

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

October 13, 2020

6:00 P.M.

Mayor David Genshaw called the meeting to order at 6:00 p.m. for the purpose of reviewing a demonstration and information regarding the Watch Guard integrated body worn and in car camera system with the following present: Councilman Matt MacCoy and Councilman Jose Santos. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Director of Electric, Bill Bennett and Chief of Police, Marshal Craft were also present.

Mr. Tom Latrella from Watch Guard came forward to provide the information. Mr. Latrella shared that Watchguard was founded in 2002 and purchased by Motorola Solutions Company in July of 2019.

Councilman Holland arrived at 6:02 p.m.

He then shared that Watch Guard is the leading provider of mobile video solutions for law enforcement. They are the supplier of this product to over 7,000 agencies in the U.S. and Canada. In Delaware, the company serves Millsboro, South Bethany, Ocean View and Selbyville police departments.

Councilman Henderson arrived at 6:04 p.m.

He then shared the different options that Watch Guard offers to their clients. The devices work as a single system capturing synchronized video from multiple vantage points. The options they offer include in-car system, motorcycle system, body camera system and interview room system. He added that all of the video is linked together so that it can be found easily. If an officer activates their overhead lights, it will trigger the in-car system. Since the in-car system is integrated with the body worn camera, it will also activate the body worn camera automatically without any buttons being pushed. It also works the opposite way as well if the body worn camera is activated as long as the vehicle is in range. The videos are also able to go back in time which is called pre-events.

Mr. Latrella stated that there is sound recorded during a triggered event which is when the body camera is activated. The pre-event is typically video only with no sound.

The evidence is automatically uploaded with no officer involvement which saves time. The videos can be upload in the police department parking lot, from cellular as long as there is LTE connection and in the station. The evidence can be managed however the agency prefers; he added that Cloud storage is the way that most agencies are going now. For law enforcement, Microsoft Government is used which is dedicated to law enforcement.

There are also applications that are offered to assist. These include video redaction, incident recovery and smart device support. With an iPhone, the phone can be linked to the body camera for review purposes. The video redaction will be offered and be used through the Cloud. The incident recovery which means record after the fact is unique to Watch Guard. It will allow the department to go back in time to find a video if you are aware of the specific date and time. It will then create the event as if the officer activated the camera and will capture video only. Councilman

Santos asked how far back can it go? Mr. Latrella stated that for the in-car systems, it typically goes back a few days depending on the number of videos that are stored. For the body worn cameras, it can go back up to one day or a shift. He added that the records are always recorded on a loop. Councilman MacCoy asked about the maximum amount of audio time? Mr. Latrella stated that video is always recorded on a loop and only when events are triggered by an officer is when audio is recorded for the entire event. He added that video can be captured three different ways. One by a triggered event which means the start and stop button is pushed, record after the fact to go back in time to capture an event or a pre-event which is video only. Mr. Latrella explained that audio is only captured during a triggered event. There is not a maximum on audio; it is either captured during a triggered event or on all of the time. Most of the departments that they serve only capture audio during a triggered event due to privacy reasons.

Mr. Latrella explained that it can be integrated with other systems. For example, if a department has a CAD or records system running in the station, it can integrate to share information such as a case number.

Mr. Latrella shared that Watch Guard customer service is available 24/7. They always “advance replace” hardware so agencies get their equipment and officers back on the street as fast as possible. Some Vista components are field replaceable so there is no need to wait. A dedicated senior account manager will be assigned who lives in our territory. There is unlimited online training available at no cost. There is also an optional “premier support” that offers dedicated support meaning no more 1-800 call centers.

Mr. Latrella then showed a demonstration of a body worn camera.

Councilman Santos asked where the cameras are made? Mr. Latrella stated that they are made in their Allen, TX facility.

Councilman Henderson asked what the difference in storage rate was between a 460p to 1080p? Mr. Latrella stated that a 720p video and a 480p video is about a 3x difference. He then stated that a 1080p is twice as large as a 720p. Councilman Henderson asked if there were any problems with evidence or presentation with the type of display? Mr. Latrella stated that the biggest difference with the system is 720p is the closest to the human eye as possible. He added that 1080p is slightly better and 480p is a little less. He believes that 720p is the most popular one that is used.

Councilman MacCoy asked how often does it usually happen that an upgrade is needed or a new model comes out? Mr. Latrella stated that for the in-car product, they have been out since 2011 and it is still current.

Mayor Genshaw asked if it was most common that each officer is provided their own body camera? Mr. Latrella stated that is how most of his departments operate; especially now with COVID.

City Manager Anderson stated that this budget year, body cameras were budgeted. He added that grant funds were budgeted to cover the cost of the body cameras. Chief Craft has been evaluating different systems and this is one of the ones that is at the top of his short list. At this time, the in-car camera systems are reaching the end of their life cycle. This integrated system adds the benefit of body cameras as well as replacement of the in-car system. The structure that is being proposed is a five-year lease. The lease this company offers is unique that you go in with a set amount of data storage capability and then it is a pay as you go plan. As you use the data and deploy your cameras, you are able to decide to move to the unlimited storage at the increased cost. Councilman Henderson added that once you upgrade you are not able to downgrade.

Chief Craft stated that he has assisted the Town of Millsboro with an internal affairs investigation. They emailed him a link and he reviewed all of the information from the system off of that link. He added that same process would occur with the Attorney General's office. Chief Craft explained that this would cut down on the manpower for the department of having to pull all of the information together. Chief Craft said that funding may become available through the State, however, it would only be for body worn cameras. He would recommend to go with an integrated system.

With no further questions or comments, Mayor Genshaw adjourned the meeting at 6:38 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 Orlando Holland and Councilman Jose Santos. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Director of Electric, Bill Bennett and Chief of Police, Marshal 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; there were none.

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on September 22, 2020. Councilman Henderson made a motion to approve the minutes of the Regular Meeting on September 22, 2020. Councilman MacCoy seconded the motion. The motion so passed with all voting in favor.

Chief Marshall Craft then introduced Patrolman Bernadin Dice and Patrolman Dalton Willey who recently started work with the Seaford Police Department.

Correspondence

There was none.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval Ordinance #2020-A1 for the annexation of Tax Map and Parcel #331-3.00-180.00; 22512 Sussex Highway (Sunrise Motel) Seaford, DE 19973. City Manager Anderson stated that this property has been working through the annexation process; this is the final step of the process. The property has been reviewed by Planning and Zoning and the Plan of Services has been approved by the State of Delaware. There have been letters received from the Chief of Police and Chief of SVFD stating that they do support the annexation. If this ordinance is adopted, this will be advertised and it will be annexed into the City of Seaford boundaries after 30 days of advertisement. If the property is annexed, all state agencies will be notified as well as Delmarva Power to expand the City's electrical territory to include this parcel.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson asked about the 2/3 votes since there is one Council member absent tonight. City Manager Anderson stated that a quorum is present tonight; it would be 2/3 of the members that are present at the meeting.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to adopt Ordinance #2020-A1 for the annexation of Tax Map and Parcel #331-3.00-180.00; 22512 Sussex Highway (Sunrise Motel) Seaford, DE 19973 as presented. Councilman Henderson seconded the motion. Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item # 2: Chief of Police Marshall Craft to present for approval a funding plan to procure the Watch Guard integrated body worn and in car camera system for the Seaford PD staff in FY21. Chief Craft stated that the department currently has an aging in-car camera system. He added that in the current budget there is \$8,000.00 budgeted to replace one of those aging units. Chief Craft has received a quote and lease option for five years with the first payment being due August 1, 2021 from Watch Guard. He added to offset the cost, he has proposed to reallocate violent crime grants funds.

He added that transparency is very important in the current times and these are important for the department. If more storage is needed, the lease does allow the Department to upgrade, however, once we upgrade we are not able to go back.

Chief of Police Craft explained features of the system and how the department would benefit from the system.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked about how this would help the department move into 21st century policing. Chief Craft stated that trust and relationships are a big part of 21st century policing. He believes that there is a lot of mistrust out there today with police departments; which has to be earned. This would help meet one of those goals to have the data to show and build trust and transparency with the community. Councilman Henderson asked about the year 1 payment that would be due in FY22; how would that be documented? Chief of Police Craft stated that a bid process may have to be completed and everything could be installed and done with no payment due until August 1, 2022. He added that his proposal is to help offset the cost is to go ask to reallocate funds from the violent crime grant to help with the first payment. He added that the first payment can be made prior to August 1, 2021.

City Manager Anderson added that there has been some discussion with staff, management and the police department about the bidding requirements for this project related to the City Charter. If Watch Guard is not on State contract pricing, per the City Charter it has to go out to bid. He added that the information would be brought back to City Council for approval with pricing.

Councilman Santos asked what happened in year six once the lease was over? City Manager Anderson stated that the lease agreement would be completed, therefore the equipment would be the City's. At that time, you could speak with the company to see what upgrades would be needed to continue their warranty. He added that within five years, most likely there would be newer technology out that would need to be purchased. Councilman Santos asked if we would continue to pay for storage? City Manager Anderson confirmed that the City would continue paying that cost.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the request of Chief of Police Marshall Craft to fund the purchase of an integrated body worn and in car camera system for the Seaford PD staff in FY21 as an unbudgeted expenditure of up to \$15,000 as presented. Councilman Santos seconded the motion. Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #3: Bids – 14.4 KV Pad Mount Switch Gear and Wire. Director of Electric Bill Bennett came forward to present the information. Mr. Bennett stated that there were three bids received with Anixter being the low bidder in the amount of \$192,401.08. He added that this bid is for materials for Ross Business park improvements and is included in the 2018 bond bill from the State of Delaware. Anixter meets all of the requirements and it is his recommendation to award the bid to them. He added that the delivery time of the switchgear is 12-14 weeks and the wire will be given an estimate delivery date once the purchase order is issued.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked if the lump sum bid included the current pricing for the wire? Mr. Bennett stated that was correct; the estimated delivery time is not given until the order is placed.

With no other questions, Mayor Genshaw called for a motion. Councilman Holland made a motion to accept the bid from Anixter for the purchase of the 14.4 KV Pad Mount Switch Gear and Wire in the amount of \$192,401.08 as presented. Councilman MacCoy seconded the motion. Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes.

The motion so passed.

Mayor Genshaw presented New Business item #4 – Bids – 2020 Zero Turn Mowers. Director of Economic Development and Community Relations Trisha Newcomer came forward to present the information. Mrs. Newcomer stated that there were five bids received. After a review of the bid, it was found that the low bidder did not meet the bid specifications. Neither of the mowers had a mulching kit included and one did not have greaseable spindles. Therefore, it is being recommended to award the bid to Atlantic Tractor for the two John Deere Z930M mowers, with one of those mowers to include the optional 3-bag system.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman Holland made a motion to accept the bid from Atlantic Tractor for the purchase of two 2020 Zero Turn Mowers in the amount of \$16,303.16, with the optional 3 bag bagger system in the amount of \$3,112.29 for a total purchase amount of \$19,415.45 as presented. Councilman MacCoy seconded the motion. Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes.

The motion so passed.

OLD BUSINESS:

Mayor Genshaw presented Old Business Item #1 – Second reading of proposed ordinance revisions to the Municipal Code – Division 3; High Density Residential District, Section 15-26 Area

and bulk regulations to change the permitted dwelling units per acre, setbacks, site coverage, habitable floor area, exterior materials, safety improvements and site amenities. City Manager Anderson stated that this will increase the site area from 1 acre to 4 acres minimum. It will also reduce the dwelling units per acre from 14 to 10. The number of dwelling units per apartment building would go down from 18 to 12. All of the setbacks will increase so that they would be setback further. The exterior materials would be required to be finished with architectural masonry. The site amenities are further explained and laid out. It would also require fencing for the site.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson asked if there is any knowledge of any R-3 developments that are not yet in progress? City Manager Anderson stated that according to the Building Official there are none. All of those that are in the approval process are in the final approval status.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to adopt the revisions to the Municipal Code – Division 3; High Density Residential District, Section 15-26 Area and bulk regulations to change the permitted dwelling units per acre, setbacks, site coverage, habitable floor area, exterior materials, safety improvements and site amenities as presented. Councilman Holland seconded the motion. Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes.

The motion so passed.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- City-wide Halloween Trick-or-treating will be held October 31, 2020 from 6:00 p.m. until 8:00 p.m. for children under 12 years old with proper COVID-19 precautions in place. Contactless delivery of treats, social distancing and cloth face coverings are recommended by the Division of Public Health.

COMMITTEE REPORTS

Councilman Santos reported on Administration and IT:

PROJECT UPDATES:

MEETINGS:

- ✓ Made an inspection of the PD roof replacement with the warrantee representative from Carlisle. Several repairs were recommended prior to acceptance.

- ✓ Participated in the bi-monthly call with the Governor regarding COVID-19.
- ✓ Attended the Christmas Parade meetings with the Downtown Seaford Association members.
 - The parade committee seeks to have the parade this year with COVID restriction in place.
- ✓ Attended the Board of Adjustment meeting.
- ✓ Attended the SCAT dinner.
- ✓ Met with the City Engineer about the North Ross Business Park development.
 - The City Engineer is working with the Department of Transportation to determine the improvements required to install an entrance on to Herring Run Road.
- ✓ Attended the Unified Sewer District progress meetings with the contractor and Sussex County.

OTHER WORK:

- ✓ Prepared the Council agenda.
- ✓ Dealt with some employee HR issues and concerns.
- ✓ Sent the City Solicitor information regarding an appeal of the Board of Adjustment decision.
- ✓ Attended the Public Power week event at the Electric Department.
Thank you to the electric department for all that you do all year long!

Information Technology Report:

- 95% complete with Access control door at Police Department
- Completed projects at the Police Department – Mounting TV in Gym, Wiring up Secure Phones
- Met with Advanced Security with regard to Security Camera Projects in this budget year. Did a site visit for each project to verify materials and gauge time frames
- Installed New Switches at Wastewater and Recreation Offices
- Working with AMP to Configure New Switches and to connect Storage to new servers
- Working on Renewals and software purchases as well.

Administration Report for Council –

- Continue contract negotiation with the police department Teamsters Local 326
 - Current contract expired 06/30/2020.
 - Meeting on October 1, 2020, looking to schedule the next meeting sometime soon
- Continue preparing for the City's annual audit
 - Auditor's are onsite for fieldwork – October 12th – October 16th

- Correspond with auditors and provide requested reports and documentation.
- Prepare journal entries and reconciliations of accounts.
- Prepare audit confirmation letters and attorney opinion letters.
- Attend meetings regarding personnel issues
- Processed utility disconnections for non-payment
- Prepared utility billings for the month of September consumption
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman Henderson reported on Fire, Police and, EMS.

Seaford Volunteer Fire Department, Inc.

President Matt Read reports:

No Report this period.

Notes from SVFD Fire Chief John Wilson's report:

Alarms to Date (10/12/2020) (0900 hours)

- FIRE / RESCUE **589**; averaging 2.05 calls per day to date.
- EMS **2546**; averaging 8.9 calls per day to date.
- Total Emergencies: **10.9** calls per day

Significant Calls:

- (Out of City, in district) 9/26/20; Working Structure Fire, Old Furnace Road
- (Out of district) 10/10/20; Assist Blades Station 71, Working Structure Fire, Lynx Road

Apparatus

- Dive Trailer is scheduled for equipment service and will be out of service
- Tower 87 did not pass aerial certification for pump and flow reasons; it is being reevaluated by our service center for recertification to be rescheduled.

EMS

- NEW Ambulance B87 specification: *Passed its vote, and the order has been placed.*
- Hired 3 new employees to start orientation on October 26, 2020.
 - Miguel Ruiz, resides in Crofton, Maryland, Currently a Firefighter /EMT in Silver Spring, MD
 - Cedric Andrews, resides in Berlin, Md, currently a Firefighter/EMT in Berlin, MD
 - Zack Middleton, resides in Pittsville, Md, currently a Firefighter/EMT with Pittsville, MD

Training / Meetings / Business

- o Next Training is Wednesday, October 21, 2020, Pre-Plan Walk Thru of Invista Plant on DuPont Road.

EVENTS

- o Had virtual mini fire prevention lesson on our Facebook page for National Fire Prevention Week which was held last week October 4 –10, 2020
- o EMS ambulance stand by for the new Middleford Speedway races. On October 10th and October 17th.

September 2020 Fire Summary as reported by 2nd Assistant Chief Tom LeCates:

Total number of alarms- 57
 Number of alarms within the City- 32
 Number of alarms outside the City- 21
 Number of assist/stand-bys at other fire companies- 4/0

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2400-0100			2				
0100-0200	1						
0200-0300			1				
0300-0400					1		1
0400-0500							
0500-0600							1
0600-0700	1						
0700-0800			1		2		
0800-0900				1			
0900-1000				1	1		
1000-1100			1	1		1	
1100-1200				1		1	
1200-1300			1				
1300-1400	1			1		2	
1400-1500	1			1	1		
1500-1600			1		1		1
1600-1700	1			2	1	2	1
1700-1800	1	1			1	1	
1800-1900			1		1	1	1
1900-2000	1			1	1		

2000-2100	1		1
2100-2200		2	1
2200-2300	1	1	1
2300-2400			

Types and number of Alarms

AFA	18	Odor Invest.	
MVC	8	Powerlines	3
EMS Asst.	7	Public Service	
Appliance Fire		Rescue	1
Brush/Field Fire	1	Service Call	1
Child Locked in Veh.	1	Smoke Invest.	4
CO Detector		Stand-By	
Chimney Fire		Structure Fire	3
False Alarm		Trash Fire	3
Fire Police Asst.		Vehicle Fire	
Fuel Spill	1	Wash Down	1
Gas Leak	1	Woods Fire	
Improper Dispatch			
Landing Zone Req.			

Manure Fire

Assist other Fire Dept/Co	4	Duty Crew Calls	4
Structure	1	Friday Duty Crew Calls	0
MVC	2	EMS Asst.	
Water Rescue	1	Fire Police Asst.	
Brush/Field Fire		Child Locked in Veh	1
Powerlines		Public Service	1
Vehicle Fire		Smoke Invest.	
EMS Asst.		Powerlines	
Fire Police Asst.		Trash Fire	
Rescue		Assist other FD/FC	
Gas Leak		AFA	
Woods		CO Detector	
		Gas Leak	1
		MVC	1
		Rescue	

Training:

September 2nd: Driver training at SVSC.

September 16th: Elevator Emergencies at Station 87.

Notable Alarms for the Month of September:

9/21/2020- Outbuilding fire on Concord Pond Road.

9/22/2020- Single family dwelling on Park Drive off Concord Pond Road.

9/24/2020- Large trash dumpster fire at Invista.
 9/26/2020- Dwelling fire at 12681 Old Furnace Road.

September 2020 EMS Summary as reported by 2nd Assistant Chief Tom LeCates:

Total Number of EMS Runs- **288 (175 in City limits)**
 Total Number of "Alpha" Calls- **89**
 Total Number of "Bravo" Calls- **72**
 Total Number of "Charlie" Calls- **60**
 Total Number of "Delta" Calls- **65**
 Total Number of "Echo" Calls- **1**
 Total Number of "Omega" Calls- **1**

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

Additional information from the month:
 No reported injuries.

SVFD in the Community:
 September 11, 2020-Ground ladder/hose testing.
 September 21, 2020-UL testing Tower 87.
 September 26, 2020-Childhood Cancer Awareness Parade (Tower 87).

Police Activity during period of Friday September 21, 2020 - Sunday October 11, 2020 as reported by Chief Marshall Craft:

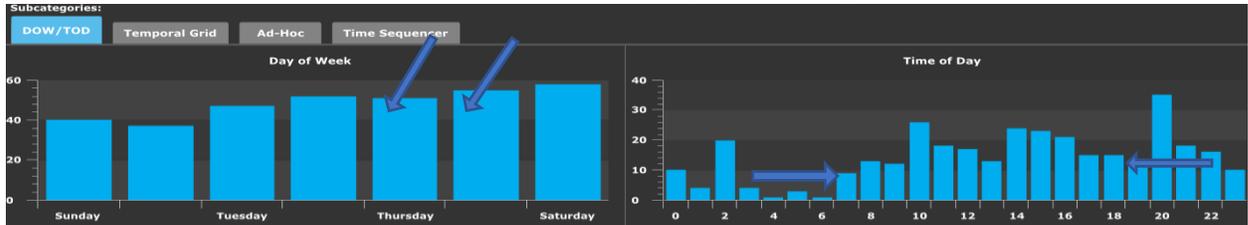
INCIDENTS	2020 YTD	2019	2018
All crimes	6131	6,619	4918
Drug Crimes	161	249	390
Overdose	22	25	23
All Traffic Contacts (E-Tickets)	5630/ (1425)	7,819 (1,782)	6387 (3,617)
All DUI	31	42	52
All Crashes	421	584	533
False Alarms	315	494	333

Police Activity during period of Friday September 21, 2020 - Sunday October 11, 2020:

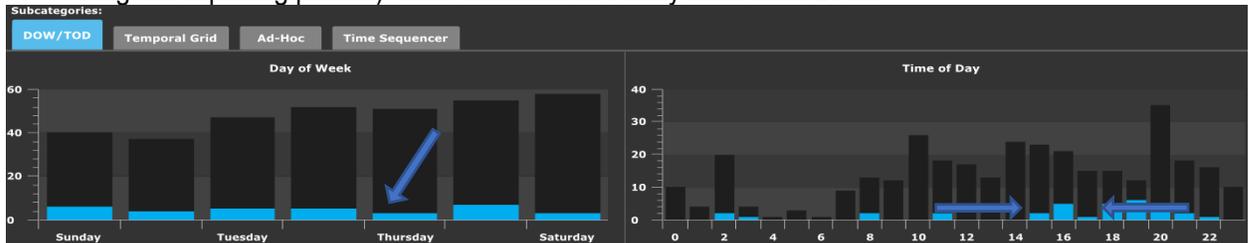
Criminal

- All complaints: **340** (defendants: **15** adult & **0** Juvenile)
 - Felony: **20**
 - Misdemeanor: **38**
 - Violations: **8**

- Civil: **2**
- Other: **205**
- 86% Clearance Rate (overall)
- Thursday and Friday from 0800-1000 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of **33 complaints** consisting of Assault, Aggravated Assault, Burglary, Forgery, Robbery and Theft; Excludes Shoplifting: (45% clearance rate during this reporting period.) Most occurred on Friday from 1500-2100.



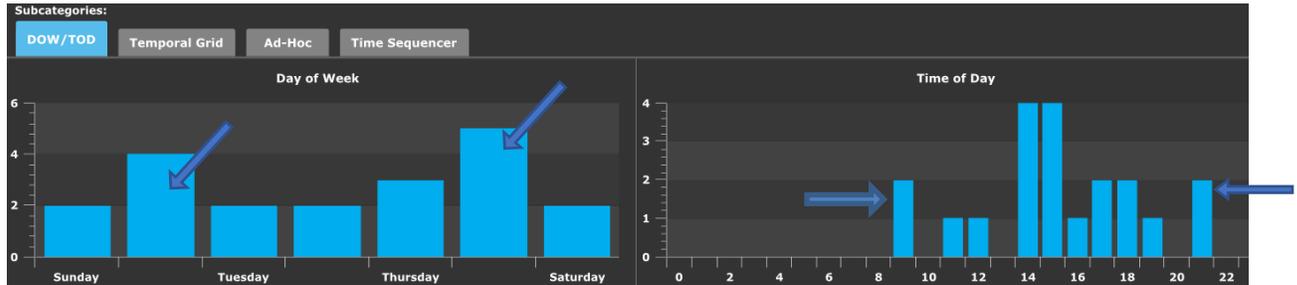
Drug Complaints:

- Drug Crimes: **21**
 - Adult Arrest: **14**
 - Juvenile Arrest: **0**
 - Pending Inactive: **2**
 - Prosecution declined: **5**
- Search Warrants(s): **0**
- Overdose: **0**

Traffic

- Citations: **319** traffic contacts resulting in **92** citations
- DUI: **4** (**0** accident related DUI's)
- Crashes: **20**
 - Injury: **1**
 - Non-Injury: **19**
 - **Additional Information: Driver distraction primary cause of accident)**
 - Hit & Run: **6**
 - Alcohol/drug related crash: **0**

- Bicycle: 0
- Monday and Friday from 0900-2100 Hours (See Crash chart below)



Significant Events:

10/01/20, SPD dispatched to N. Porter Street for a late reported Theft of a Motor Vehicle. Victim reported that an unknown suspect stole her vehicle from her residence. The vehicle is described as a 2009 Dodge Caliber, Orange in color, bearing DE TAG #378839. Case Pending Active #71-20-7803.

10/01/20, SPD dispatched to Planters Dr. for a Death Investigation. Investigation revealed victim passed from natural causes. Case is service Cleared #71-20-7801.

10/04/20, SPD dispatched to Sussex Hwy (Car Wash) for a reported Strong-Arm Robbery. Victim reported that three unknown black males approached her and demanded money. The victim further stated that the three suspects began to hit her before removing items from her vehicle. The items were described as an I-Phone, driver license, credit card and other personal items. Case Pending Active #71-20-7899.

10/11/20, SPD dispatched to E. Popular St. for a reported Assault. Investigation revealed that two unknown black male suspects described as skinny, 6' tall and wearing a mask, blue jeans and a hoodie approached her and began to strike her in the face causing a laceration to her chin, and bruising to her right forearm. Case Pending Inactive #71-20-8071.

10/04/20, SPD dispatched to E. King St. for a reported Theft from a vehicle.

Admin

- Attended Director, Staff, Liaison and Unified Command meetings as scheduled - Chief
- 09/25/20 & 10/09/20 - Statewide Model 'Discipline Policy' Meeting - Chief
- 09/28/20 - Delaware Police Accreditation Commission Assessment/Audit - SPD Staff
- 09/30/20 - Meeting with U.S. Attorney office, district of Delaware and Delaware State University - Chief
- 10/06/20 - SLEAF Grant Meeting - Chief

Training

- Supervisory Training Academy (once a week through Nov 4th) - D. Chief Rapa
- Webinar on tabletop drills for school critical incidents - SRO Justice
- Week of October 5th - Firearms re-certification - SPD personnel

Event:

- SPD continues to support volunteerism by assisting the Nanticoke Senior Center with meal deliveries to our homebound community members on Mondays, Wednesdays and Fridays.
- 09/26/20 - SPD participated in a food distribution event with Health Coalition on Tull Dr & Atlanta Rd
- 09/28/20 - New Hires (Dalton Willey and Joan Santiago Nanola) - Day One
- 09/29/20 - SPD interviewed by 'Jobs for Delaware Grads' - SPD Officers
- 10/07/20 - Partnered with Sussex Health Coalition for drug Prevention event - SSGT. Sterner
- "Just Justice" a video series with HS Principal Dr. Horsey on SRO matters - SRO Justice
- Event scheduled for 10/22/20 - SPD, in partnership with Fred Douglass Elementary school and the Health Coalition are sponsoring a Bike Rodeo and Trunk or Treat event
- Upcoming Event for Special Olympics: SPD personnel and City Council will be supporting the Delaware Special Olympic Torch Run by completing a run, walk or bike challenge before 10/31/20

Councilman Holland reported on Code, Parks and Recreation:

Code Department Report

- Issuing permits (293 Issued in 2020)
- 559 Rental Licenses Issued. (1,608 Individual Units) (596 Homes) (1,012 Apartments)
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits
- Code Inspector position is open.

Large project status's

- Wawa – Entrance work on Sussex Hwy almost completed. Site work for Wawa started.
- Melanies Ridge –Deldot work almost completed
- Mearfield 2 –Second duplex has been set. Have applied for permit for 4 pack townhouses.
- Montessori School – School is open. Admin offices and Meal distribution building completed.

- East Park Business Center – Site Work to start this week.

Accomplished week of 9/28

Parks – Cut regular grass areas & trimmed trees at Soroptimist Park & Industrial Park Tower
Parks – Installed more privacy slats at the pool (almost completed)
Parks – Coordinated 2 volunteers with local church for trash pick-up in our parks on 10/1 & 10/2
Parks – Prep softball fields & football fields for league & clinics
Rec. – Completed first month of youth clinics and 3 rd week of men’s softball
Rec. – Passed out Soccer t-shirts & had 13 pay for program extension
Parks&Rec. – Attended the Mid South Audio Ribbon Cutting with Trisha
Parks&Rec. – Completed third week of Supervisor Training, Session 4: Successful Supervision
Parks&Rec. – Submitted two grants to Sussex County Council for Riverfest & Seaford Tomorrow
Parks&Rec. – Reviewed and sent out 3 special event permits for review/approval

Accomplished week of 10/5

Parks – Completed regular grass cutting & cut down tree & limbs at Williams Pond Park
Parks – Completed 3 work orders (63 total for this year)
Parks – Bobby completed 1 & ½ days of CPSI training (Certified Playground Safety Instructor)
Parks – Prep softball fields & football fields for league, clinics, & softball tournament
Rec. – Started 2 nd month of clinics, about 40-50 participants in each
Rec. – Completed 4 th week of men’s softball

Parks&Rec. – Completed bid recommendation for two zero turn mowers
Parks&Rec. – Completed third week of Supervisor Training, Session 5: Motivating Employees & Exemplary Customer Service
Parks&Rec. – Researched alternative recreation activities for upcoming Winter
Parks&Rec. – Reviewed and sent out 4 special event permits for review/approval

Councilman MacCoy reported on Electric.

Since the last report

Crew

Trimmed trees on Westland lane behind 312 Willey St.
Dug in the primary conduit for Cavan Construction's new building in the Industrial Park.
Set a pole with Verizon on Westland Lane.
Ran a new service on Nylon Blvd.
Did monthly substation checks.
Took the electric board out to the softball field for a tournament.
Started clearing the area in Melanie's Ridge that we will start working in.
Loaded bad transformers for disposal.
Dug in the conduit, set & wired the 3 new street lights on Venture Drive. They won't operate until the first transformer is set at East Park Business Center.
Disconnected the barn at the Montessori School so they could transfer it over to the permanent electric feed. Pulled all of the poles going up the entrance drive.
Ed got the directional drilling for Melanie's Ridge.
Ed gave the scope of work to AccuTrench to get the estimate for the directional drilling at Mearfield 1 phase 2B.
Fixed the parking lot lights and front flag pole lights at the Police Department.
Cleared out vegetation growth on circuits 310 & 330.
Trimmed trees on Allen ST between Sussex Ave & Hickory Lane.
Transferred the infrastructure to the new pole on Westland Lane.
Killed the power to PNC bank on Saturday and turned them back on on Sunday for their maintenance.

Director

Had a staff meeting.
Had a director's meeting.

Worked with Tracy to get the bids out for the chipper and pulling in the fiber on Sussex Highway.
Did a ride around with George Zang from Verizon concerning the fiber extension on Sussex Hwy and poles around town that need changing.
On site at the lift station for the vendor changing out the valves.
Watched the APPA webinar on community solar.
Met with the developer for East Park Business Center.
Put bids out for switchgear & wire, chipper and labor to extend the fiber cable on Sussex Highway up to Old Furnace Road.
Had the commissioning of the storm water lift station at Pine ST substation.
Trained and starting setting up the APPA E-reliability report.
Opened bids for the switchgear & wire and reviewed them for awarding.
Did estimates for Dolby north, Belle Ayre Multifamily, east Park Business center and the old Allen's hatchery.

Upcoming Weeks.

Continue changing the lights on Sussex Highway to LED.
Finish trimming trees in Williams Pond Park.
Work with the school on the lights in front of Central Elementary school.
Continue working in Mearfield 2 as they build more units in phase 1.
Get the estimate and schedule the directional drilling at WAWA.

Councilman King submitted his report for Public Works & WWTF.

Past two weeks:

Public Works:

- Hydrant flushing began
- Pins St. substation lift station is on-line
- Installed speed limits and children at play signs in Mearfield
- Performed maintenance on leaf machine in preparation of the season
- Repaired service leak on Dover Street
- Met with contractor to perform street paving bid work
- Pulled Seaford Village pump and installed new base.
- New lift station project on-going.
- Force main and pump station installation for the Unified Sewer District is on-going.
- JCB backhoe has been repaired
- Manor House lift station pump still out for rebuild
- Picking up a lot of limbs
- Still one person down
- Held multiply meetings in person, zoom, and by conference call. All three progress meetings for construction projects

- Performed all routine tasks; swept, L & L, big piles, read meters, re-reads, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc.

WWTF & COMPOST

- No new news is good news here.
- Plant performance remains good
- Still working on Industrial User permits for Pretreatment program
- Preparing to accept wastewater from Bridgeville and Greenwood.
- We HAVE compost to sell by appointment
- Leachate treatment going well but less
- Septage is down.
- No major equipment maintenance needed.

Upcoming two weeks:

Public Works

- Street paving bid to start soon
- Flush hydrants
- Repair cleanouts on smoke testing list.
- 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

Mayor Genshaw called for a motion to adjourn the Regular Council Meeting to enter into an executive session for the purpose of discussing personnel. Councilman MacCoy made a motion to adjourn the Regular Council Meeting to move into Executive Session. Councilman Holland seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 8:03 p.m. to enter into Executive Session for the purpose of discussing personnel.

Mayor Genshaw reopened the Regular meeting at 8:57. Mayor Genshaw called for a motion to adjourn the Regular Council Meeting. Councilman MacCoy made a motion to adjourn the Regular Council Meeting. Councilman Holland seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 8:58 p.m.

Charles D. Anderson, City Manager

/tnt