

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

January 28, 2020

6:00 P.M.

City Council and the Planning and Zoning Commission to hold a joint session to review data collected by the consultant for the 2020 Comprehensive Plan update.

Debbie Pfeil, senior Planner with KCI came forward to go over the status of the 2020 Comprehensive Plan update project. Ms. Pfeil began by discussing some of the highlights from the outreach campaign and the results of the surveys completed at several community events. She noted that there were a lot of write in comments on the surveys; however, there were no issues of major concern. Ms. Pfeil went over the Project Update, the Outreach Campaign, Survey Results, Outreach Event Reveal and the next steps for the Comprehensive Plan. She explained that they are about 50% of the way through the process at the Plan Input and Draft Document stage and that all results for the completed processes would be available on the City's website.

She went on to discuss the various events attended for the Outreach Campaign. During these events, surveys were offered for the community members and local business operators. The first event was in April 2019 at the City of Seaford Municipal election. She noted that while they were able to distribute information about the available surveys, residents were focused more on the voting process. The next event was the Nanticoke Riverfest in July 2019. Surveys were distributed but there were also two questions asked to those who participated. First, "What would you like to see more of in the city?" and second, "What would you like to see less of?". The next event was the Eastern Shore AFRAM Festival. This was a well-attended event and brought in good input from the community. In addition to these events, there were 27 responses received on the Business Survey and 455 responses on the Community Survey. Ms. Pfeil gave an overview of the responses to the questions and comments made. She noted that most were friendly and responsive with very limited negative comments.

With data from the community and city representatives, Ms. Pfeil explained that the next step would be to analyze that data, work to finalize the map set and assign a future land use category to every parcel, creating a draft plan and preparing for the next meeting. The goal is to be able to present this information to groups like churches, non-profits or the downtown development group and share the data so they can use it to help get their own funding for projects in the future.

Mayor Genshaw thanked Ms. Pfeil for her presentation and solicited any questions from Council. Councilman King ask how the total number of surveys obtained compares to other cities. Ms. Pfeil explained that any number is better than zero and they appreciate anyone who took the time to complete the survey. She did note that she was a bit disappointed in the return from the business community but other than that, there is no real way to quantify what percentages make the process a success. Councilman King then asked if Ms. Pfeil felt like the demographics of those who completed the survey accurately represent the City of Seaford as it stands today. Ms. Pfeil explained that the survey questions did not go into demographics other than age, home ownership status, and whether or not they were students or retired. She noted that race is not included in the survey as it is information already included in the census data.

Councilman Henderson asked if there was a tally of answers received from the individual events and if a different trend was seen in the data at Riverfest compared to AFRAM. She noted that there were more responses to the two-question approach at AFRAM than there was at Riverfest; however, AFRAM is a smaller, more contained event. She did note that the theme was the same for the responses received at both events.

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 Public Works, Berley Mears, Building Official, Mike Bailey, Director of Economic Development and Community Relations, Trisha Newcomer and Police Chief, Marshall Craft were also present.

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

Mayor Genshaw solicited any changes to the agenda; there were none. He then called for a motion to approve the minutes of the Council Meeting on January 14th, 2020. Councilman Holland made a motion to approve the minutes from the January 14th, 2020 Council Meeting. Councilman King seconded the motion; the motion so passed with all present voting in favor.

Correspondence:

City Manager Anderson explained that a correspondence was received from Robert Zimmerman, Chief Administration Officer with the State Revolving Fund, in regards to a loan request submitted by Director of Public Works, Berley Mears. This request was for the Route 13 North Sewer Extension Project. The total cost of this project is \$1,019,911.00, with possible funds from the Water Pollution Control Revolving Loan Fund for \$972,700.00. The project has been fully designed and the next step would be to install sewer lines along Route 13 to any unserved lands. The hope is to have these loan funds secured by early to mid-summer of 2020.

Mayor Genshaw asked how the overall project was going. Mr. Mears explained that everything was on schedule and the other contract for the lift station and the force main to the City's Public Works facilities is scheduled to be completed and running by October of 2020.

Councilman Henderson asked how much of the engineering for the project was covered by grant funding. Director Mears stated it was a 50/50 split.

New Business Item #3: Present for approval the recommendation from Director of Public Works Berley Mears to hold Clean Up Week the week of May 11th-15th, 2020.

Director of Public Works Berley Mears came forward and requested the dates for Clean Up Week be May 11th-15th, 2020; the same week as last year.

Mayor Genshaw solicited any questions from Council. Councilman King asked if the cost for waste disposal for Clean Up Week have increased or decreased of the past few years. Mr. Mears

explained that the cost has fluctuated over the past few years. He noted that when there was a lot of scavenging for metal, the cost was lower. However, last year the cost increased in part due to more residents participating and a likely influx of out of town waste coming into the city by non-residents. He added that this is something they are working to better enforce.

With no additional questions, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the recommendation from the Director of Public Works, Berley Mears, to hold Clean Up Week May 11th-15th 2020, as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw closed the Regular Council Meeting at 7:06 p.m. and Opened the Public Hearing.

Public Hearing Item #1: Thomas P. Smith, located at 106 Park Ave., Tax Map and Parcel #531-10.00-236.13 is requesting a Final Site Plan review for construction of a warehouse.

Building Official, Mike Bailey came forward and explained that Thomas P. Smith is requesting a final site plan approval for the construction of a warehouse. He noted that the land is vacant at this time; however, the site will be developed to have paved parking, on-site stormwater located in the back, and a fenced in storage yard for their equipment. The warehouse is 5,280 square foot with office space. The site plan includes 12 paved parking. This site is located in the Wellhead Protection Zone which requires on-site stormwater design. Approvals are required from the State Fire Marshall, Sussex Conservation and the City Engineer for Storm Water.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked if there had been any changes made from the original site plan; Mr. Bailey stated no.

Mayor Genshaw solicited any questions from the public; there were none.

Public Hearing Item #2: Belle Ayre Group LLC, located at Orchid Dr., Cherry Blossom Ln., and Wisteria Ln., Tax Map and Parcel # 531-10.00-506.00 through 531-10.00-571.00 are seeking a Final Site Plan review to realign the lot lines in order to increase the number of lots from sixty-six (66) to seventy-seven (77) per the original approved and recorded plans.

Mr. Bailey explained that the site does currently have some completed town homes on the perimeter of the site. The current layout includes 66 lots, decreased from 77 in 2015; the request now is to revert back to the 77 lots. The proposed plan will include the development of lots 38-115 on Orchid Drive, Cherry Blossom Lane, and Wisteria Lane. He noted that the property meets all the requirements for that specific zoning.

Mayor Genshaw solicited any questions from Council. Councilman King asked why the flip flop between 66 and 77 lots. Mr. Bailey explained that there was a change in developers and the second developer wished to decrease the number of lots. Now the newest developer wishes to revert to the original plan for 77 lots. Councilman King asked if there was any difference in this plan compared to the original plan from 2003 in regards to the design and materials for the actual townhomes. Mr. Bailey stated that the original developers did not have any plans for the units

themselves, they just received approval for the lot size. Councilman King asked if this will be the third developer for this project; Mr. Bailey confirmed and noted that he believes the units will be similar to the townhomes already on the site.

Councilman Henderson asked if this was the same property that Council offered the incentive for waived impact and tap fees in the December 10th Council Meeting, Mr. Bailey confirmed.

Councilman King asked if there were any changes in codes since the 2003 approval that would affect the current project; Mr. Bailey said no.

Mayor Genshaw solicited any questions from the Public; there were none. He then closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:13 p.m.

Building Official, Mike Bailey presented the Finding of Facts for Public Hearing Item #1.

Findings of Facts:

- Project: Cavan Construction
- Property Location – Park Ave
- Tax Map & Parcel 531-10.00-236.13
- Zoning: M1 – Light Industrial
- Proposed development of a 5,208 sq. ft. warehouse and office.
- Providing 12 parking spaces (10 required by code)
- Onsite storm water to be provided

Required approvals:

- State Fire Marshal
- Sussex Conservation
- City Engineer for Storm Water

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then called for a motion. Councilman King made a motion to approve the request from Thomas P. Smith, located at 106 Park Ave., Tax Map and Parcel #531-10.00-236.13 for a Final Site Plan review for construction of a warehouse, as presented. Councilman Holland seconded the motion. Mayor Genshaw then called 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.

Building Official, Mike Bailey presented the Finding of Facts for Public Hearing Item #2.

Findings of Facts:

- Project: Belle Ayre Group, LLC Lot Re-Alignment
- Property is located on Wisteria Drive, Cherry Blossom Lane, and Orchid Drive
- Lots are identified as Tax Map & Parcel (s) – 531-10.00-506 thru 571
- Realignment of lot lines to increase the number of lots from 66 to 77.
- Property is zoned R-3
- Application complies with the area and bulk requirements of the zone.
- New layout will match the original approval from 2003

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then called for a motion. Councilman King made a motion to approve the request of Belle Ayre Group LLC, located at Orchid Dr., Cherry Blossom Ln., and Wisteria Ln., Tax Map and Parcel # 531-10.00-506.00 through 531-10.00-571.00 for a Final Site Plan review to realign the lot lines in order to increase the number of lots from sixty-six (66) to seventy-seven (77) per the original approved and recorded plans, as presented. Councilman Holland seconded the motion. Mayor Genshaw then called 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: Seaford Middle School to share CTE (Career & Technical Education) Video to be used at City Hall on Kiosk.

Director of Economic Development and Community Relations, Trisha Newcomer came forward and introduced Dr. Susan Harrison, Supervisor of Instruction for the Seaford School District. Mrs. Newcomer explained that she participated in a Career and Technical Education program that laid out what the school district had to offer its students. After discussions with Dr. Harrison it was agreed that there may be an opportunity to spread that information through the community in the form of a short, concise video. Dr. Harrison went on to explain that Allen Pepper, an instructor in the CTE program for Seaford Middle School helped eighth grade students create a short video promoting all of the great things happening in the Middle School with the CTE program. Mrs. Newcomer added that the short video will be shown on the kiosk in City Hall for any visitors to see.

Dr. Harrison explained that the goal is to expand on the current programs for the middle and high school and prepare students for alternative avenues like career schools and apprenticeships.

Mrs. Newcomer explained that along with the partnership for the CTE program, there is also discussion in regards to making City Hall a satellite location for the school store.

Mayor Genshaw presented New Business Item #2: Berley Mears, Director of Public Works to present a proposal for repairs to the Arbutus well pump.

Director of Public Works, Berley Mears came forward and explained that right before Christmas there was a failure at the Arbutus well pump. This was a 15-year-old turbine pump and the hope is to replace it with a more efficient, submersible well pump. These pumps are more compact and still serviceable. There were two quotes received for the installation of the new pump. First, from American Water Well Systems at a total cost of \$30,106.00 and the second was from A.C. Shultes at a total cost of \$28,376.00. Mr. Mears recommended the lowest quote by A.C. Shultes.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked when the Dulaney pump was replaced was that with the same type of submersible well pump. Mr. Mears said yes and it was replaced between four to five years ago and there have been no issues since it's installation.

Councilman Henderson asked about the excessive amount of chlorine released into the system was a result of the failure of the Arbutus well pump. Mr. Mears explained that it was actually soda ash that's used in the pump, and there is a flow switch that should stop if there is a failure in the pump motor. In this instance, the shaft broke but the pump continued to spin, giving just enough flow to keep the flow switch from operating. The pump went from producing 1200 gallons of water per minute to 200 gallons per minute with the same levels of soda ash.

Councilman King asked if fifteen years was the average life expectancy for the type of pump that had previously been installed. Mr. Mears said yes, especially considering the Arbutus pump is one of the main production wells.

Councilman Mulvaney asked if the new submersible pump could have a higher life expectancy. Mr. Mears said the submersible pumps are known to have a longer life expectancy as there are fewer moving parts and the pump is more compact. Councilman Henderson added that the new pump would be submerged therefore, it runs cooler and isn't as hard on the motor.

Councilman Henderson noted that the city has historically had issues with the Arbutus well pump and asked if there has been any excessive wear from having to push the water through the carbon filter that is currently in place. Mr. Mears explained that there can be a higher operating pressure and they did take that into account when sizing the new pump. Councilman Henderson then asked if the turbine pump was there prior to the carbon filter being installed. Mr. Mears stated that he believes it was on site before the carbon filter was installed; just in another location.

With no other questions, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the proposal for repairs to the Arbutus well pump from A.C. Schultes in the amount of \$28,376.00, with funding provided by FY20 Water Equipment Maintenance Account with authorization, based on the emergency repair, to overrun the account based on annual expenditures, as presented. Councilman Holland Seconded the motion; motion passed with all voting in favor.

Mayor Genshaw presented New Business Item #4: Mayor Genshaw to present appointments for the Standing Board for Municipal Election 2020 and the Municipal Election Board 2020 (Board used for election challenges).

1-year term: Pastor Issac Ross, Elaine Vincent

2-year term: Cynthia Cummings

3-year term: Rick Peterson (Election Judge), Sharon Drugash

Staff: 6:30 – 3:30 – Tracy Torbert
Shannon Passwaters

Relief: Charles Anderson
Trisha Newcomer

Municipal Board – Election 2020 (Board used for Election Challenges):

Rick Stewart

Susan Lepter

Howard Greene

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Henderson made a motion to approve the recommendation of Mayor Genshaw to appoint the Standing Board for Municipal Election 2020 and the Municipal Election Board 2020 (Board used for election challenges), as presented. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #5: Lisa Wool, Executive Director of the Nanticoke Watershed Alliance to present an update regarding the Nanticoke River.

City Manager Anderson introduced Lisa Wool, Director of the Nanticoke Watershed Alliance. Ms. Wool came forward and began by explaining that this year the Nanticoke Watershed had continued its Creek Watchers Program which involves about 45 people who monitor the water quality at around 35 sites. Those monitoring the sites check for things like phosphorus, bacteria and chlorophyll A (algae) levels. She went on to note that the water quality in the area this last year unfortunately either stayed the same or dropped. Heavy rainfalls are a large factor in the decreased quality since rain can carry pollutants from the soil into the waterways. She also explained a new project being performed in Seaford and Laurel that measures levels of optic brighteners in the water system. The levels of optic brighteners, or the synthetic components used in laundry detergents to brighten our clothing, can tell us if there are possible septic system failures in nearby residential areas.

Ms. Wool went on to explain new projects for homeowner and agricultural lands in an effort to reduce pollution. These projects include designer ditches, rain gardens for residential homes, wetland gardens and oyster gardens. She also discussed partnerships with local churches for tree planting programs, and native plant gardens on the church grounds.

Ms. Wool also went over a new grant funded program for poultry farmers involving planting in the swales of their farmland and a new initiative to help preserve and plant new river grasses in our local rivers and creeks.

Finally, Ms. Wool went over a possible project to install kayak rental equipment at varying points on the Nanticoke. This project is still under discussion and in the beginning stages but would offer a convenient and family friendly recreational option along the river.

Mayor Genshaw solicited any questions from Council; Councilman MacCoy asked what reasons may have caused the water quality to dip. Ms. Wool explained that most of the scientists have said that the largest impact was from increased pollution due to heavy rains. She noted that these heavy rains are predicted to increase so this trend could continue.

Councilman King asked about the kayak rental project and whether the kayaks could be rented and returned to any location along the river. Ms. Wool explained that the project is just under discussion at this time but she believes it would just be an out and back system.

Councilman Henderson asked about the Cambridge rain garden sites and how that city gets credit for those installations. Ms. Wool said she believes at this time they do not receive credit for them because they are not categorized as MS4 (Municipal Separate Storm Sewer System).

Mayor Genshaw presented New Business Item #6: Lisa Wool, Executive Director of the Nanticoke Watershed Alliance to discuss applying for the Chesapeake Bay Green Streets-Green Jobs-Green Towns (G3) Grant Program funding for engineering and design of improvements to South Conwell Street.

City Manager Anderson explained that last July the City of Seaford participated in a charette facilitated by the EPA and DNREC. From that charette the city developed a plan to make improvements and create a greener space at the end of Conwell Street and along High Street. He noted that currently at the end of Conwell Street there is a significant grade change and when it rains the area floods and the debris from Conwell street gets flushed into that area. The idea was posed to remove approximately 40 foot of the existing pavement and create a bio-infiltration area with an overlook platform just beyond it. This upgrade would decrease the amount of runoff and then treat the remaining runoff that flows to the end of the street. With the help of the Nanticoke Watershed Alliance, the city would like to apply for funding from the Chesapeake Bay Green Streets-Green Jobs-Green Towns (G3) Grant Program. With permission from the city, the Nanticoke Watershed Alliance would be willing to handle the submission of this grant application. If approved, the city would then solicit a contract with an engineer to handle the design plans. Once the design is completed the city, with the help of the Nanticoke Watershed Alliance, can

look for entities willing to match the grant funding. City Manager Anderson stressed that this project is just a concept plan and the city has not reached out to any of the property owners.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Henderson made a motion to approve staff to work with the Nanticoke Watershed Alliance to apply for the Chesapeake Bay Green Streets-Green Jobs-Green Towns (G3) Grant Program funding for engineering and design of improvements to South Conwell Street, as presented. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #7: Chief of Police Marshall Craft Jr. to request hiring two additional officers in advance of the next police academy class. This request would expand the number of sworn officers employed by the police department as a non-budgeted expenditure.

City Manager Anderson began by explaining that the FY20 Budget includes funding for 27 officers plus the \$80,000.00 +/- funding reimbursement for the School Resource Officer. During budget deliberations a hiring freeze was enacted in an effort to better balance the budget. At that time the 28th officer was cut from the budget. Chief of Police Marshall Craft is now requesting that the position be reinstated in advance of the March Delaware State Police Academy Class. A cost analysis completed by Director of Finance, June Merritt, shows even after reinstating the 28th position there will still be a savings of \$16,842.00 in the current FY20 budget. In addition, after looking at costs for the upcoming year, and assuming nothing changes, there would still be a savings year over year of 15,930.00 overall. Chief Craft is also requesting the addition of a 29th officer in the event of attrition within the department. When considering the budget, should this 29th officer be approved by Council there would be a slight overrun in this budget year of \$3,032.00 and an additional \$43,164.00 in salaries to the FY21 Budget.

Chief Craft added that the 28th position would be for the school funded Resource Officer and the 29th Officer would be the same position requested by Chief Rob Kracyla last March, with some caveats. On top of the predictions of attrition, there has been an influx in the number of calls for service within the past few years and with the creation of the SRO position there has been increased strain on remaining Officers. In addition, the Seaford Police Department is working toward accreditation which requires increased training and standards. Monitoring and documenting all of these requirements can be a full-time job. Chief Craft added that there may be a need to request additional officers in the near future, depending on the amount of attrition.

City Manager Anderson asked if Councilman Henderson had anything he'd like to add. Councilman Henderson noted that there are currently four recruits in the academy which means there are only 22 active Officers. Chief Craft confirmed and added that with one other Officer resigning in December, the Department is currently down 5 Officers and it will be into June before all Officers are through the academy and properly trained. Councilman Henderson stated that it is difficult to predict what will happen in the future but we would prefer to be ahead of the curve then to have to try to catch up.

Councilman MacCoy asked what the ideal number of Officers would be for a fully functioning police force. Chief Craft stated that he was hesitant to answer that question because the needs are constantly fluctuating. The request at this point is solely based on the current needs for the force.

Councilman King asked for clarification on what Chief Craft believes is the ideal number of Officers to fully staff the Police Department. He noted that it may be better to be proactive and hire more than Chief Craft is currently requesting so the department is ahead of the game should there be an influx of retirement or officers transferring to other departments.

Chief Craft explained that the answer may not always be hiring additional officers. Other possible solutions could include increasing civilian appointed positions within the department to take the pressure of administrative duties off of the officers themselves while also saving on salaries and insurance costs. He also added that when he came on board with the City this long-term goal was to have 32 officers; however, the request is still only for the number of officers needed at this point with the plan to reassess in the near future.

Councilman King asked again if 29 was the ideal number of officers. Chief Craft stated that he believed he already answered the question to the best of his ability. Councilman King noted that with the call center closing there are funds available that could be put back into the Police Department, if there is a need. Chief Craft explained that in order to be realistic with the budget currently in place, he is only requesting the number of officers needed at this time. He reiterated that 32 was a number brought up in his interview for the Chief of Police position, but that was part of a long-term plan.

Councilman MacCoy asked Chief Craft for more specifics on what the SRO position entails. Mayor Genshaw noted that the hope is to bring the Chief and the SRO back to go over the full scope of the position and its benefits at a later time.

Councilman MacCoy then asked City Manager Anderson if the additional \$43,164.00 in the FY20 budget accounts for the 28th and 29th officers and taking into account attrition. City Manager Anderson explained that it does not take into account attrition. Councilman MacCoy asked if that figure could possibly decrease if attrition should occur. City Manager Anderson confirmed that number could change based on circumstances.

With no other questions, Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the hiring of two additional officers in advance of the next Police Academy. The request would expand the number of sworn officers employed by the Police Department as a non-budgeted expenditure. The authorization would be for the 28th and 29th sworn officer positions at the Seaford Police Department, as presented. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

OLD BUSINESS:

Old Business Item #1: Second 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 incentive approval and eliminate the need for Economic Development Committee review and recommendation to City Council.

City Manager Anderson explained that this proposed code change quantifies an administrative process for the Rental to Home Ownership Incentive. Prior to this, approvals for each application had to be brought to the Economic Development Committee where they became inundated with request which slowed the process down. City Manager Anderson read into record the revisions and reminded Council that there would be a quarterly report created so Council can see who is receiving the incentive and its impact on the budget.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Holland made a motion to approve the revision to ARTICLE 4 – RENTAL TO HOME OWNERSHIP INCENTIVE; Section 6.4.2, Qualifying Properties, of the Municipal Code to create an administrative process for incentive approval and eliminate the need for Economic Development Committee review and recommendation to City Council, as presented. Councilman Henderson seconded the motion; motion so passed with all voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- SCAT – February 12, 2020 at the CHEER Center in Georgetown starting at 6:00 p.m.
- Special Economic Development Luncheon – February 13, 2020 at Heritage Shores starting at 12:00, noon

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

COMMITTEE REPORTS

Councilman MacCoy reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Repaired service leak on S. Conwell
- Multiple property cleanups for Code

- Installed new pump controller at Manor House lift station, needs to be wired.
- Cleaned up equipment
- Repaired service leak on Middleford Rd.
- Installed dead end sign on fence installed by Parks at the end on Venture Dr.
- Spruce tower repainting is complete and awaiting final disinfection to place it on-line.
- Verizon installations on Lowes tower is on going
- Installed 2 new water services for new houses on Poplar St.
- Attended multiple 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
- Plant flows have been down to around .85 GPD
- Installed new FE 1 & 2 mixers
- Blower project electrical work has been complete.
- Completed annual inspections for Orient and DSWA.
- NPDES permit renewal application is just about complete.
- We HAVE 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
- 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 Fire, Police and EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Matt Read:

1. A Building Utilization Committee has been formed under former President Stewart's direction to assess the current use of space in the building, and to suggest alternate uses and layouts to improve the Fire and EMS Services.

2. President Read reports there have been no meetings with the IAFF regarding contract negotiations. None are currently scheduled.

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

- **Alarms to date as of 01/27/2020**
- Fire 57
- EMS 228

- **Significant Alarms:**
- No Significant Alarms during this period

- **Apparatus**
- All SVFD Apparatus are currently in-service

- **New Engine 87-5**
- New Engine 87-5 is being prepared for service with expected date of 2/1/2020
- Engineer Orientation is underway

- **Training**
- Annual CPR/ AED training and Firefighter Familiarization on Hose Loads / Deployment on E875 was held on 1/15/20 with 30 members present
- 2nd Engineer Orientation to be held on 1/29/20
- Next Training will be 2/19/20; SCBA refresher and Fit Testing

- **Fire Prevention / Community Events**
- 1/20/20; 5 Members attended the MLK Day of Celebration at Western Boys and Girls Club from 1pm to 4 pm. Set up Recruitment and Fire Prevention table.

- **Fire Sprinkler Demonstration**
- 1/14/20; Demonstration went very well, had 15 members present to observe and participate with fire suppression activities.

- **Special Note:**
- Department 5th Wednesday Fellowship night on Wednesday, January 29, 2020 at 7 pm will start off with a brief traditional ceremony of the members pushing the new apparatus into the station welcoming it service.
- Fire Department Annual Banquet at Station 87 Banquet Hall on Saturday, February 1, 2020 (5:30pm) Hope to see Mayor, Council, and City Manager that night.

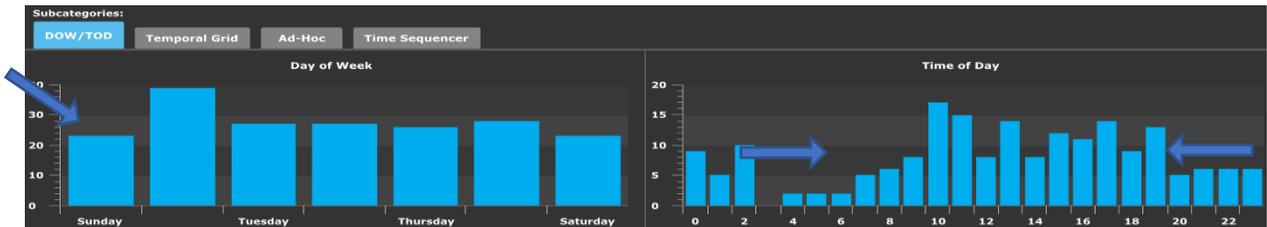
Seaford Police Department

Police Activity during period of **Monday January 13, 2019 – Sunday January 26, 2020** as reported by Chief Marshall D. Craft, Jr. (content edited for style).

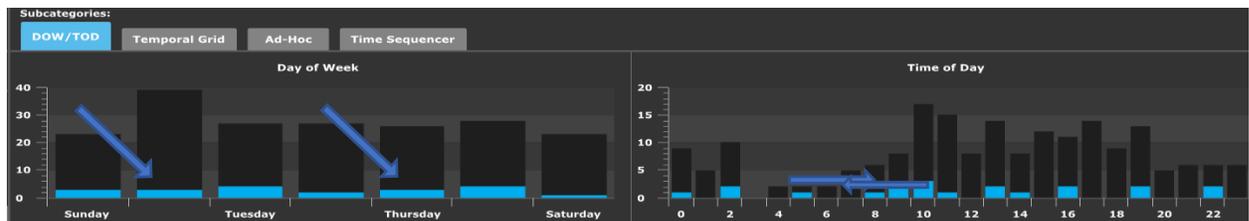
| INCIDENTS | 2020 YTD | 2019 | 2018 |
|-------------------------|----------|-------|------|
| All crimes | 370 | 6,619 | 4918 |
| Drug Crimes | 4 | 249 | 390 |
| Overdose | 0 | 25 | 23 |
| All Traffic (E-Tickets) | 136 | 7,819 | 6387 |
| All DUI | 1 | 42 | 52 |
| All Crashes | 16 | 584 | 533 |
| False Alarms | 35 | 494 | 333 |

Criminal

- All complaints: 193
 - Felony: 15
 - Misdemeanor: 30
 - Violations: 12
 - Other: 136
- 84% Clearance Rate (overall)
- Monday from 1000-1900 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 20 complaints consisting of Assault, Burglary, Theft complaints; Indecent exposure, Rape and Robbery, excluding shoplifting: (35% clearance rate during this reporting period. Most occurred on Tuesday and Friday from 0900-1000.)



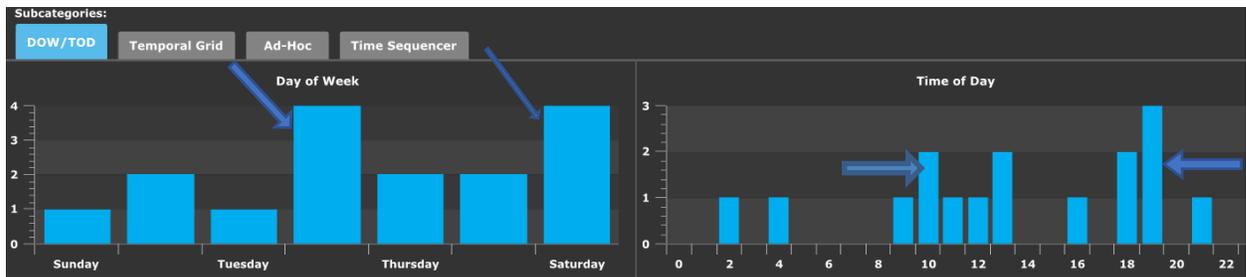
Drug Complaints:

- Drug Crimes: 4
 - Adult Arrest: 2
 - Juvenile Arrest: 0
 - Prosecution Declined: 2
- Search Warrants(s): 0

- Overdose: 0 (Death Investigation may have been overdose – pending toxicology report)

Traffic

- Citations: 220 traffic stops resulting in 89 citations
 - Reckless, Careless or Inattentive: 7 (4 were accident related)
- DUI: 1 (1 accident related DUI's)
- Crashes: 16
 - Injury: 15
 - Non-Injury: 1
 - Hit & Run: 4
 - DUI related crash: 1
 - Wed and Sat from 1000-1900 Hours (See Crash chart below)



Significant Events:

01/14/20, SPD dispatched to the Industrial Park for a reported Fraud/Theft over One Hundred Thousand Dollars. The investigation has revealed that a fake purchaser and a fake freight broker coordinated the purchase and shipping of more than a hundred thousand dollars of product to numerous states and countries. SPD is currently collaborating with the FBI regarding suspects in Ghana Africa. #71-20-372.

01/20/20, SPD was dispatched to W. High Street for a CPR in progress. Investigation revealed EMS/Paramedics were on scene and the victim, identified as a white female, 44 yoa, was pronounced dead at the scene. SPD Criminal Investigative unit responded and collected evidence to include empty heroin baggies. The Division of Forensic Science (Medical Examiner's Office) was notified, responded and took possession of the body. Case is pending an autopsy and toxicology report. #71-20-522.

01/24/20, SPD was dispatched to the **GameStop** for a reported armed robbery. Investigation revealed a white male and female entered the store with a mask and gloves while brandishing a machete and hatchet. The suspects stole United States Currency, two cellular phones and a wallet before fleeing from the store. The suspects were seen leaving the parking lot in a blue Honda Civic. SPD submitted a regional bulletin through the DIAC (fusion center.) Case Pending Active. #71-20-627.

UPDATE #71-20-627: 01/26/20, the same suspects committed a robbery at a GameStop in New Jersey using the same M.O. to include weapons and vehicle. The GameStop had placed a tracking

device on their currency, which resulted in the suspects being apprehended after two separate vehicle pursuits. Suspects are identified as Byron Savage, WMN 38, Millsboro DE and Victoria Titus, WFN39, Georgetown DE. Suspects are currently incarcerated and SPD has warrants on file pending the suspects eventual extradition.

01/25/20, SPD was dispatched to a **single car collision** on Front and Market St for a vehicle verses a pole. Driver reported she swerved to avoid an animal that ran out in front of her. Heavy damage to the vehicle front end and pole damage estimated at \$5,000.00. Operator cited for inattentive driving. #71-20-680.

01/26/20, SPD was dispatched to Walmart for a reported **strong-arm robbery - will be reclassified as a theft**. It was further reported that the victim and suspect had agreed to meet at Walmart to conduct a private sale of a charger for the sum of \$50.00. Upon meeting, the suspect allegedly snatched the money from the victim's hand, ran to his vehicle and fled. As a result, the victim pursued the suspect vehicle, which resulted into a collision between said vehicles. The suspect then fled the scene. Incident was captured on video by a third party from a cellular phone. Further investigation has revealed that the victim had actually handed the money to the suspect and the transaction may have been a 'rip' of \$350.00 for an attempted purchase of 'THC vape pods.' Case is pending active. #71-20-726.

Admin

- 01/13- Director Meeting/Liaison Meeting- Chief
- 01/14-DE Chiefs Meeting (Dover)-Chief
- 01/14-DE COPT Sub Committee meeting (Dover)- Chief
- 01/14-Council Meeting- Chief
- 01/15-Staff Meeting- Chief
- 01/15-Accreditation all day- SSgt. Sterner/Jake Morente (Homeland Security accreditation coordinator)
- 01/21-Chaplin Interview-Chief and Pastor Larry Davis
- 01/22-Custom Signal presentation-SPD Staff and City IT staff
- 01/23-Youth Academy meeting-SPD staff, Boys & Girls club and SN4C

Training

- 01/17-Attended Mental Health Forum at Seaford High School-Chief and SRO

Event:

- 01/15- Attended Jefferson Award presentation to Mr. Benson (Seaford Middle School)- Chief
- 01/19- Attended Delaware Chiefs Foundation fundraiser (Dover Downs)- Chief
- 01/20-Attended MLK day celebration at the Western Sussex Boys and Girls Club-Chief/D. Chief morning session. Lt. Little/SSgt. Sterner afternoon

Councilman Mulvaney Reported on the Electric Department

Since the last report

Crew

- Collected pole data for the GIS system and renumbered poles.
- Nick Smart attended week 3 of 8 for lineman school.
- Did monthly substation checks and changed the nitrogen bottle at Ross Substation.
- Worked at Herring Ridge.
- Changed out rubber gloves and sleeves.
- Trimmed trees in Williams Pond Park west entrance.
- Started working on the lights in Williams Pond Park.

Director

- Had my council liaison meeting.
- Had a directors meeting.
- Had a staff meeting.
- Got training forms signed for Blake and Greg Brooke for meter school.
- Had a meeting with Charles & Smart Utility Management concerning regulations.
- Worked on FY21 budget.
- Responded to request of work at Williams Pond Park.
- Ed and I met Craig Dimes at Williams Pond Park to discuss his concerns.
- Worked on annual employee evaluations.
- Had a construction coordination meeting.
- Had the annual ANSI testing and hi-pot testing on all of our trucks.
- Had the biweekly AMI conference call.

Upcoming Weeks.

- Finish the lights in Williams Pond Park.
- 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.

Councilman Holland reported on Administration:

PROJECT UPDATES:

MEETINGS:

- Met regarding the possibility of a Lacrosse program.
- Participated in a conference call with the Compensation Consultant.
- Attended a meeting with representatives of the Nanticoke Little League.
- Met with the Comp. Plan consultant.

OTHER WORK:

- Prepared the City Council agenda.
- Attended a briefing with the Governor regarding water funding.
- Worked on the 2020 Planning Session.
- Attended the MLK Day of celebration.
- Worked on evaluations.

Information Technology Report:

- Sec. Cam. Project – Continued work with Advanced Security Solutions
- Network Reconfigure Project – Complete 90% of tasks w/ AMP, Still need to verify firewall setting and other notes of changes
- Added recovered data back to PD server along with network drive mappings w/ permissions
- Budget work
- Meeting regarding PD camera system
- Attending demo of in-car camera / Body-worn cameras

Administration Report for Council –

- Attend conference call with the Compensation Study Consultant.
- Attend DEMEC board meeting.
- Attend MLK Day prayer breakfast.
- Prepare schedule for FY 2021 Budget and perform rollover of information in the MCSJ software system – distributed to all departments.
- 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 32 permits and 560 Rental Licenses as of January 27th 2020. (Invoices have been mailed out for the rentals that did not apply for the license. There are 18 outstanding rental invoices.)

Large Project Statuses:

- Wawa – Site work started.
- Our Lady of Lourdes Church – Framing done.
- Herring Ridge – All buildings are up. Storm water being installed.
- Melanie's Ridge – Site work has started.
- Mearfield 2-Permits for two buildings 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.

- Sanded & Painted benches from the park shop to be placed in various locations throughout the City.
- Sanded & Painted spring toy at the Jay's Nest.
- Scheduled meeting with Nora about Hispanic Soccer League 2020 Season.
- Coordinated picture schedule for Youth Co-ed basketball leagues, and worked on game schedule for the month of February. (Bracket layout for the play-offs.)
- Distributed copy of volunteer details for 2020 events to SHS clubs & organizations.
- 7th week of Youth Wrestling program – distributed t-shirts.
- Managed practice schedule & posted information on the new Youth Lacrosse Program.
- Clearing brush & brush & another project's going on at William's Pond Park.
- 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 Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 8:34 p.m.

Mayor Genshaw reopened the Regular Meeting at 10:49 p.m. and called for a motion to close the Regular Meeting. Councilman Henderson made a motion to close the Regular Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The Regular Meeting closed at 10:50 p.m.

Charles D. Anderson, City Manager

/ash