

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

October 9, 2018

7:00 PM

Mayor David Genshaw called the Regular Meeting at 7:00 p.m. to order with the following present: Councilman Dan Henderson, Councilwoman Leanne Phillips-Lowe, Councilman H. William Mulvaney, III, Councilman Orlando Holland, and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Director of Finance, June Merritt, Director of Public Works, Berley Mears, Lt. Pete Bohn and Fire Chief, Jack Wilson were also present.

Councilman Mulvaney 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 25, 2018. Councilman Holland made a motion to approve the minutes from the September 25, 2018 Council Meeting. Councilman King seconded the motion; the motion so passed with all present voting in favor.

CORRESPONDENCE

City Manager Anderson read a letter from Comcast advising that the payment center located at 22992 Sussex Highway in Seaford will be closing. This will be effective as of December 7, 2018; there are other locations in Seaford where payments can be made on your Comcast account.

NEW BUSINESS

Mayor Genshaw presented New Business Item #1, Present for approval changes to the Seaford Police Department General Orders Manual (GOM) Section 3/790.25. City Manager Anderson stated that this change would add an officer of the rank of Patrolman First Class and one civilian (with no voting rights) to the Awards Committee. He added that Lt. Bohn was present for any questions.

Mayor Genshaw asked for any questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the changes to the Seaford Police Department General Order Manual (GOM) Section 3/790.25 as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2, Present for approval a Memorandum of Understanding (MOU) between HELP Initiative, Inc. and the City of Seaford for the purpose of establishing and achieving a scope of work relating to the "Lights on Seaford Strong" project.

City Manager Anderson stated that the MOU has been updated and it has been reviewed by the City Solicitor. He added that the program cost is \$20,203.64; City staff has looked at options of how to fund the project. Mr. Anderson reached out to DEMEC to check the balance of the green energy funds account that we have with them which currently has a balance of \$20,855.22. However, DEMEC reviewed the MOU as well as the cost proposal and not all of the items are eligible to be funded using Seaford Green Energy Funds. Therefore, the City will need to find funds for the additional amount. This will be discussed further in the next business item on the agenda.

Mr. Harrold Stafford came forward to present the information representing HELP Initiative, Inc. Mr. Stafford stated that the project would include almost 400 homes in the City of Seaford. He added that they recently received an endorsement from Senator Carper for past projects that they have completed. They also went in front of the Sustainable Energy board last week in reference to the work that they are doing.

Mr. Charles Kistler then came forward explaining the program and process further. He stated that the program would take about 6 months; however, it can be done in a shorter time frame. He added that when they go to a home, they plan to discuss other items with the residents such as energy saving tips as well as health and safety tips. They will work closely with the Seaford Police Department and will wear colored branded shirts to identify themselves.

Mayor Genshaw solicited questions from council. Councilman King asked if they have seen the crime numbers drop since the implementation of the program in the City of Dover? Mr. Kistler explained that the hot spots move once the lights are installed. He added that part of the program includes the residents signing a pledge to call 911 if they notice any suspicious activity. They also pledge to ensure that the light switch is on at all times and encourage their neighbors to do the same. Therefore, there is an increase of calls in the police department due to the pledge which is what they want to see.

Councilman King asked why the specific area was chose in Seaford? Mr. Kistler stated that the targeted area was selected by the City of Seaford. He added that they encourage the Seaford Police Department to work with the City of Dover to find their successes from the project.

Councilman Holland asked who would be responsible if any repairs needed to be made? Mr. Stafford stated that the resident would be responsible for any repairs. Mr. Kistler added that they plan to connect with other organizations that could help with this type of need. There are many people that are unsure of the resources that are out there to help them. Mr. Stafford also noted that these will be LED lightbulbs that have an 18 years life span.

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the Memorandum of Understanding (MOU) between HELP Initiative, Inc. and the City of Seaford for the purpose of establishing and achieving a scope of work relating to the "Lights on Seaford Strong" project with the City Solicitors comments included as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #3, Present for approval the use of Green Energy Reserve funds and land sale proceed reserve funds to fund the “Lights on Seaford Strong” project as outlined in the MOU cost proposal.

City Manager Anderson stated that DEMEC has reviewed the MOU; it is their opinion that items 1-5 can be funded using Seaford Green Energy Funds. The total of items 1-5 would be \$16,134.25 out of \$20,203.64 which is the total project cost. After discussing this with the June Merritt, Director of Finance, the City has available funds to cover the funding shortfall for this project in the land sale proceeds reserve account.

Mayor Genshaw solicited questions from council; Councilman Henderson asked how long it would take to gain these funds back in the green energy fund account. City Manager Anderson stated that he is not positive; but he would say about 12-18 months. He added that the City has done two rounds of street lighting with this funding. They have completed all of the City streets as part of that project with only the State maintained streets remaining. He added that the City may be able to receive CTF funds from Representative Short to complete additional portions of that project.

With no additional questions or comments, Mayor Genshaw called for a motion. Councilman King made a motion to approve the use of \$16,134.25 Green Energy Reserve funds and \$4,069.39 land sale proceed reserve funds to fund the “Lights on Seaford Strong” project as outlined in the MOU cost proposal. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4, Bids – Ross Event Center parking lot improvements. City Manager Anderson stated that there were five bids received with Dixon Contracting being the low bidder in the amount of \$122,210.00. The City has not worked with this contractor in the past; however, Berley Mears, Director of Public Works did look into background on their company and everything came back acceptable. The money for this project will come from CTF and County funds.

Mayor Genshaw solicited questions from council; Councilwoman Phillips-Lowe asked where the company was from. Mr. Mears stated that they are from Dover, DE. Councilman Henderson asked where the extra funds would be used that were given for this project since it came in under budget. City Manager Anderson stated that they have a meeting scheduled tomorrow with the project engineer and project manager to discuss the extra funds. However, it was pointed out that the engineer has not be paid yet so that needs to be considered.

With no other questions, Mayor Genshaw called for a motion. Councilman Henderson made a motion to award the bid to the low bidder Dixon Contracting in the amount of \$122,210.00 for the Ross Event Center Parking Lot Improvements project as presented with \$114,210 of the funding provided by CTF and \$8,000 provided by Sussex County as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #5, Bids – Shipley State Center Sewer Extension. City Manager Anderson stated that there were seven bids received for the project with Dixon

Contracting being the low bidder in the amount of \$109,610.00. He added that this did come in under the budget estimate of \$140,000.00. It is being recommended by staff to award the bid to Dixon Contracting as the low bidder meeting all of the bidding requirements.

Mayor Genshaw solicited questions from Council; Councilman Henderson asked if there was any history of the performance of the Norman Eskridge lift station with it being gravity sewer now. Mr. Mears stated that the department was having to go out there two times a day due to issues, however, now just general maintenance is only needed.

With no other questions or comments from Council, Mayor Genshaw called for a motion. Councilman King made a motion to award the bid to the low bidder Dixon Contracting in the amount of \$109,610.00 for the Shipley State Service Center Sewer Extension project with funding provided by the FY19 Sewer Collector Capital budget line item as presented. Councilman Henderson seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #6, Kathy Anger, Credit Representative to present proposed changes to the current electrical disconnect procedures administered by the City of Seaford.

Mrs. Anger reviewed the current after hours reconnect procedure; a list of disconnect accounts are sent to the Police Department stating the amount required for reconnection. The dispatchers collect the money and calls the designated on-call utility lineman requesting the services to be reconnected. She added that this service is available until 8:00 p.m. The on-call utility lineman responds to work, clocks in, responds to the location, reconnects the service, clocks out and goes home.

Mrs. Anger then showed the current associated fees with an after hours reconnect. For electric, there is a \$40.00 delinquent fee, a \$25.00 additional meter deposit and a \$20.00 after hours fee charged between the hours of 4:00 p.m. until 8:00 p.m. For water, there is a \$40.00 delinquent fee and an after-hours fee from 4:00 p.m. until 8:00 p.m. in the amount of \$20.00.

City staff is recommending to change the after-hours procedure for reconnects. It is being recommended to do a rotating on call office staff until 8:00 p.m. A member of the administrative staff will be placed on-call each week and receive 12 hours of stand by pay. This is similar to the utility divisions; doing a rotating schedule and receiving 12 hours of straight-time pay. If the person is to get a call, they would receive time and half for the time of the calls. This staff member will be issued an on-call cell phone, air card and laptop. The disconnected customer would be directed to call the on-call cell phone number to discuss what would be needed to reconnect their service. For an after hours reconnect, only check, money order or on-line payment would be accepted; no cash payments. Once the payment is made, proof of the payment will be taken to the Police Department for verification and they would call the on-call Administration staff person to verify receipt of the payment. Upon full payment being received and confirmed, the Administrative staff person would then remotely connect the service or call the on-call Utility person for reconnection.

Mrs. Anger then presented a proposed change in the fee schedule for after-hours reconnects to start on January 1, 2019. For electric, a \$40.00 delinquent fee, \$25.00-meter deposit, \$25.00 reconnect fee and after-hours fee in the amount of \$100.00. For water, a \$40.00 delinquent fee, \$40.00 reconnect fee and an after-hours fee in the amount of \$60.00.

Mrs. Anger stated that the new procedure will help to ensure customers are receiving accurate up to date information by dealing directly with the Administration staff. The Administrative staff will be able to pull up all of the account information on the laptop. This will also reduce the police department's interaction with disconnect customers. All discussions with customers will take place with the Administrative staff. She added that the new fee schedule will be more in line with other communities.

Mayor Genshaw asked for any questions or comments from Council. Councilwoman Phillips-Lowe asked when this procedure would start. Mrs. Anger stated that staff is proposing for it to start on January 1, 2019. City Manager Anderson stated that there are some electric meters that are missing and the IT staff does need to complete the arrangements for final remote connections. He added that staff plans to practice this process prior to implementation.

Councilman Henderson asked if online payments were done through a third party. Mrs. Anger stated that they are done through a third party through the City of Seaford website which take 24 hours to process. Councilman Henderson asked if online payments could be made after-hours to get reconnected. Mrs. Anger stated that they can be; the customer would need to email their receipt or text their receipt to the City issued cell phone.

Mayor Genshaw asked how many disconnects were done each month. Mrs. Anger stated that there is about 46 electric and 13 water disconnects done on average. She added that some accounts are disconnected other times of the month due to returned checks and other issues. City Manager Anderson asked how many accounts were reconnected after-hours. Mrs. Anger stated that it usually averages about 5-6 the day that disconnects occur and after that it can be a few accounts.

Councilman Henderson asked how many people in the Administrative staff would be included in the on-call rotation. Mrs. Anger stated that it has been discussed to have 3-4 people. City Manager Anderson added that it could get difficult when dealing with vacations, etc. to do an on-call schedule.

Councilman King asked if it was discussed to look at reducing the hours of reconnects after hours or adjusting the hours at the office when disconnects are done. City Manager Anderson stated that it was discussed to keep the office open after 5:00 p.m. and only allowing payments through the drive thru. If this were to occur, there would be at least two people in the office due to safety reasons which would mean those two people would need to flex their schedule in some way that week. After looking at the options, staff feels that it is best to recommend doing the on-call rotation similar to the utility divisions.

With no further questions or comments from Council, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the proposed changes to the current electrical disconnect procedures administered by the City of Seaford as presented. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #7, Present for approval proposed revisions to the Fee and Rate Schedule related to the revised electrical disconnect procedure. City Manager Anderson stated that due to the changes in the electrical disconnect procedures, the fee and rate schedule needs to be revised.

Mayor Genshaw solicited questions from Council; there were none.

With no other questions, Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the proposed revisions to the Fee and Rate Schedule as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #8, Request authorization for the City Manager to execute a cooperative agreement between the Delaware Division of Revenue and the City of Seaford for the State tax refund intercept program and the lottery intercept program.

Director of Finance, June Merritt came forward to present the information. This program can be used to collect delinquent property taxes only. The City of Seaford would be listed as a "Claimant agency" into the State's system so that they could garnish any delinquent property taxes owed. The City would provide names, social security numbers and amounts to be entered into the State's database.

Mrs. Merritt also added that the City is required to provide notice to the tax payer about the pre-offset program and that all rights of due process are satisfied and all administrative remedies have been exhausted. Once 60 days has past, a list can be submitted to the Division of Revenue for the program to begin. She added that in the future, the notice can be put on the annual property tax bill and that would be sufficient notice.

Annually, eligible account information will be submitted to the Division of Revenue for collection during a time-period established by the Division of Revenue. The submission date will be the set once the contract and list are accepted by the Division of Revenue.

Mrs. Merritt further explained that there is a priority list that is set up, which the City of Seaford will get in line. It is also on a first come first serve basis for refunds if there is one found to be due.

There is a period of 45 days of a pending offset notification for the City of Seaford to confirm the balance due on the claim and approve the offset amount. If the claim is not approved; then the money will go back to the State. Mrs. Merritt also stated that there is a 30 day period that the taxpayer can file a written protest.

There is a fee to participate in the program of \$25.00 per offset that is received. The City of Seaford is to notify the Division of Revenue of anyone that directly pays us delinquent taxes. Mrs. Merritt added that the financial good standing ordinance was put into place a few years ago that has gotten the City additional delinquent taxes, however, this is an additional source. City Manager Anderson added that this process is more cost effective than Sheriff sales.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson asked if the offset notice would be done annually. Mrs. Merritt stated that it would; we would provide the notice on the property tax bills going forward. She added that we do have to provide a 60-day window to the residents about the offset.

Councilman King asked if an annual submission would be made. Mrs. Merritt stated that it would be done annually to update the amounts and provide any new information.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a motion to authorize the City Manager to execute a cooperative agreement between the Delaware Division of Revenue and the City of Seaford for the State tax refund intercept program and the lottery intercept program as presented. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #9, Request authorization for the Mayor to execute an amendment to an agreement of sale executed by the City in 2009 relating to certain property identified as SCTM # 331-5.00-4.24 owned by the City of Seaford.

City Manager Anderson introduced Mr. Bill Roupp who was presented representing Better Homes of Seaford; the other party in the agreement. City Manager Anderson stated that they have submitting for funding for the project and the attorneys have asked for an amendment of the agreement of sale. City Manager Anderson added that our City solicitor has reviewed the amendment and has no objection.

Mayor Genshaw asked for any questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman Henderson made a motion to authorize the Mayor to execute an amendment to an agreement of sale executed by the City in 2009 relating to certain property identified as SCTM # 331-5.00-4.24 owned by the City of Seaford as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #10, Present for approval a request to exempt Jay Dolby from a property tax increase related to facilities that will be installed by Sussex County as part of the Unified Sewer District improvements.

City Manager Anderson stated that Mr. Dolby was present to answer any questions. City Manager Anderson explained that a force main and lift station will be aligned along Sussex Highway as part of the Unified Sewer District project. This will function as a transmission facility which will be located on Mr. Dolby's property once easement documents are obtained. At this time, Mr. Dolby will not be served by this improvement and he will not be interconnecting with the service.

City staff reached out to our tax assessor about a possible increase in his property taxes due to the improvements. They did confirm that his value would increase based on the improvements that are placed on his property. Therefore, it is being requested to exempt Mr. Dolby from the improvements that will be on his property due to it not benefiting him.

Mayor Genshaw asked for any questions or comments from Council. Councilman Mulvaney asked if the County was going to exempt him as well from the improvements. Mr. Dolby stated that he has spoken with them and they have agreed to not tax him on the improvements that are placed on his property due to the project.

With no further questions or comments, Mayor Genshaw asked for a motion. Councilman King made a motion to approve the request for exempt Jay Dolby Trustee property, SCTMP # 331-4.00-24.00, from a property tax increase related to facilities that will be installed by Sussex County as part of the Unified Sewer District improvements project as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #11, Appoint an Annexation Committee to review the annexation request of the property located at 24960 Dairy Lane, Seaford, DE 19973, Sussex County Tax Map Number 531-12.00-40.00. City Manager Anderson stated that Mr. Mark Chura was present tonight representing the property owner; the petition has been completed and returned. Mayor Genshaw stated that he would like to appoint the same members as the last annexation committee being Vice-Mayor Dan Henderson, Councilman William Mulvaney and Councilwoman Leanne Phillips-Lowe.

Mayor Genshaw asked for any questions or comments; there were none. He then called for a motion. Councilman Holland made a motion to appoint an annexation committee of Vice-Mayor Dan Henderson, Councilwoman Leanne Phillips-Lowe and Councilman William Mulvaney to review the annexation request of the property located at 24960 Dairy Lane, Seaford, DE 19973 Sussex County Tax Map and Parcel # 531-12.00-40.00. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #12, Present for approval a proposal from Telewire to replace the failed Seaford Police Department Administration phone system.

Trisha Newcomer, Director of Economic Development and Community Relations came forward to present the information. Recently, on September 28, 2018, the telephone system handling the administrative lines at the Seaford Police Department failed. The system has been failing, but with a reboot we have been able to bring it back online. Knowing that it was failing, there was a plan to budget this in the FY20 budget. However, in this last failure, the system will no longer function properly and is affecting the daily functions of the police department. The current system is over 20 years old and is no longer supported by any vendors nor are parts manufactured for replacements.

The failure of the phone system has put the department in a bad situation and it now needs emergency replacement. These lines are used by our community for reporting non-emergency

issues, but they are also used by alarm companies reporting fire alarms, burglar alarms and life-alert activations. Mrs. Newcomer added that this system does not affect our 911 lines, as they are run through the state's 911 vendor directly into the communications center.

Due to the situation, staff is recommending to replace the SPD phone system at this time with our present vendor, Telewire. They are able to accommodate this replacement and they are the City's vendor for all of our facilities. Mrs. Newcomer added that Telewire was able to secure the Mitel system through contract pricing through Sourcewell, of which we are a member. Sourcewell allows government to save time and money by purchasing from their ready-to-use, competitively solicited contracts.

Telewire has provided a quote for full system replacement and installation, using the Sourcewell – Mitel Vendor pricing in the amount of \$24,015.52. Mrs. Newcomer added that she would like to include a contingency in the amount of \$4,000 for the project due to part of the building being old having old wiring and block walls. She has been told that it would take 1 week to order the parts and then 2-3 weeks to replace the system and have it up and running.

City Manager Anderson stated that staff did look into using E911 funds for this project, however, they cannot be used since they are administrative lines. Therefore, it is being recommended to use PD capital reserves and GMB rent reserve to fund the project. City Manager added that this does not have to go out to bid due to our Charter stating that the City Manager can make the decision if it is a public emergency.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman King made a motion to approve the proposal from Telewire in the amount of \$28,015.52 to replace the failed Seaford Police Department Administration phone system with \$10,634.33 of funding from the Police Capital Account and \$17,380.92 of funding GMB Reserve Account as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #13, appointment of Animal Control Board. Mayor Genshaw stated that he would like to appoint Mike Bailey, Building Official and Councilman James King to the board. He added that Mrs. Jodi Birch and Dr. Craig Metzner have agreed to serve again as well.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilwoman Phillips-Lowe made a motion to appoint Jodi Birch, Dr. Craig Metzner, Councilman James King and Building Official Mike Bailey to serve as the Board of Animal Control. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #14, Present for approval a proposal from Hall and Associates for legal and regulatory services related to the copper limits in the National Pollutant Discharge Elimination System (NPDES) Permit modification of the Seaford waste water treatment facility.

Director of Public Works, Berley Mears came forward to present the information. Mr. Mears stated that we have been working with DNREC for a long time to modify our cooper limit in our current NPDES permit compliance schedule which comes in effect on November 1, 2018. The City contracted with Hall and Associates back in February 2018 to work with DNREC. After meeting, it was thought that DNREC understood the issue and was going to re-evaluate the limit using suggestions from Hall and Associates which would produce a permit modification. DNREC finally produced the permit modification in September 2018 after repetitive phone calls from Mr. Mears inquiring about the status. In this permit modification, there is a change to our compliance schedules for not only cooper but for nitrogen and phosphorus as well.

There is an extension to move the cooper compliance date from November 1, 2018 to October 1, 2020. This would allow Hall and Associates to intervein on our behalf and come up with a better limit for Seaford. Mr. Mears stated that he was contacted yesterday by DNREC and was told that EPA (who has to review all permits) asked DNREC to withdraw the permit mod so that they would not have to object. Basically, EPA does not like the permit mod giving us more time. This would mean we would be in permit violation starting November 1, 2018. Mr. Mears pointed out that the current limit to start on November 1, 2018 is not achievable by any means as there is no technology on the market that can remove cooper to this limit. Our drinking water levels are higher and still well under the drinking water standard.

Therefore, Mr. Mears is recommending to work with Hall and Associates to get this issue resolved and allow them to work with DNREC on our behalf.

Mayor Genshaw called for any questions or comments from Council. Councilman King asked how far off we were of meeting the limit. Mr. Mears stated that he was unsure of the exact number, however, we are very far off.

Councilwoman Phillips-Lowe commended the WWTF staff on their quick response on this matter. She added that they do not want the City to be in violation and she feels they are doing everything in their power to avoid that.

With no further questions or comments, Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the proposal from Hall and Associates for legal and regulatory services related to the cooper limits in the National Pollutant Discharge Elimination Systems (NPDES) Permit modification of the Seaford waste water treatment facility as presented with funding provided by undesignated hauled waste treatment revenues. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS

- SCAT Meeting, SVFD Banquet Hall; October 10, 2018, 6:00 p.m.
- National Fire Prevention Week, October 7-13, 2018. This year's National Campaign slogan is "LOOK. LISTEN. LEARN. Be Aware Fire Can Happen Anywhere"
- Public Power Week – October 7-13, 2018
- Seaford High School Homecoming Parade- October 12th, parade step off at 6:00 p.m. and game kick off at 7:00 p.m.

COMMITTEE REPORTS

Councilman Henderson Reported on Police, Fire and EMS.

Seaford Volunteer Fire Department, Inc.

A meeting with City Manager Anderson, and SVFD President Rick Stewart was held on October 8, 2018.

The main topics included:

Work continues on the purchase of a new ambulance.

87-3 and 87-5 are still being marketed for sale.

Vice President Ben Hearn is working together with Treasurer Jim Mitchell on a retirement plan for full time employees of the Department.

Treasurer Jim Mitchell is the Departments tax exempt status with accountants. The aim is to optimize the Department's structure as its number of employees grows.

Interviews for 1 Fire Fighter/ EMS position will occur on Sunday October 14, 2018.

With the culmination of the EMS Fund Drive the SVFD Fund Drive is upcoming.

Many thanks to the Department for displaying the colors at the Woodland Heritage Days Festival on Saturday September 21, 2018.

SVFD was represented at the National Fallen Firefighter Memorial in Emmittsburg, MD on 10/07/2018.

National Fire Prevention Week is underway through Saturday October 13, 2018.

Monthly EMS Report

September 2018

Total Number of EMS Runs- 269

Total Number of "Alpha" Calls- 77

Total Number of "Bravo" Calls- 51

Total Number of "Charlie" Calls- 67

Total Number of "Delta" Calls- 71

Total Number of "Echo" Calls- 2

Total Number of "Omega" Calls- 1

Total Number of Non-EMS Calls- 0

(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:

Hire one full-time employee: Interviews & Testing on October 14, 2018.

No reported injuries.

SVFD in the Community:

September 11th, Lowe's Patriot Day celebration

September 28th, High School Football game.

September 29th, Woodland Festival, flag display and chicken cooking.

Upcoming events in the Community in October:

High school football throughout the month.

Seaford Police Department

Police Activity during period of September 24, 2018, through October 8, 2018:

Criminal

On September 27, 2018, Cpl. Russell, Pfc. Wilson and Ptlm. Ruark responded to Seaford Liquors for an unresponsive person. Officers quickly realized that the subject was suffering from an apparent overdose and was not breathing and had no pulse. They provided CPR and were able to reestablish a pulse prior to EMS arrival.

On October 6, 2018, Pfc. Wilson handled a property damage crash on Stein Highway. The operator was arrested for DUI and inattentive driving. Operator left the roadway and crashed into fencing along north edge of bridge causing damage to same.

Admin

On September 24, 2018, Chief attended the Fund to Combat Violent Crime meeting in Dover where the grant monies applied for were approved. When the funds arrive, we will be purchasing a chamber to identify fingerprints, rifles and two computers for staff.

On September 25, 2018, Chief went to Salisbury and was interviewed regarding Night Out and our commitment to get more involved in the Seaford community with upcoming programs.

September 26, 2018, Chief and staff met outside with local pastors to pray.

Chief went to Georgetown with Cpl. Chambers to interview on WGMD – again to promote Seaford Night Out.

Chief met with officials at the Boys and Girls Club about their initiative 20 FOUR 20.

September 28, 2018, Chief attended Del Tech Terry Campus in Dover Criminal Justice Advisory Board.

Chief presented his Active Shooter Presentation at Nanticoke Memorial Hospital.

September 29, 2018, Chief and his officers played a Charity basketball game at Seaford Middle School Gym against teenage Team Lyfe players. Team Lyfe did win this event by 20 points. It was a great bonding and community event.

September 30, 2018, Chief presented his Active Shooter Presentation at Christ Lutheran Church.

October 1, 2018, Chief attended the Constable Board Meeting in Dover.

October 2, 2018, Chief attended the Delaware Police Chiefs' meeting in Dover.

October 4, 2018, Chief met with Pastor Larry at Grace Baptist Church to discuss having a Police Chaplain for the Department. There will be an application process and changes will have to be made to the General Orders Manual.

October 6, 2018, Chief leaving for IACP Conference in Orlando, Florida, until October 9, 2018.

The Department is participating in the Breast Cancer Awareness Campaign by wearing ballcaps with a pink patch for the month of October. Hats are for sale to the public for \$15.00.

The Roll Call room has been painted and a Seaford patch with our core values lettering has been placed on the walls.



Officers from Sgt. Rapa's shift assisted a wheelchair bound discharged patient with transferring all his belongings to his hotel room.

On a positive note, Seaford 911 Center was contacted by an employee at the Days Inn reference a deaf male that was requesting help. Patrolman Palm responded and used his notepad to communicate with the deaf male and discovered the man had no money but needed to get to Wilmington. Ptlm. Palm gave his cash to him, had the hotel employee print out a bus schedule, and then transported him to the bus stop in front of Roses.

Training

Officers participated in Taser Re-Certification training on October 2 and 3, 2018.

Dispatchers are attending training in Georgetown on a rotational basis.

Traffic

From September 6-13, 2018, officers participated in an Office of Highway Safety initiative on Pedestrian Safety and Enforcement Patrols.

Seaford 911 Operations Center

September 2018 Phone Stats	
Wireline 911	130
Cell Phone 911	513
VOIP	94
Total 911	742
Abandoned 911	76
Total Administrative Calls	2293
Outgoing Admin Calls	626
Incoming Admin Calls	1628
Abandoned Admin Calls	39
POLICE	1366
FIRE	55
EMS	268

Emergency Dispatch Certifications- Dispatchers started Emergency Police Dispatch classes on September 19, 2018. Classes are being held at the Emergency Operations Center in Georgetown.

Emergency Fire Dispatch Certifications – Has not been announced when classes will start, but they will be held at the Seaford Police department.

New headsets arrived on October 3, 2018.

Councilwoman Phillips-Lowe reported on Public Works and Wastewater:

Public Works:

Work included: AMI water meter deployment re-started on 10/3/18. Hydrant flushing started and 70 hydrants were completed in the first week. Installed post and monument for Spade and Trowel club; marker location; median of Route 13 in front of Dover Pools. The paint sprayer was repaired and curb painting was completed. Continued cleaning key sewers and smoke testing was completed with many issues found. We are currently awaiting the report relating to what repairs need to be made and then property owners will be contacted. A pre-bid meeting was held of the Ross Station parking lot and Shipley Center Sewer Extension. Estimates were provided for paving of the basketball courts. Pulled and rebuilt a pump at Virginia Commons lift station. Performed all

routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc. Two men down; one due to surgery and one open position

WWTF & COMPOST

Plant performance is good. They are currently out of compost to sell and still receiving regular Proximity waste. Leachate treatment going well and there are no major maintenance issues.

Councilman Mulvaney reported on Electric.

The crew worked in Seaford Village Shopping Center connecting the directional boring to the transformers to replace the last 2 segments of old UG primary wire out front. They also worked on the Christmas star and continued renumbering the poles for the circuit changes. Some employees took advanced defensive driving. They replaced some bad street light heads and energized the new building on Kent Drive. They also worked with DP&L moving their meters on Pine Street Substation.

Director of Electric, Bill Bennett worked with AUI on Sussex Highway. Did an estimated for separation of electric services for the Allen Hiram corporate office. Met with a customer about rate classification and worked on Nick Smart's 5-month evaluation. He spoke with some employees about their training weeks for next calendar year. He also provided an estimate for the new McDonald's.

Councilman Holland reported on Administration

Representatives from the department attended various meetings including the annexation committee, Planning and Zoning, Board of Adjustment, PLUS Meeting in Dover and DSA Christmas parade.

Other work included work on the PD renovation project draft plans and attending bid openings for the Shipley Service Center sewer project and Ross Event Center project.

Information Technology Report:

- Held emergency meeting for the SPD phone system
- Removed old sever from PD rack
- Cleaned up racks and rooms at PD
- Installed wireless access points and ran Cables
- Installed new switches and UPS's in PD rack and Network Room
- Setup wide format printer
- Working with Jared on renewing subscriptions and contract for services

Administration Report for Council:

- Prepare form FHWA-536 Local Highway Finance Report for State of Delaware
- Prepare and work with SB & Company for annual audit
- Attend customer service group

- Review State of DE tax interceptor program
- Work with AMI meter installations and billing routines

All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman King Reported on Code and Parks and Recreation.

Building Official Mike Bailey reports that the Code Department is doing routine inspections for on-going projects, violation inspections and performing plan reviews for new permits. The Code Department has issued 200 permits and 173 Rental Licenses received as of October 3, 2018.

Large Project Statuses:

Ross Station Event Center framing has started.

The exterior remodel of the Stargate Diner is almost completed.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed routine jobs of prepping the softball and football fields, weekly trash pick-up, grass cutting and work orders (over 61 work orders completed so far this season). Parks & Recreation prepped for Movie Night at the Jay's Nest on 9/29. This event was a huge success with around 80 people attending! Men's Slow Pitch Softball completed its sixth week. There are 12 teams total and HF2 still leads 11-1. 3rd week of youth flag football completed. 5 teams in 6-8 division and 10 teams in the 9-12 division.

The Parks Department is prepping for basketball and wrestling sign-ups starting in mid-October. The Parks and Rec. Department has been working very hard to repair the damage done to the Field of Dreams football field resulting from vandalism.

One new full-time employee, Luke Searcey, started on 10/1 as a Parks Tech I. Special thanks to Robert for repairing the 2015 Kubota mower resulting in an approximately \$1,600 savings to the department.

With no further comments, Mayor Genshaw called for a motion to close the regular Council Meeting. Councilwoman Leanne Phillips-Lowe made a motion to close the regular Council Meeting. Councilman Holland seconded the motion; motion so passed with all present voting in favor. The meeting was adjourned at 8:46 p.m.

Charles D. Anderson, City Manager

/tnt