

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

October 22, 2019

7:00 P.M.

Mayor Genshaw called the meeting to order at 7:00 p.m. with the following present: Councilman Matt MacCoy, Councilman William H Mulvaney, Councilman Orlando Holland and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Superintendent of Electric, Bill Bennett and Building Official, Mike Bailey, were also present.

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

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

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on October 8, 2019. Councilman Holland made a motion to approve the minutes from the October 8, 2019 Council Meeting. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw called Director of Economic Development and Community Relations, Trisha Newcomer, forward to present a check to the Allen Cancer Care Center from the sale of pink wooden ribbons.

Mrs. Newcomer stated that the Parks and Recreation Department decided to make the pink ribbons for Breast Cancer Awareness month and donate a portion of the proceeds to the Cancer Care center. The department was able to present the center with a two -hundred and seventy-five dollar check from the pink ribbon proceeds.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval a request from Mr. Clay Sneed with Top Shelf Entertainment, LLC, to assist with resources and support to film a made for television series at Seaford locations.

Mayor Genshaw called Mr. Sneed up to present the information to the Council members and public.

Mr. Sneed stated that he is a local person from Millsboro who has been working with producers from New York and Philadelphia over the past couple of years, in preparing for production of this show. The upcoming film series will portray the beauty of Seaford and its landmarks including the downtown, river and its historical buildings. Mr. Sneed stated he believes the film series will have a positive outcome for economic exposure for the City. The production will include three episodes that will be considered the pilot for the series and from there, hopefully will attract networks and/or streaming companies that will have a larger platform for the series.

Mayor Genshaw solicited any question or comments from Council.

Councilman MacCoy asked what the duration of filming will be for completion of the three episodes.

Mr. Sneed stated the filming will be twice a month and will take place from January to the end of May. Each episode will approximately be between 50-53 minutes in length.

Councilman MacCoy asked if the filming will require road and/ or blocking off buildings; which may affect traffic, etc.

Mr. Sneed stated yes there will be times this may occur, however it will be communicated and scheduled with the City Manager for best times to accomplish the use of roadways, buildings and other locations.

Councilman MacCoy asked what the scope/ plot of the show will entail.

Mr. Sneed stated that the series is a redemption story of a large family that goes through life struggles, love, divine intervention, etc.

Councilman King asked if the Council will have an opportunity to review the project prior to it being aired.

Mr. Sneed stated yes. Once the filming is completed, it will take approximately 30-45 days to complete editing, etc. The Council can then view it prior to applying for film festivals, etc.

With no further questions, Mayor Genshaw called for a motion.

Councilman MacCoy made a motion to approve the request from Mr. Clay Sneed with Top Shelf Entertainment, LLC, to assist with resources and support to film a made for television series at Seaford locations as presented. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2: Present for approval the proposed lease agreement for the building located at 400 High Street, with the firm of George, Miles and Buhr LLC, for an initial term of three years with an option to renew for an additional two one-year terms.

Trisha Newcomer, Director of Economic Development and Community Relations, came forward to present the information.

Mrs. Newcomer stated that at the previous Council meeting, GMB presented a request to Council for the expansion of their building and Council approved the work. With that, came the caveat to revisit the lease agreement between GMB and the City of Seaford; they have been the tenant since 2000. The proposed initial lease will be for a period of three years, commencing on April 1, 2020, with two consecutive options to renew at terms provided by the agreement. The annual rental

amount of \$43,980.00 shall be paid in monthly installments of \$3,665.00 on the first day of each calendar month. Rent for each subsequent year, paid in equal monthly installments is set forth as, 4/1/21-3/31/22, \$44,880.00 and 4/1/22-3/31/23, \$ 45,780.00. The City does grant the tenant options to extend the lease for two one-year periods as set forth as, first option year 4/1/23-3/31/24, \$46,680.00 and second option year, 4/1/24-3/31-25, \$47,640.00. Mrs. Newcomer stated that the tenant has a security deposit on file from the prior lease and will be retained for the presented agreement.

With no further questions; Mayor Genshaw called for a motion.

Councilman King made a motion to approve the proposed lease agreement for the building located at 400 High Street, with the firm of George, Miles and Buhr LLC, for an initial term of three years with an option to renew for an additional two one-year terms as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3: Bids- Electric department pick-up truck.

Mayor Genshaw called Bill Bennet, Superintendent of Electric, forward to present the information.

Mr. Bennett stated that the City of Seaford received two bids for a 2020 half-ton Four Wheel Drive Extended Cab pickup for the Electric Department. Hertrich Fleet Sales had a base bid of \$30,638.00 with a trade-in allowance of \$2,800.00 for a total bid with trade amount of \$27, 838.00. Sands Ford bid was \$31,659.00 with a trade-in allowance of \$3,250.00 for a total bid with trade amount of \$28,319.00. Mr. Bennett stated both bids met the requirements of the bid specifications and he placed \$35, 000.00 in the budget for the new vehicle. Some of the remaining money will be used to letter and put emergency lighting on the truck.

Mr. Bennett recommended awarding the bid to the low bidder, Hertrich Fleet Sales, in the amount of \$27, 838.00 and trade in the departments 2009 Ford Escape.

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

Mayor Genshaw called for a motion.

Councilman Mulvaney made a motion to approve the bid for the Electric Departments new pick-up truck, to be awarded to Hertrich Fleet Sales, in the amount of \$27,838.00, as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: Present for review a recommendation from the 911 Services Evaluation Committee.

Mayor Genshaw asked City Manager, Charles Anderson, to present the report received from Councilman and Seaford 911 Center Evaluation Committee Chairman, Dan Henderson. Mr. Anderson read the report in its entirety into the record, a complete copy of the report is attached.

Mayor Genshaw solicited any questions or comments from Council.

Councilman King asked if the Committee did any work around ways that the City could save the 911- Center; looking at other ways to save money in order to keep the center open.

City Manager, Charles Anderson, stated that as a Committee member who attended the meetings; every committee member was given the budget, line item by line item, at the first meeting. A budget presentation was given at meeting #1 and members could ask questions and members also made a few suggestions, to include, not spending money on demolitions for the year, however that is a onetime yearly expenditure of approximately \$100,000.00, which will not close the gap needed to fund the center. There was also detailed discussion in regards to costs of the golf course and the swim center, however those funds combined would not make up the funding short fall for the 911 Center. The Committee was citizens who were willing to share their time and thoughts in regards to the issues surrounding the call center, however they did not feel that they are budgetary experts and Council and staff does that as a matter of course. As the Chairman, Dan Henderson, stated, another service that is provided to the citizens would have to be sacrificed to make up the funding.

Councilman King asked what the dollar amount of the short-fall (additional dollars needed) to keep the 911 Call Center functioning.

City Manager, Charles Anderson, stated that currently the budget for the center is \$657,000.00 in expenses and the City currently has about \$38,000.00 in revenue for the FY' 20 budget. This current year, the staff went through a proposal to increase that amount, by adding a person, however the City did a City-wide hiring freeze for several departments, which helped close the budgetary gap. The committee felt that, option #3, the Call-Center, would still allow for the majority of the services that the residents have enjoyed and allow for the reduction of budgetary expenditures by approximately 39-40 %. By making these reductions, it would reduce the \$657,000.00 by almost \$300, 000.00 +/-.

Councilman King then asked again, what the dollar amount of the short-fall would be needed to keep the Center functioning.

City Manager, Charles Anderson, stated that, that is a Council decision. Right now, the budget is funding through the end of the year, so there is no magic number to reduce it by a certain amount. Council has to make that decision; do they go forward and find additional money for the growth that is necessary, do they take the option of the call center and reduce the expenses, do they shut the facility down; but that is a Council decision.

Councilman King stated that in a previous meeting, a comment about a raise in taxes of 30% was made; what is the dollar amount for the percentage.

Mayor David Genshaw stated that Councilman King needed to stay focused on the discussion of the committees report and that the Council was discussing the recommendations provided by the 911 Services Evaluation Committee.

Councilman King then asked if the Committee looked at ways to save the 911 Call Center.

City Manager, Charles Anderson, stated yes. They have given Council the option of keeping the center. They discussed the services it provides, etc. The committee did not recommend Council raise taxes, raise water and sewer rates and/or electric rates. These are items that the Council would need to make a decision on.

Councilman King then asked if the Committee looked at ways for additional revenue to keep the 911 Call Center.

City Manager, Charles Anderson, stated that suggestions were made by a few members related to one-time expenditures, like demolitions, costs of the golf course and swim center, but beyond those discussions, there were no other suggestions made for expenditures to be cut.

With no further questions or comments; Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the recommendations from the 911 Services Evaluation Committee as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS:

Mayor Genshaw presented Old Business Item #1: Present for a second reading; proposed changes to Chapter 4 of the Municipal Code related to "Buildings". Mayor Genshaw called Building Official, Mike Bailey, forward to present the information.

Mr. Bailey stated that the proposed changes to Chapter 4, will amend Article 1 of the Municipal Code by deleting the 2009 building codes reference and revising that to state 2018. Other changes include the deletion of residential homes needing sprinkling. Mr. Bailey recommended not deleting the section referencing the sprinkling, but changing the verbiage as to if they were to do so, there is specific codes that will need to be followed.

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

Mayor Genshaw called for a motion. Councilman King made a motion to approve the second reading for proposed changes to Chapter 4 of the Municipal Code related to "Buildings", as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented Old Business Item #2: Present for a second reading; proposed changes to Chapter 9 of the Municipal Code related to "Plumbing". Building Official, Mike Bailey presented the information.

Mr. Bailey stated that the changes to Chapter 9, Article 1, will also be amended by deleting the current referenced building codes for year 2009 and replacing that with 2018.

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

Mayor Genshaw called for a motion. Councilman King made a motion to approve the second reading of proposed changes to Chapter 9 of the Municipal Code related to "Plumbing", as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented Old Business Item #3: Present for approval a proposal to transition E-911 services and police dispatch functions to Sussex County and the State police and/or implement a "Call Center" at the Seaford Police Department.

Mayor Genshaw stated that the Council members were aware of the options that were previously discussed earlier in the meeting, along with the report provided by the 911 Services Evaluation committee members.

Mayor Genshaw solicited any questions or comments from Council.

Councilman King stated that when looking at the recommended motions he sees three options;

City Manager Charles Anderson stated that was correct.

Councilman King then questioned, that when looking at the agenda, the Council is voting on one.

City Manager Charles Anderson stated no and that Councilman King requested the change to the recommended motions on 10/21. Mr. Anderson stated that Council has three options, that were presented, as well as a fourth, which would be to table the decision and take no action at this time. But the three options that were presented, outlined in the Committee report, were put in writing as potential motions for the Council to consider.

With no further questions or comments. Mayor Genshaw called for a motion.

Councilman MacCoy made a motion to approve the proposed Option #3, recommended by the 911 Services Evaluation Committee, to transition the E-911 services and police dispatch functions to Sussex County and the State police and implement a "Call Center" at the Seaford PD as presented. Councilman Mulvaney seconded the motion; three votes were in favor of the motion. Councilman King was opposed. The motion so passed.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Chamber Leadership Recognition Dinner and Auction, October 24, 2019 starting at 5:00 p.m. at SVFD Banquet Hall

- Today & Tomorrow Conference, October 30, 2019 starting 8:00 a.m. at Delaware Tech-Owens Campus
- Downtown Seaford Association Halloween Parade, October 30, 2019; line-up starts at 6:00 p.m. at Cedar and High Street, step off is at 7:00 p.m. In the event of rain, parade is cancelled and costume contest is at SVFD at 7:00 p.m.
- Trick-or-treating, October 31, 2019 from 6:00 p.m. until 8:00 p.m. for children under 12 years old
- SCAT Meeting, November 6, 2019, starting at 6:00 p.m. at Bridgeville Fire Hall
- Trisha Newcomer, Director of Economic Development and Community Relations will be acting City Manager from October 27- November 3, 2019

COMMITTEE REPORTS

Councilman Matt MacCoy reported on Public Works.

Past two weeks:

Public Works:

- Fire hydrant flushing and top repainting continuing
- Spruce tower repaint started on 9/16/19, blasting inside of tank complete and primed. Exterior blasting to begin.
- Cleaned up a couple more properties for Code
- Market Street sewer main replacement project will complete milling and paving on November 11th & 12th.
- Verizon has started installations on Lowes tower.
- Revising job descriptions
- Serviced leaf machine and it is ready to go.
- Exchanged water meter at 609 Stein.
- Installed AMI meter at Harbor House.
- Installed no overnight parking signs at City Hall
- Repaired water service leak at 714 Bridgeville Hwy.
- Riverview Park shoreline project has completed all water work, remaining work will not start until after November 1st
- Fencing under Sein Highway Bridge is completed and locked
- Finalized change of work scope of Venture Dr. Project, should start soon
- Attended multiply meetings Spruce tower progress, Lowes Verizon, Sussex County GMB, AMI,
- One man down due to injury
- 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
- We have compost to sell
- Leachate treatment going well

- Brian working with Hardees on FOG issue
- More prep work started for additional blower installations with electrical purchases
- No major equipment maintenance needed

Upcoming two weeks:

Public Works

- Work on replacing remaining meters
- Monitor remaining projects; Spruce tower, Riverview Park, Venture Dr. Ext., Market St. sewer, Verizon
- Hydrant flushing
- 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 was absent for the meeting but submitted his report on Police, Fire, & EMS for the minutes.

Seaford Volunteer Fire Department, Inc.

Report from President Rick Stewart:

- Union negotiations are progressing.
- Nominations for officers is Wednesday night. They stay open until our 1 meeting in November unless there are no nominations for an office. Elections are on the 1 meeting in December.
- Flu shots for members and employees are Wednesday night at 7pm.
- Kathy McGuinness, State Auditor, will be speaking at our next meeting per her request, she is visiting all the fire stations. Dan and Charles are welcome to attend.

Report from Chief John Wilson:

Alarms to date as of 10/21/19 (0900 hours)

- Fire 584
- EMS 2875

Significant Alarms:

- Serious Motor Vehicle Crash 10/11/19 , Out of City, Wesley Church Road (3) Fatalities
- Serious Motor Vehicle Crash 10/11/19, Out of City, Seashore Hwy, (1) Fatality

Apparatus

- All Apparatus is currently in service

- Minor Vehicle Crash with one of our Fire Policemen (Personal Vehicle) while responding to a Motor Vehicle crash at Entrance to Walmart on Tharp Road. No Injuries, Vehicle Damage only. Followed Department Policy.

New Engine 87-5

- New Engine 875 is within its 4th week of production. You can follow along with the build at Atlantic Emergency Solutions Website- Find Dropdown box for "In Production". find Seaford VFD, Delaware

Fire Prevention

- State Fire Prevention Poster and Essay contest packets are due to be returned to us on SVFD on 8/25. Seaford School District has been notified by email.
- 8/29- (0930) Little Sprouts Daycare, Fire Prevention visit to their facility.
- To this date for the month of October, SVFD has completed the following for Fire Prevention Month: We provided Fire Prevention to **619 Children, 224 Adults, with 68 members providing tours and education totaling 27.5 hours.**

Community Events

- 10/26 - Trunk or Treat at Ross Mansion Fall Festival

Fire Sprinkler Demonstration

- Wednesday, October 30, 2019 (leave Station 87 at 1700 hours) to go to Delaware State Fire School (Dover Campus) to see a real Residential Fire Sprinkler activation and get important information. All government Officials are invited.

911 Evaluation Committee

I appreciate the invitation to serve and provide information about Fire and EMS responses as it pertains to 911 issues and The Seaford Volunteer Fire Department. I have learned a lot about the makeup of the Seaford 911 Center and Seaford Police Department while being a part of this committee. Good Luck

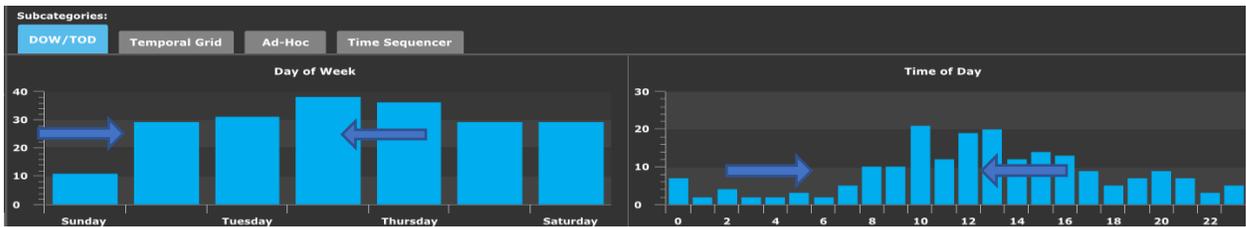
Seaford Police Department - Police Activity during period of Monday October 07 through Sunday as reported by Chief Marshal Craft

INCIDENTS	TOTAL YTD
All crimes	5589
All Traffic (E-Tickets)	6613
All DUI	38
All Crashes	460
False Alarms	417

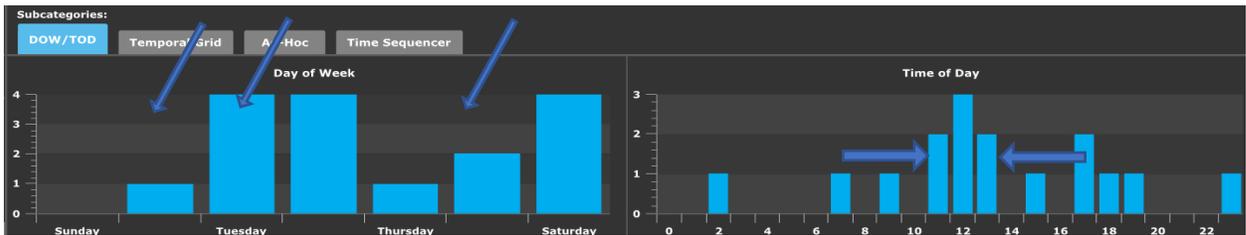
Criminal

- All complaints: 203
 - Felony: 11

- Misdemeanor: 26
- Violations: 10
- Civil: 2
- Other: 154
- 87% Clearance Rate (overall)
- Tue, Wed & Thu from 1000-1600 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Data: There were a total of **16 complaints** consisting of Robbery, Burglary, Aggravated Assault, Theft and/or Shoplifting complaints: (37.5% clearance rate during this reporting period. Most occurred on Tue, Wed and Sat from 1100-1700.

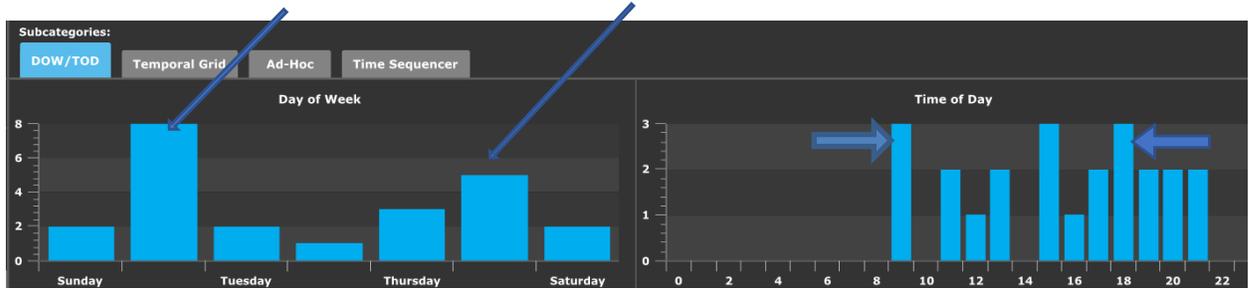


Drug Complaints:

- Drug Crimes: 14
- Search Warrants(s): 0
- Overdose: 2

Traffic

- Citations: 247
- Reckless, Careless or Inattentive: 6 (5 were accident related)
- DUI: 1
- Crashes: 23
 - Injury: 1
 - Non-Injury: 22
 - Hit & Run: 2
 - DUI related crash: 1
 - Sunday and Friday from 0800 - 1800 Hours



Significant Events:

Officers investigated a Robbery on E. Poplar St. Investigation revealed an unknown B/M struck an H/M in the head before displaying a knife and stealing his wallet. The suspect then fled on foot. The victim had a small lump on the back of his head but refused medical attention. The suspect was described as a very tall B/M, short spiky like hair, wearing a very long gray t-shirt, jeans, and black colored shoes. Items stolen included a wallet, USC, driver license and debit card. (71-19-11696.)

Detectives were assigned an initial late reported Sexual Assault complaint. An adult female victim alleged she was sexually assaulted in the spring of 2011, when she was 16 yoa. The investigation is ongoing. (71-19-11787.)

Officers were dispatched to Bridgeville Hwy in front of Dunkin Donuts for an injury related accident with a vehicle overturned. Investigation resulted in charges of vehicular assault, DUI, Resisting arrest, felony assault on a police officer and related charges. (71-19-11815.)

Officers conducted a traffic stop on Market Street for a cellular phone violation, which resulted in the seizure of 220 bags of heroin and \$550.00 in suspected drug currency. Two subjects were arrested for related charges. (71-19-11790.)

Councilman Mulvaney reported on the Electric Department.

Since the last report

Crew

Located the underground secondary wire at the Lowe's water tower for the Verizon project.

Collected the information on the poles for the GIS system.

Got flu shots.

Picked up the seeder for Parks & Rec from Barton's and returned it.

Changed the underground primary feeding the stores south of Pebbles and changed the transformer.

Started collecting the information on pole mount transformers for the GIS system.

Loaded old transformers for disposal.

Took the sexual harassment training.

Set a pole for the riser at the Montessori School.

All employees attended the Health Fair.

Set a pole for the temporary service at the Montessori School.

Director

Had my council liaison meeting.

Had the directors meeting.

Got a flu shot.

Worked on job descriptions.

Had a staff meeting.

Had the bi-weekly AMI conference call.

Got final true up cost for 3 projects complete and given to June for audit.

Had a meeting about the design work for developments with GMB and Jay Waller.

Reviewed the truck bids and wrote my recommendation.

Took the sexual harassment training.

Attended the Health Fair.

Got emails and information together for a meeting next week.

Upcoming Weeks.

Do a night time street light check before trick or treat night, Oct 21.

Continue changing the lights on Sussex Highway to LED and take down the banners

Continue remarking poles from the distribution circuit changes.

Continue collecting the data for the GIS system.

Install the new batteries in Ross Substation control house.

Change over the service at the Montessori School from DP&L to City of Seaford.

Change the terminators at the NMH switch cabinet

Hook up the second apartment building at Residence at River Place.

Councilman Holland reported on Administration.

MEETINGS:

- ☐ Attended the 911 Evaluation Committee meeting.
- ☐ Attended the Delaware State Chamber meeting.
- ☐ Participated in the presentations to the Rotary Club and the Historical Society.
- ☐ Attended the Cancer event in Gateway Park.

OTHER WORK:

- ☐ Prepared the City Council agenda.
- ☐ Attended the Electric Department Truck bid opening.
- ☐ Participated in a conference call with the Compensation Consultant.

Information Technology Report:

- ☐ Held Employee Health Fair – 10/18 8:30-10:30

- Work on hard drive installation
- Meeting to discuss migration to VDI, Office 365, VMWare

Administration Report for Council –

- Prepare for Audit.
- Attend AMI Project update call.
- Update department job descriptions in preparation of the compensation study.
- Attend DEMEC board meeting.
- Host Town of New Castle for an AMI project discussion.
- Attend meeting with IT to discuss computer retention & replacement.
- Participate in employee health fair.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman King reported on the Code and Parks and Recreation Departments.

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 216 permits and 557 Rental Licenses as of October 22, 2019. (Invoices have been mailed out for the rentals that did not apply for the license. There are 39 outstanding rental invoices.)

Large Project Statuses:

- Riverplace Phase 2 – Insulating the walls and starting drywall on upper floor.
- Wawa – Demolition started on the Tea Tyme Property.
- Our Lady of Lourdes Church – Foundation walls are up.
- La Red Renovations – Permits issued.
- Herring Ridge – Site work and two building stated.

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.

- Seeding & fertilizing fields for football, soccer & softball.
- Worked on irrigation at the Sports Complex.
- Prep for Men's Sow Pitch Playoffs & Youth Flag Playoffs.
- 8th week of Men's Slow Pitch Softball.
- Organizing two upcoming Softball Tournaments.
- Coordinating with Jim Hill for distribution of Football Pictures.
- Re-stripped the Nutter Park Basketball Court.
- Completed 6 work orders (95 total this year).

- Attended Boys & Girls Club Trunk-or- Treat (passed out over 350+ pieces of candy.
- Katie also attended various meetings and workshops.
- Reminder: Monday, October 7th is the Annual Pink Ribbon Breast Cancer Awareness Walk – activities begin at the Allen Cancer Care Center at 6:15 p.m. and the walk will begin at 7:00 p.m. to Gateway Park. Ceremony to follow

Mayor Genshaw called for a motion to close the regular Council Meeting. Councilman Mulvaney made a motion to close the regular Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The regular Council Meeting closed at 7:42 p.m.

Charles D. Anderson, City Manager

/sep