

Mayor Genshaw asked to give a clarification of the bid. Mr. Andrews stated that this project will replace the aging existing security camera sever. It also consists of an addition host and storage upgrades.

Mayor Genshaw solicited any questions from Council. Councilman King asked who the other bidder was and the amount. Mr. Andrews stated that it was Candoris Technologies in the amount of \$58,176.45. Councilman Mulvaney stated that this project was re-bid; he asked if everything was covered this time? Mr. Andrews stated that is correct; in the first bid most of the issues were with the actual specifications of the servers. Councilman Henderson asked what was budgeted for the project. Mr. Andrews stated that he did not have the exact amount, however, it did come in under budget.

Mayor Genshaw called for a motion. Councilman Holland made a motion to award Advanced Security Solutions the low bidder in the amount of \$37,214.43 the Security Cameras and Server Installation bid with funding provide by the FY20 budget as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #3: Recommendation of the appointment of Mr. Larry Mathis to the Antique Fire Truck Restoration Committee. He added that Mr. Mathis has been working on the equipment for many years.

Mayor Genshaw solicited any questions from Council; there were none. Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the recommendation of Mayor David Genshaw to appointment Mr. Larry Mathis to the Antique Fire Truck Restoration Committee as presented. Councilman Mulvaney seconded the motion; the motion passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: Councilman Matt MacCoy to present background, mission and goals of the Western Sussex Revitalization Corporation. Mr. John Hollis, Executive Director and Board Members Erin Niblett, Alan Quillen, Nancy Price and Rob Rider were present.

Mr. Quillen stated that there have been some positive changes happening here in Seaford. This group has been holding monthly meetings for the last four months which have been successful. They are looking for ways to renew, restore, recommit and revitalize Western Sussex.

Ms. Price shared the mission statement of the group. The Western Sussex Revitalization Corporation is committed to advocating, developing and inspiring the Western Sussex Community by identifying, organizing and mobilizing citizens, business professionals, companies and government officials to work together towards realizing greater economic opportunities.

Ms. Niblett stated that they put together a community survey. The survey focuses on what areas in Western Sussex they were more interested in supporting, what parts of the area could use the most advancement and if they would be willing to devote their time and energy to support the cause. To date, 178 surveys have been completed.

Mr. Quillen shared the next steps for the group. They plan to analyze the results of the community survey. They also plan to develop a pipeline of committee members, identify resources and building partnerships with local businesses, identify grant opportunities, develop a fundraising plan, build the relationship with the community, establish a presence at local events and identify locations and territories for the board to consider.

Mr. Hollis shared that twenty-five years ago the community came together and the Western Sussex Boys and Girls Club was built here in Seaford. At that club, there are 180 kids that get afterschool homework help and over 120 kids learned to swim last year. He wants to see the renewal of the can-do spirit within the Western Sussex area. There is a profound respect of the City of Seaford Mayor and elected officials that have brought people to Seaford. There are also new opportunities coming to Seaford such as the Montessori school. There are many people investing in the area and we need to build on those investments. He added that he recently had a meeting with a major donor that has expressed interest in this project.

Mayor Genshaw solicited any questions from Council; Councilman Henderson asked if the group has received their 501C3 designation? Mr. Quillen stated that they recently submitted their application.

Mayor Genshaw stated that there are so many good things that are going on within the City of Seaford. It is very exciting to see these things happening within our City and having the private sector drive this project. He thanked the group for attending and speaking to the City Council.

Mayor Genshaw presented New Business Item #5: Director of Electric, Bill Bennett to present an update of the Christmas light replacement project to include donations made to date and proposed replacement schedule. Mr. Bennett stated that during the planning session last year, it was

discussed to replace the Christmas Lights City-wide. As a pilot project, four new Christmas lights were ordered and then we attempted to raise money from the public to fund the purchase of the lights.

During the month of January, our vendor does a special if you buy two lights you receive one light free. The average cost of the four that were purchased was \$740. In order to replace the additional sixty-one lights, we would need to raise \$45,140.00. Currently, there has been \$11,299 raised by generous donations from the community.

In the FY20 budget, it was included to replace the lights in the Utility Building truck bays; after that purchase, there is still a remaining balance of \$4,200.00 due to the building expansion being delayed. The Parks and Recreation FY20 budget also has \$640.00 left over from the purchase of the display in Gateway Park.

Mr. Bennett is requesting authorization to use the remaining funds of \$4,840.00 in conjunction with the money raised from the community to replace as many lights as possible. At this time, there is enough money to replace 24 lights this year and install them at six new locations.

He added that he is recommending placing new lights in the vicinity of the donors when possible. The six trees on Front Street would be replaced. Areas that have been discussed for expanding the Christmas lights are Bridgeville Highway and Herring Run Road. These are areas of the City that are experiencing growth with new businesses and residents.

Next year, the plan is to budget additional money for light replacement and do another fundraising effort. It was also discussed to offer a trumpeting Angel in memory of a family member or friend for a certain level of donation. It would be hard to place a plaque of recognition on the lights but we could try to hang them close to the donor's residence or business or start by hanging them in front of the cemetery on Stein Highway.

Mr. Bennett stated that he would like to offer a candle to the Seaford Historical Society and one to the Acorn Club if they have an interest. The other candles that are remaining could be offered for sale to the public for \$50.00 each and any monies raised can be used for new Christmas lights.

Mayor Genshaw solicited any questions from Council. Councilman King stated that he has had some conversations about the history of the lights; is that something that can be salvaged? Mr. Bennett stated that the Acorn Club did raise the money for the candles and helped design them. Bob Laprad at Seaford Machine Shop did the metal work for the lights. When they were hung, they fixed all of the light bulbs and sockets. They also helped put them up and take them down each year. Mayor Genshaw stated that we would not be doing away with all of the candles. Mr. Bennett stated that was correct.

Councilman Henderson asked if any more money has been raised in the past five days? It was stated that there has not been. Councilman Henderson asked if there would be a mix of styles and how that would be decided? Mr. Bennett stated that he plans to do a mix of the four that were purchased last year. He added that on Front Street, they will all be wreaths.

Councilman King asked how the public would know that the candles are for sale? Mr. Bennett stated that we could put an article in the newspaper. It can also be put out on the website and the City's Facebook page. Councilman Henderson asked if an auction has been considered? He added that if there is significant interest in the lights; you may be able to get more than \$50.00 for each light.

Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the recommendation of the Director of Electric, Bill Bennett to purchase approximately \$16,139 (a combination of donated and remaining FY20 budgeted funds) and to include any additional funds received prior to ordering of new Christmas lighting for the City and to offer the excess lights for sale to be determined. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #7: Present for approval a proposal to expand the lounge facility at Hooper's Landing Golf Course. City Manager Anderson stated that at their last quarterly meeting with Adkins Management, the golf course consultant, the desire to expand the lounge was shared. City Manager Anderson showed pictures of the existing building. At this time, they are currently able to hold 60-80 people and at times, they have to pass on tournaments due to not being able to accommodate more people. Mr. Connor, the course Pro, would like to be able to accommodate 100 people which he feels would bring additional tournaments and revenues.

In the back of the existing lounge building, the 24' by 24' space is currently being used as a garage. They are proposing to take a wall out to expand the area and create a room similar to the one that is out there now. In accordance with our agreement, the City can pay for the materials and they would provide the labor. They provided an itemized estimate for the materials which is \$3,880.00. The City has been putting into reserves all excess money from the golf course agreement that has been in place for the last few years. Therefore, the money is available out of that fund to cover this cost to expand the lounge.

Mayor Genshaw solicited any questions from Council. Councilman King asked if there was any architectural design of what it would look like? City Manager Anderson stated that it is a basic drywall and will be an extension of what is already there.

Councilman Henderson asked when the next round of golf carts is due to be replaced? City Manager Anderson stated that it is about two years away. He added that there is about \$141,000.00 in the golf course reserve fund.

Councilman MacCoy asked if Adkins Management stated how long they work would take? Councilman Mulvaney stated that he was out there talking with Mike Connor and he would like it to be completed prior to April 1st.

With no other questions or comments Mayor Genshaw called for a motion. Councilman King made a motion to approve the proposal to expand the lounge facility at Hooper's Landing Golf

Course with the \$3,880 to be paid with funds from the Golf Fund Reserve account as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #8: Berley Mears, Director of Public Works to present a proposal for repairs to the Arbutus well pump – tabled until the next meeting.

Mayor Genshaw presented New Business Item #9: Marshall Craft Jr., Chief of Police to present for approval a draft (5) five-year contract for all non-certified applicants for the police department as part of their conditional hire. Chief Craft is proposing a new training agreement for non-certified applicants. He has started to see that some of the departments are going to a five-year contract in conjunction with the Delaware Council on Police training. The current Council on Police training requires reimbursement of Cities who put an office in the police academy for 100% if you leave within the first year; 50% if you leave within the second year and they are not obligated to the City any longer. They are then able to leave to go to any department they desire.

Chief Craft stated that he would like to get out in front of this to help retain employees. The City Solicitor has reviewed the agreement that is being presented tonight. This agreement would include the salary that the officer is being paid, any overtime that may be occurred, clothing, ammunition expenses, equipment that cannot be reissued if they were to leave and additional expenses that may come up while they are in the academy. The two years would be consistent with the COPT meaning 100% reimbursement if they leave within the first year then 50% if they leave in the second year and then the civil portion. The officer would be liable for reimbursement if they were to leave. In calendar year three, it would be 25%, calendar year four would be 15% and calendar year five would be 10% reimbursement. If you leave after five years, there would be no obligation on the part of the employee.

Chief Craft went on to explain that included in the contract is the method of reimbursement. If an officer were to leave, they would need to give notice to the City within seven days of how they plan to provide the reimbursement. They have the option to pay in full or pay over a 24-month period. They would need to start their payment within 30 days if they choose the 24-month option that would include interest. Chief Craft added that the agency would not be responsible to pay this money back; it is the employee that is responsible.

This agreement does not make the City hold the employee for a five-year period. If an employee violates City policies or is eligible for termination, this agreement does not mean the City has to retain the employee.

Chief Craft stated that the City would like to recruit good and qualified employees and retain them. This does not mean that other agencies are not able to pick them up, however, it does mean the City will be reimbursed for some expenses.

City Manager Anderson added that the Mayor's signature was taken off of the agreement. This will be part of the conditional hire that is offered. There can be minor modifications to this in the

future. Councilman Henderson added that it is well documented in the City Charter that the City Manager and Chief of the Police has the power to hire and fire employees.

Mayor Genshaw solicited any questions from Council. Councilman King asked if an employee leaves to go to DSP; would DSP be able to pay the City of Seaford the money? It was stated that we would accept the money. Councilman King asked if would deter people from coming here. Chief Craft stated that from his experience, DSP does not hire anyone within the first two years of their employment. It is the individual officer that signs the contract, not DSP or any other agency.

Councilman MacCoy asked if something similar to this contract was being done by other agencies across the state? Chief Craft stated that there is about 3-5 departments that have this in place and he believes it is starting to become the norm.

Councilman Henderson added that training an officer is expensive. He believes that within two year of their employment, the City has not gotten a return on their investment. He feels that five years is a fair amount of time.

Councilman King asked if there was any discussion for an incentive for officers that stay after the five years. Chief Craft stated that has been discussed and may be something that happens in the future.

With no other questions Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the recommendation of Marshall Craft, Jr., Chief of Police to require a (5) five-year contract for all non-certified applicants for the police department as part of their conditional hire with authority for contract execution given to the Chief of Police and the City Manager as presented. Councilman MacCoy seconded the motion, motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #10: First reading of revisions to ARTICLE 4 – RENTAL TO HOME OWNERSHIP INCENTIVE; Section 6.4.2, Qualifying Properties, of the Municipal Code to create an administrative process for inventive approval and eliminate the need for Economic Development Committee review and recommendation to City Council. Trisha Newcomer, Director of Economic Development and Community Relations came forward to present the information. Mrs. Newcomer stated that currently when an application is received it goes to the Economic Development Committee and then to City Council for approval. There has been about fifteen done to date and the program has been successful. It was discussed to make this more of an administrative process by staff since it has been done several times now.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked if funds were not available in the budget. Mrs. Newcomer added that is correct, if it reached that point, it would be brought back to Council.

This is a first reading and will come back for approval at the next Council meeting.

OLD BUSINESS:

None.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

Martin Luther King Day of Celebration, January 20, 2020 starting at 9:00 a.m. at Seaford Boys & Girls Club.

CITY OF SEAFORD

Municipal Election – April 18, 2020

The City of Seaford Municipal Election will be held on Saturday, April 18, 2020 in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

One (1) Mayor will be elected for a (2) year term

Two (2) Council Members will be elected for a (3) year term.

All candidates must have filed by 5:00 p.m., E.S.T., February 28, 2020. Registration can be completed at City Hall, 414 High Street, Seaford, DE. Registration hours are Monday through Friday, 8 a.m. until 5:00 p.m. or by appointment if you cannot register during these normal business hours. Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/her name after 5:00 p.m., E.S.T., February 28, 2020 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident and US Citizen to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 27, 2020.** A nonresident property owner to be eligible to vote must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 18, 2019) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall. Registration hours are Monday through Friday, 8 a.m. until 5 p.m. or by appointment if you cannot register during these normal business hours.**

The City of Seaford has independent registration procedures for the Annual Municipal Election. To vote, you must meet the eligibility requirements and be registered on the “Books of Registered Voters” maintained at City Hall.

A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

All voters will need to show proof of residency which may be a State of Delaware driver's license, a State of Delaware identification card, a federal or state tax return with address, a City of Seaford utility bill or real estate property tax bill, or other acceptable proof of residency or ownership.

CANDIDATES FILED:

Mayor David Genshaw has filed for re-election as Mayor

Councilman James King has filed for the position of Mayor

Councilman Dan Henderson has filed for re-election to Council

Mr. Alan Cranston has filed for the position of Council

Mr. Jose Santos has filed for the position of Council

Mayor Genshaw shared that an invitation went out today for a volunteer appreciation luncheon which is for City appointed committees.

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Matt Read:
No report is submitted for this period.

Notes from SVFD Fire Chief John Wilson's report (content edited for style):

Alarms to date as of 01/13/2020:

Fire 32
EMS 112

Significant Alarms:
No Significant Alarms during this period

Apparatus:

Engine 872 is Out of Service with transmission issue, Need parts for Pump Transfer
Ambulance A87 is Out of Service, Check Engine Light
Blades E71-9 and now Laurel E81-3 is running as E872 until we get it back in service.

New Engine 87-5

New Engine 87-5 is being prepared for service with expected date of 2/1/2020
Finalizing Engineer Training

Finalizing Firefighter Training
Mounting and Setup of 800 Radios
Mounting of Equipment

Training:

1/1 - No training, Holiday

1/14 – Pierce Orientation E875 for Engineers

1/22 – CPR / AED Training for members who expire 2020, New Hose Load Training on E5 for all others

Fire Prevention:

No Fire Prevention Activity within this period

Fire Sprinkler Demonstration:

Residential Sprinkler Demo set for 1/14/2020 at City Hall

Department Elections:

New President Matthew Read was elected in on January 13, 2020

Special Note:

Career EMT Vikki Mast's Grandchild (Bella Moore, age 5) was diagnosed with a grave outcome from cancer. The Doctors assigned to her gave Bella 2 weeks to 3 months. Please keep her in your prayers.

Seaford Volunteer Fire Department Inc. Fire Station 87 Fire Chiefs Year End Report 2019 (content edited for style):

Membership of SVFD,

Please accept this as my year-end report for 2019, as the Fire Chief, I attended; 318 alarms 19 Department meetings, 6 Clean Ups, 17 Department trainings, 12 Executive Board meetings, 12 SVFD Fire Officers meetings, 17 City Fire/Police Liaison meetings, 15 City Council meetings, 10 County Chiefs meeting, 4 County Association meetings, 4 State Chiefs meetings, 2 other Chiefs meetings, 8 EOC Callboard meetings, 5 Seaford School District meetings, 15 Apparatus Committee meetings, 4 Sale Meetings 875/873 , 3 DVFA meetings, 4 Softball Tournament days, 7 – 911 Committee/ Transition meetings, 10 other FD related meetings, 4 FD banquets, 5 days of DVFA Conference. Which Totals to 195 meetings and 257 hours.

Officers 2019:

Elected – Fire Chief John Wilson, Deputy Chief Brad Taylor, 1st Assistant Chief Thomas LeCates, 2nd Assistant Chief Patrick Gaskin, Chief Engineer Daniel Howard

Appointed- Captain (20) Matt Read, Captain (21) Benjamin O'Bier, Captain (22) Adam Ryan, Captain (23) Jeremey Moore, Captain (24) Logan Wolf

Fire Police- Captain (30) Kenneth Tull, (31) Gary Moore, (32) Rick Stewart, (33) William Kohler

Fire Response: (as reported by Assistant Chief LeCates data)

Fire Total: 735 calls

In City 388 calls

Out City 281 calls

Assist 57 calls

Standby 9 calls

Time of Alarms:

0600 – 1800 458 calls

1800 - 0600 277 calls

Sunday- 86 calls, Monday-94 calls, Tuesday-106 calls, Wednesday -107 calls, Thursday -120 calls,
Friday- 124 calls, Saturday- 97 calls

EMS Response: (as reported by Career Captain Hudson)

EMS Total: 3548 calls

In City 2098 calls

Out City 1305 calls

Assist 166 calls

In Service 2024 hours

Personnel 7039 people

4225.16 hours

Miles 25086 miles

Scratches 90

Training: (as reported by Assistant Chief Gaskin)

- Awaiting Data

Apparatus: (as reported by Chief Engineer Howard)

January to December 2019

Brush 87	Alarms 44	Miles 382	
Engine 2	Alarms 351	Miles 2,695	
Engine 5	Alarms 14	Miles 87	OOS 3/9/19
Rescue 87	Alarms 170	Miles 979	
Tanker 87	Alarms 77	Miles 1,541	
Tower 87	Alarms 80	Miles 280	* issue with odometer since 10/2019

(Reported by Captain Hudson)

A87	Alarms 1896
B87	Alarms 1445
C87	Alarms 214

Fire Prevention:

Programs 28

Adults 791

Children 2656

Members 152

Hours 63.5

Miles 44

We participated in the State Poster and Essay Contest. Seaford Middle, Seaford Central, and Frederick Douglas participated. We had (1) 3rd place county winner Quentin Brown from Seaford Middle and No State Winners. 21 students received SVFD awards.

Community Events:

SVFD participated 27 community events which included; Flag Day, Homecoming Parade, Christmas Parade, Veterans and Memorial Day ceremonies, Little League opening day, Seaford School District events, Riverfest, etc.

Apparatus Committee E875:

Members: Jack Wilson (chair), Kevin Brown, Derek Adams, Matt Read

15 meetings, totaling 61 hours from 1st meeting on January 20th to Final Inspection on December 14th.

- Bids Sent out to Pierce, Seagrave, E-One, Spartan, and Rosenbauer on 2/22
- Bids Open on Department Floor on 3/27 (Spartan and Rosenbauer did not bid)
- Request for clarification on Bids to Pierce, Seagrave, and E-One sent 4/26
- 1st proposal reading to Department floor on 5/8
- 2nd reading and approval for purchase of Pierce Enforcer Engine on 5/22
- Contract signed at Station 87 by President Stewart 5/28
- Midpoint Inspection to Wisconsin Cancelled due to weather 10/31
- Final Inspection in Wisconsin 12/ 12, 13, 14
- Delivery of E875 12/27/2019

Summary:

- SVFD SCBA Committee placed into service New Drager PSS 7000 Self Contained Breathing Apparatus and 4 members attended Drager SCBA technicians class in February
- SVFD had productive 2019 year, we still are within the top 3 of Fire and EMS response within Sussex County.
- Career Staff Firefighter/EMT Josh Joyner was named Sussex County EMT of the Year 4/27/2019
- Received Proclamation from City of Seaford for EMS week 5/20/2019
- Loss of Life Members Harlan Jerry Marvel 5/22/2019 and Past President Richard Wayne Truitt 8/4/2019
- SVFD purchased a New Ford Van (8711) in April, SVFD sold E875 to East New Market Maryland 3/9/2019 and Sold E873 to Park County, Montana 6/4/2019. Deputy Chief Taylor spent 3 days training Park County on E873 in June, Apparatus Committee worked from January to December for the Engineering, Spec'ing, Inspections, and Final of New Pierce Enforcer Engine 875.
- SVFD experienced a fatality fire in a home on Arch Street in May
- Past Chief Mark O'Bier, Past President Ken Tull, and Bill Kohler were installed to offices within the County Chiefs and County Fire Police Associations
- SVFD had to transition to EOC 911 center after 40+ years of operating under City of Seaford 911 Center that was closed to budget cuts on Wednesday, October 30, 2019.
- 50 year members Barry Calhoun, Ken Tull, and John Botdorf awarded at State Conference on 9/12/19
- Presented the Delaware Burn Camp a Donation of \$6420.89 from 38th Annual Softball Tournament
- Did an Operation Santa Run headed up by Stephanie Howard and several members attended with prescribed route around City of Seaford on 12/23/2019

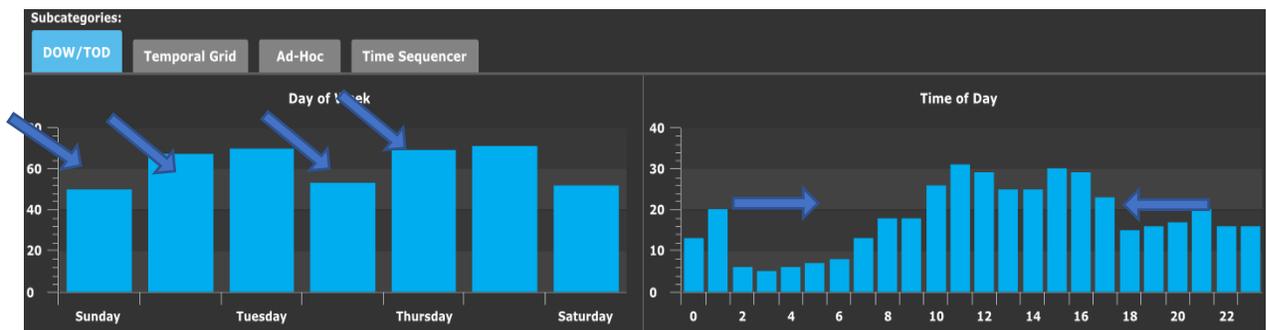
Seaford Police Department

Police Activity during period of Monday December 09, 2019 – Sunday January 12, 2020 as reported by Chief Marshall D. Craft, Jr. (content edited for style).

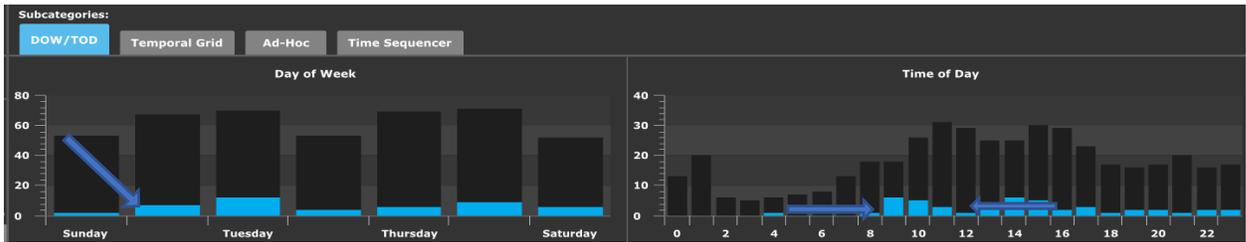
INCIDENTS	2019	2018
All crimes	6,619	4918
Drug Crimes	249	390
Overdose	25	23
All Traffic (E-Tickets)	7,819	6387
All DUI	42	52
All Crashes	584	533
False Alarms	494	333

Criminal

- All complaints: 435
 - Felony: 21
 - Misdemeanor: 107
 - Violations: 19
 - Civil: 5
 - Other: 283
- 86% Clearance Rate (overall)
- Mon, Tue, Thu and Fri from 1000-2100 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 46 complaints consisting of Aggravated Assault, Assault, Burglary, Rape, Theft complaints; excluding shoplifting and Weapons offenses: (52% clearance rate during this reporting period. Most occurred on Tuesday from 0900-1500.)

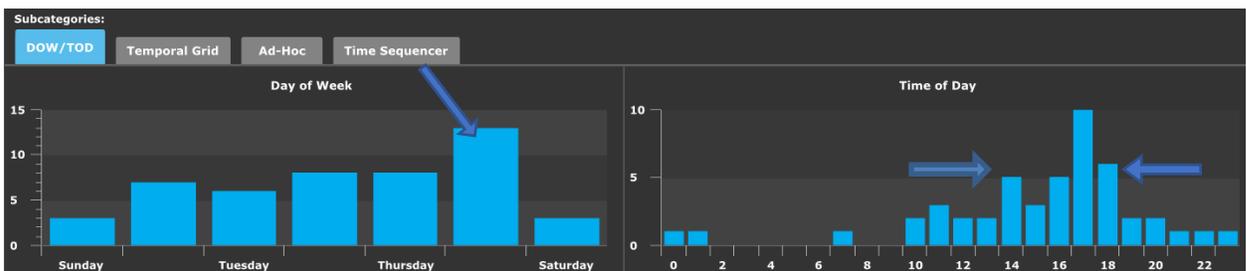


Drug Complaints:

- Drug Crimes: 14
 - Adult Arrest: 8
 - Juvenile Arrest: 1
 - Prosecution Declined: 5
- Search Warrants(s): 2
- Overdose: 1

Traffic

- Citations: 176
 - Reckless, Careless or Inattentive: 16 (9 were accident related)
- DUI: 2 (1 accident related DUI's)
- Crashes: 48
 - Injury: 6
 - Non-Injury: 42
 - Hit & Run: 11
 - DUI related crash: 1
 - Friday from 1400-1800 Hours (See Crash chart below)



Significant Events:

SPD officers were dispatched to a residence on Collins Ave. for reports of shots fired. Upon arrival, officers discovered one male victim was shot multiple times. The victim was transported to NMH, a perimeter was established, SPD detectives responded to the scene and assumed the investigation, led to the arrest of Xavier Mills-Davis for Attempted Murder. He is currently incarcerated at SCI. Case is ongoing. #71-19-13575.

SPD, while conducting an unrelated investigation, locating the remains of a human body in a wooded area behind Alfredo's Restaurant. Officers established a perimeter, notified the medical examiner's office, and secured the scene overnight until the medical examiner's office could exhume the body and collect additional evidence as necessary. Active Death Investigation. #71-19-13588.

SPD officers responded to a residence located on Hickory Lane for a reported Burglary. Investigation revealed the victims arrived home and observed the defendant, Edward Crum, inside their residence. Defendant fled from the residence prior to arrival. With the assistance of a Delaware State Police K9, officers were able to track and arrest the defendant. #71-19-13756.

SPD officers attempted to stop a vehicle on West Stein Hwy for an equipment violation. The vehicle failed to stop, pursuit was ended per policy. It was later discovered the vehicle/operator had been involved in a shooting in another jurisdiction. Further investigation revealed the vehicle fled to Maryland and failed to stop for Dorchester Sheriffs officer, the vehicle crashed, and the operator fled the scene. Case is pending active. #71-19-13759.

SPD conducted a traffic stop on W. High Street in the area of Royal Farms. A foot pursuit was initiated when the vehicle passenger fled from the officer and jumped into the Nanticoke. Defendant, Dinzel Baynard, was eventually apprehended without further incident. Further investigation revealed the defendant had an active warrant out of Troop 5 and multiple empty baggies of heroin. #71-19-3791.

SPD was dispatched to the area of Nutter Park and Chandler Heights for a complaint of suspicious persons suspected of dealing narcotics. Upon arrival, subjects fled on foot, officers gave chase, which resulted in defendant, Davante Townsend being apprehended. Further investigation revealed the defendant had thrown a loaded .357 Revolver and had possession of marijuana. #71-20-80

Admin

- 12/9- Director Meeting- D. Chief
- 12/10-Council Meeting- Chief
- 12/11- Meeting at SPD with School District Superintendent and Director Student Services- Chief
- 12/20- Meeting/gathering with School Dist. Bus Contractors- Chief
- 01/10-SPD renovation meeting - Chief and departmental personnel with City Manager and GMB

Training

- N/A

Event:

- 12/12-Meadowbridge community event- Lt. Little
- 12/13- Central Elementary School event- Chief, Wingate and Manso
- 12/18-Seaford H/S Blessing of Toys in partnership with multiple agencies- Chief and D.Chief
- 12/19-Toy deliveries in the City in partnership with DSP- Chief and SSgt. Sterner
- 01/09- DSP Troop 2 road dedication for fallen officer

Councilman MacCoy reported on Public Work & WWTF.

PUBLIC WORKS:

Public Works:

- Repaired Dulany soda ash pump and well is on-line.
- Arbutus well pump has failed. I am awaiting replacement estimates.
- Completed first quarter key sewer cleaning.
- Sign replacement of the westside has been complete. Working on a list for the east side.
- Leaf machine has been put away for the year.
- Spruce tower repainting complete minus the logo. This should happen soon.
- Verizon installations on Lowes tower is on going
- Installed new water service for new house on Nylon Blvd.
- Vacations and holidays.
- Attended multiply meetings MPO, Middletown AMI, construction, Spruce tower progress,
- Performed all routine tasks; swept, L & L, big piles, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

WWTF & COMPOST

- Plant performance is good
- Blower project electrical work has been complete.

- Performed Pre-treatment tour of Rapa and Simmons food both in Bridgeville.
- We have NO compost to sell
- Leachate treatment going well but less
- Septage is down
- No major equipment maintenance needed

Upcoming two weeks:

Public Works

- Work on replacing remaining meters
- Get Arbutus well running
- Monitor remaining projects; Spruce tower, Riverview Park, Verizon
- Install two new water services to new homes
- 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 Mulvaney Reported on the Electric Department

Since the last report

Crew

Collected pole data for the GIS system and renumbered poles.

Took vehicles through DMV inspection.

Checked single phase pad mount transformers to make sure they were good.

Cleaned the stock room.

Set the second transformer at Herring Ridge and hooked the secondaries at the first 2 buildings.

Did the monthly substation checks.

Unloaded new transformers.

Finished taking down the banners on Sussex Hwy and Stein Hwy.

Changed the transformer in the Teen Challenge shopping center, also changed the cut-outs and arrestors due to fluctuating voltage.

Cleaned and organized the inventory rooms.

Cleaned the shop.

Installed the rest of the LED lights in the truck bay.

Opened the roof hatch in Arbutus Pump house for Public Works.

Installed a new transformer on Market St to correct a low voltage problem found with the new AMI meters.

Set an anchor at Washington St & Pine St and transferred our infrastructure over to the new pole.

Painted a switch cabinet and transformer in the Industrial Park that had graffiti on them.

Started working on a pole at 306 Oak Road to replace it.

Unhooked all of the Christmas lights except High St and took them down.
Blake started collecting data for the EIA-861 report.
Took down the Christmas Lights in Blades.
Helped take down the Christmas Tree and display in Gateway Park.

Director

Had my council liaison meeting.
Had a directors meeting.
Had a staff meeting.
Had the staff Christmas breakfast.
Had the bi-weekly AMI call.
Met with Middletown about their AMI project and any questions they had.
Had a meeting about battery storage.
On site with the crew when they were changing the transformer, cut-outs and arrestors in the Teen Challenge shopping center.
Had a meeting with the City engineer about Melanie's Ridge.
Met with the crew on Market St to discuss the options for the low voltage alerts.
Reviewed the prints for Cavan Construction in the Industrial Park.
Rode the pole line in the Industrial Park with Charles to show him some of the problems we have in the ROW.
Started getting information for FY21 budget for a truck and chipper.
Had job interviews for my open position.
Had a meeting to meet the facility managers from PRMC.
Helped take down the Christmas Tree and display in Gateway Park.
Worked on the Christmas decoration locations and purchases.

Upcoming Weeks.

Continue changing the lights on Sussex Highway to LED.
Continue remarking poles from the distribution circuit changes.
Continue collecting the data for the GIS system.
Help take down the Christmas Tree and Display in Gateway Park.

Councilman Holland reported on Administration:

PROJECT UPDATES:

MEETINGS:

- ✓ Attended the Board of Adjustment meeting.
- ✓ Attended the Server and Security camera bid opening.
- ✓ Participated in a conference call with the Compensation Consultant.
- ✓ Attended a design meeting for the PD renovation project.

OTHER WORK:

- ✓ Prepared the City Council agenda.
- ✓ Attended the State Chamber Dinner.
- ✓ Attended a meeting with the new NMH buildings and ground Chief.
- ✓ Participated in interviews for the Communications Support Technician position and Electric Groundman position.
- ✓ Attended the SCAT Dinner and steering committee meeting.

Information Technology Report:

- ✓ Sec. Cam. Project – Re-Bid Project and Provided Recommendation for award
- ✓ Sec. Cam. Project – Moved and Configured All Cameras to new VM
- ✓ Network reconfiguration
- ✓ Rebuilt PD Server (replaced backplane and all 8 HDDs) due to water damage, reinstalled and configured OS for Server, import recovered data back onto server
- ✓ Scheduled Speaker for All Employee Safety Meeting
- ✓ Pushed Out SaaS logins to City Hall users

Administration Report for Council –

- ✓ Assist Compensation Study Consultant with obtaining survey responses.
- ✓ Perform interviews for the Electric Groundman position.
- ✓ 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. ended 2019 Issuing 276 permits and 560 Rental Licenses. (2019 ended with 18 rental license Invoices unpaid). Invoices have been mailed out for the rentals that did not apply for the license.

Large Project Statuses:

- Riverplace Phase 2 – Complete.
- Wawa – site work started.
- Our Lady of Lourdes Church – building closed in.
- Herring Ridge – all building are up. Storm water being installed.
- Melanies Ridge – Site work has started.
- Mearfield II - Permits for two building issued.

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.

- Worked on the Jay's Nest repairs were made to the (toddler area).
- Power washed sidewalk at the Parks & Rec building.
- Currently have 170 kids signed up for Youth Basketball.
- Managed practice schedule & held the second first full week games.
- Currently on week 6th of the Youth Wrestling program.
- Met with Carlos from Telemundo Radio Station about 2020 Special Events.
- Put top soil on the football fields to help with winterization.
- Held first committee meeting for Riverfest 2020.
- Katie also attended various meetings and workshops.

Mayor Genshaw called for a motion to close the Regular Council Meeting. Councilman Henderson made a motion to close the Regular Meeting. Councilman Holland seconded the motion; motion so passed with all voting in favor. Meeting was adjourned at 8:39 p.m.

Charles D. Anderson, City Manager

/tnt