

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

November 10, 2020

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilman Matt MacCoy, Councilman Orlando Holland, Councilman Jose Santos, and Councilman James King. City Manager, Charles Anderson, and Director of Economic Development and Community Relations, Trisha Newcomer, were also present.

Mayor Genshaw offered the opening prayer and then 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 October 27th, 2020. Councilman Holland made a motion to approve the minutes of the Regular Meeting on October 27th, 2020. Councilman Santos seconded the motion. The motion so passed with all voting in favor.

Correspondence

There was none.

Mayor Genshaw thanked all City Employees and community members that are also Veterans for their service to the United States of America.

COMMITTEE REPORTS

Councilman Santos reported on Administration and IT:

Meetings:

- Attended an MS4 meeting with representatives from the Sussex Conservation District and the Town of Laurel DE.
- Attended a Christmas party meeting.
- Attended a Christmas parade meeting.
- Met with the City Engineer and the Director of Public works to plan the sewer extension north on Sussex Highway to the Sunrise Motel.
- Attended the SCAT steering committee meeting.
- Participated in a DEMEC board meeting by zoom.

Other Work:

- Prepared the City Council agenda.
- Spoke with a Representative from DeLorean Power and the Director of Electric about a utility scale battery installation adjacent to the Pine Street substation.
- Coordinated with Don Lee Margin to deep clean City Hall after the election.
- Attended the Board of Adjustment meeting.
- Attended resiliency training at City Hall.
- Participated in interviews for the Code Inspectors position.

Information Technology Report:

- Installing and Configuring Horizon VM Environment
- Completed the Upgrade and fixed issues with Tab FusionRMS
- Completed upgrade on SQL Server
- Completed updates to our virus/security software
- Continued work on Virtual Desktop Project:
 - Installing Updated Tab FusionRMS Client (Complete)
 - Installing VMWare Horizon Client on all desktops
 - Installing Updates and checking trend connectivity
- Started working on making “How To” Video’s on different areas and the changes in our environment.
 - Videos show a live step by step of different task. This allows everyone to learn from their PCs, so they can be hands on and watch as often as need.

Administration Report for Council:

- Continue contract negotiation with the police department Teamsters Local 326
 - Current contract expired 06/30/2020.
 - Next meeting not yet scheduled.
- Continue preparing for the City’s annual audit
 - Auditors are continuing final fieldwork – reviewing account reconciliations and workpapers.
 - Performing account analysis.
- Attend DEMEC board meeting.
- Preparing quarterly grant reports.
- Performed utility disconnections for non-payment.
- Preparing utility bills for October consumption.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. Veterans Day Ceremony, 11:00a.m. on Wednesday, November 11th, 2020 at the Veterans of Foreign Wars Post 4961; 9767 Middleford Road Seaford, DE. The ceremony will be a drive-in event to comply with current State guidelines for gatherings.
2. City of Seaford offices will be closed on November 26 and 27 in observance of the Thanksgiving Holiday.

3. Tree Lighting at Gateway Park, Monday, November 30, 2020 at 7:00 p.m.; Rain Date December 4th at 7:00 p.m.
4. Seaford **“Reverse”** Christmas Parade, December 5, line up along High Street and Pennsylvania Avenue at 6:00 p.m., persons viewing parade must stay in their vehicle and drive thru from Nylon Blvd, event starts at 7:00 p.m.; rain date is December 6, same times.
5. The Leaf Machine is currently in operation until December 31st. In rain events help us to help you by clearing a catch basin or calling Public Works to have the catch basin cleaned at 302-629-8307 or after hours 302-629-4550.

Mayor Genshaw closed the Regular Council Meeting at 7:05 p.m. and opened the Public Hearing.

Public Hearing

Public Hearing Item #1: Mr. Brad Whaley, Sussex County Director of Community Development and Housing, to present information for the development of an application to the State of Delaware Community Development Block Grant (CDBG) program to include the City of Seaford.

Mr. Whaley came forward and explained that his department administers the Community Development Block Grant (CDBG) program. He noted that the funds for this program originate with HUD and then are dispersed to Delaware State Housing Authority, then Kent and Sussex County can apply for funds on behalf of cities and towns. He noted that the main goal of the funds is to assist low income individuals with housing rehabilitation as well small infrastructure projects, sewer/water hookups, and demolitions, etc. He noted that Sussex County is in the process of completing the application for the year 2021 and a requirement of that application is to hold a Public Hearing and explain and review the program as well as answer questions about the program. He noted that he also likes to give an update for the program history in the City of Seaford.

Mr. Whaley explained that in order for a household to qualify for funds through the (CDBG) program, they have to have income below 80% median income for the area. He noted that HUD placed income guidelines of \$42,500 for a 1-person household and then it goes up approximately \$6,000 per person; \$48,600 for a 2-person household, \$60,700 for a 4-person household. He explained that the majority of the funds are used for housing rehabilitations such as roofs, windows, doors, lead based paint, handicap accessibility and ramps, etc. He further explained that there are 3 project managers in their office that go out to the homes requesting these funds and they complete the application as well as inspect the home, before compiling a cost estimate and then bidding out the work to local contractors. He noted that they hold monthly bid openings in their office on the first Thursday of every month with 10-15 jobs bid out every month. He explained that in the course of a year they bid out/complete approximately 240 projects/houses per year. He noted that over the past 10 years the City of Seaford has received over \$560,000 in CDBG funds for 51 households. He noted that they have also partnered with Habitat for Humanity to assist with some demolitions in the City of Seaford that have now been replaced with new construction for

residents. He explained that in 2020, the City of Seaford was awarded \$122,500 in grant funds and because of the COVID restrictions no jobs have been bid out but they are working through the waiting list and they currently have 14 people on the waiting list for the City of Seaford. He explained that sometimes the applicants themselves call and request their assistance and sometimes a nursing assistant or local minister calls on behalf of the applicant. He also noted that once work is completed, his office is required to place a non-interest bearing, prorated lien on the property, meaning that if the home were to transfer to a new owner while the lien is active, a portion of those funds would be required to be repaid, until it reduces itself to \$0.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson inquired about the income threshold and whether that includes the 80% median income. Mr. Whaley responded that median income in the area for a 1-person household is approximately \$52,000 and the \$42,500 is 80% of that.

Councilman King inquired how residents can contact the office to request the grant funding and whether the waiting list is first come first served or if it is based on sense of urgency. Mr. Whaley responded that the program guidelines are basically first come first served but if there is an emergency an exception can be made to move that person to the top of the list, which has happened in the past. He noted that interested/qualified residents will either reach out directly or through the town or a neighbor or minister that has worked with the County on these projects in the past, he noted that their direct phone number is 855-7777 and they do have bilingual employees on staff to assist.

Mayor Genshaw noted that there were no members of the Public present for any questions or comments.

Mayor Genshaw thanked Mr. Whaley for coming out and sharing the information. Mr. Whaley noted that the application would be compiled and submitted to the Delaware State Housing Authority by February 25th, 2021.

Mayor Genshaw closed the Public Hearing at 7:12 p.m. and reopened the Regular Meeting.

New Business

Mayor Genshaw presented New Business Item #1: Present information from Sussex County to allow the County to apply on behalf of the City of Seaford for Community Development Block Grant (CDBG) funds through the State of Delaware Housing Authority and authorizing Mayor Genshaw to sign all related documents.

City Manager Anderson explained that the appropriate paperwork and contracts allowing Sussex County to apply on behalf of the City of Seaford for the CDBG funds through the State of Delaware Housing Authority are included in Council's package. Mr. Anderson noted that residents with issues can work with the City's Code Department for referrals between the departments to this funding program. He further explained that there are several program documents that require the Mayor's

signature and clarified that this item on the agenda is for the authorization for Mayor Genshaw to sign those related documents. He further explained that in order for the City of Seaford to participate in this program these documents must be updated on an annual basis.

Mayor Genshaw solicited any questions or comments from Council.

With no other questions, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to allow Sussex County to apply on behalf of the City of Seaford for Community Development Block Grant (CDBG) funds through the State of Delaware Housing Authority and authorize Mayor Genshaw to sign all related documents, as presented. Councilman King 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;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item # 2: Present for approval revisions to the Fee and Rate schedule to revise the Residential Rate Class Customer Charge and a second rate block reduction; the Commercial Non-demand Rate Class Customer Charge and reduce selected rate blocks along with the Special Event Fee.

City Manager Anderson explained that at the last Council meeting on October 27th Council decided to approve and adopt Option #3 for rate Relevelization. He noted that Option #3 included an increase in the customer charge and a corresponding decrease in the per kilowatt hour charge for two rate classes, Residential and Commercial Non-Demand. He noted that the red line copy is included and if the revisions are approved by Council those revisions will be effective November 1, 2020 forward, meaning that the current utility consumption would be included. He also noted that the change to the Special Event Permit fee is also included in these Fee and Rate schedule revisions.

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

Mayor Genshaw then called for a motion. Councilman MacCoy made a motion to approve the revised Schedule of Fees and Rates to update the electric rates for the Residential and Commercial Non-Demand customers to be consistent with Option #3 as approved by the City Council at the October 27th meeting along with the Special Event Fee, 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;
Councilman King voted yes.

The motion so passed.

COMMITTEE REPORTS

Councilman Henderson reported on Police & Fire.

Seaford Volunteer Fire Department, Inc.

President Matt Read reports:
No Report this period.

Chief John Wilson reports:

Alarms to Date (11/09/2020) (1500 hours)

- Fire Calls: 653 to date (11/9/20) - 2.07 calls per day
- EMS Calls; 2809 to date (11/9/20) - 8.9 calls per day
- 70 calls in November so far
- Total: 3462 calls for service to date - 11.0 calls per day

Significant Calls:

- 10/31/20; (in City) 1100 Norman Eskridge, Seaford Genesis, Unit 1, Smoke from HVAC unit filled up area.
- 10/31/20; (in City) 500 High Street, Royal Farms, Fire in deep fryer, extinguished by staff
- 11/1/20; (out City) 9799 North Shore Drive, Chimney fire with extension to walls
- 11/3/20; (Assist Blades) Sussex Manor Trailer Park, Working Fire
- 11/8/20; (out City) Greenbriar Road, 202x20 Out-building

Apparatus:

All equipment is currently in service

Emergency Medical Service:

- COVID calls still on the rise
- 5 career staff members are out with positive COVID or close contact. Following CDC/Public Health on return to work status
- Pre-construction meeting is November 17 with Atlantic Emergency Solution on new Ambulance B-87

Training / Meetings / Business

- Last Training: Wednesday, November 4, 2020, Vehicle Rescue Evolutions, 18 members attended
- Next Training: is Wednesday November 18, 2020, Rapid Intervention Evolutions

Events

- EMS Standby at Seaford High School football game on Friday, November 6, 2020
- Upcoming; Tower 87 with flag at Middleford Road VFW drive in Veterans Day Celebration

- Upcoming EMS ambulance stand by for the Middleford Speedway race. On November 14

Other News

- New NFPA Washer/ Extractor and Dryer are being programmed for proper settings and should be in service soon.

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

- Total number of alarms- **65**
- Number of alarms within the City- **29**
- Number of alarms outside the City- **31**
- Number of assist/stand-bys at other fire companies- **5 / 0**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2400-0100	1						
0100-0200							2
0200-0300							
0300-0400			2	1		1	
0400-0500	1		1				
0500-0600							
0600-0700		1		2			2
0700-0800		1		2		1	2
0800-0900			1				
0900-1000							1
1000-1100			1	1	1		1
1100-1200					2	1	
1200-1300	1	1	1				
1300-1400		2				1	1
1400-1500						2	
1500-1600				3	1		2
1600-1700		1			1	1	1
1700-1800		3			2		1
1800-1900	2		1			2	
1900-2000			1	1		1	1
2000-2100						1	
2100-2200							
2200-2300							
2300-2400	1						

Types and number of Alarms

AFA	13	Odor Invest.	1
MVC	15	Powerlines	3
EMS Asst.	14	Public Service	
Appliance Fire	1	Rescue	
Brush/Field Fire	2	Service Call	1
Child Locked in Veh.		Smoke Invest.	1

CO Detector	1	Stand-By	
Chimney Fire		Structure Fire	3
False Alarm	1	Trash Fire	
Fire Police Asst.		Vehicle Fire	1
Fuel Spill	1	WashDown	
Gas Leak	1	Woods Fire	
Improper Dispatch			
Landing Zone Req.			
Manure Fire	1		

Assist other Fire Dept/Co	5	Duty Crew Calls	3
Structure	4	Friday Duty Crew Calls	0
MVC		EMS Asst.	2
Water Rescue		Fire Police Asst.	
Brush/Field Fire		Child Locked in Veh	
Powerlines		Public Service	
Vehicle Fire		Smoke Invest.	1
EMS Asst.		Powerlines	
Fire Police Asst.		Trash Fire	
Rescue		Assist other FD/FC	
Gas Leak	1	AFA	
Woods		CO Detector	
		Gas Leak	
		MVC	
		Rescue	

Training:

- October 21st: Invista walk-through.

Notable Alarms for the Month:

- 10/5/2020- Gas Leak on Hurley Park Drive.
- 10/10/2020- Assist 71 with a garage fire at 8580 Lynk Lane.
- 10/17/2020- Outbuilding fire at 310 Virginia Avenue.
- 10/28/2020- Assist 71 with a heavy equipment fire inside a structure at 23883 Enviro Way.

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

- Total Number of EMS Runs- **284 (177 in City limits)**
- Total Number of "Alpha" Calls- **79**
- Total Number of "Bravo" Calls- **79**
- Total Number of "Charlie" Calls- **73**
- Total Number of "Delta" Calls- **51**
- Total Number of "Echo" Calls- **4**
- 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:

- New hire orientation, October 26-30, 2020, for three new hires.
- Covid-19 cases on the rise.
- No reported injuries.
- SVFD in the Community:
- Ambulance coverage at Seaford High Football.
- Ambulance coverage at Seaford Speedway.

Police Activity during period of Monday October 26, 2020 - Sunday November 08, 2020 as reported by Chief Marshall Craft:

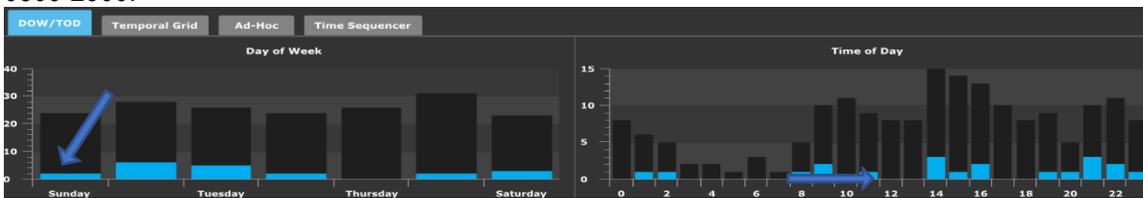
INCIDENTS	2020 YTD	2019	2018
All crimes	5,053	6,619	4918
Drug Crimes	166	249	390
Overdose	23	25	23
All Traffic (E-Tickets)	6,191/ (1,213)	7,819 (1,782)	6387 (3,617)
All DUI	36	42	52
All Crashes	463	584	533
False Alarms	382	494	333

Criminal

- All complaints: **180** (defendants: **15** adult & **0** Juvenile)
 - Felony: **10**
 - Misdemeanor: **38**
 - Violations: **2**
 - Civil: **1**
 - Other: **131**
- 84% Clearance Rate (overall)
- Friday from 0800-0200 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of **20 complaints** consisting of Assault, Aggravated Assault, Burglary, Forgery and Theft (6 Felony & 14 Misdemeanors); Excludes Shoplifting: (35% clearance rate during this reporting period.) Most occurred on Monday from 0800-2300.



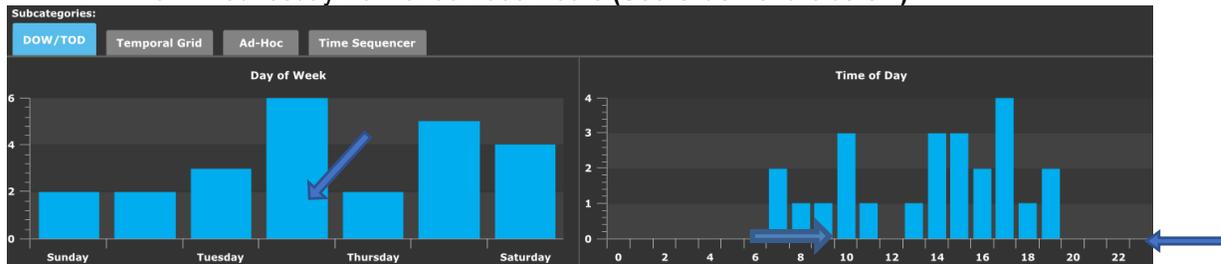
Drug Complaints:

- Drug Crimes: **3**
 - Adult Arrest: **3**

- Juvenile Arrest: 0
- Pending Inactive: 0
- Prosecution declined: 0
- Search Warrants(s): 2
- Overdose: 1

Traffic

- Citations: 238 traffic contacts resulting in 87 citations
- DUI: 2 (0 accident related DUI's)
- Crashes: 24
 - Injury: 0
 - Non-Injury: 24
 - **Additional Information: Driver distraction primary cause of accident)**
 - Hit & Run: 3
 - Alcohol/drug related crash: 0
 - Wednesday from 0700-1900 Hours (See Crash chart below)



Significant Events:

10/29/20, SPD dispatched to Walmart located on Sussex Hwy for a reported shoplifting. Investigation revealed a male and female entered the store, placed a few items in their cart, then placed gaming controllers in their child's baby bag before proceeding to the self-checkout. The subjects only scanned and paid for the few items in their cart and they were contacted by store asset protection before exiting the store. The male subject decided to leave the store leaving the female behind. The female was arrested, issued a criminal summons and released. Warrants will be obtained for the male subject (Jeffrey Twilley.) Case pending active. 71-20-8591

11/04/20, While on routine patrol, SPD observed a vehicle failing to maintain its lane on Dutton Ave. Investigation revealed the female driver was intoxicated with a newborn in the vehicle. The driver was subsequently arrested for DUI, resisting arrest and related traffic charges. She was committed to SCI on an intoxication hold. 71-20-8760.

11/04/20, SPD dispatched to the Stargate Dinner on Sussex Hwy for a Counterfeit Currency investigation. Investigation revealed that an unknown male, accompanied by an adult female and a child, entered the restaurant, ate dinner and the unknown male left five (5) counterfeit \$10.00 bills for the meal and tip. Store video captured the incident and all subjects appeared to leave in a Ford Crown Victoria or Mercury Grand Marquis. Investigation is pending active. #71-20-8762.

11/06/20, SPD was dispatched to the parking lot of Lowes on Sussex Hwy to assist EMS with a subject reportedly unconscious in a vehicle. Upon arrival, officer(s) made contact with the

defendant, who was conscious and holding a clear plastic baggie with a white powdery substance suspected of being heroin. The defendant refused any treatment by EMS and further investigation revealed the defendant to be in possession of eleven (11) baggies of heroin. The defendant was arrested and later released on an unsecured bond. #71-20-8800.

11/06/20, While on routine patrol in the area of N. North Street, SPD attempted to contact a subject operating his bicycle on the wrong side of the road. The subject attempted to fled on the bike, fell and then fled on foot. The officer gave chase and apprehended the subject, who then alerted the officer of an existing medical condition. The subject was transported to NMH, treated and released back to SPD. Investigation revealed the suspect had six (6) active capiases: One capias was issued out of New

Castle County Court of Common Pleas for Failure to Pay, issued on 11/06/2019. The remaining capiases were issues out of Sussex County: Family Court for Failure to Appear - issued on 11/25/2019; Court of Common Pleas for Failure to Pay - issued on 11/26/2019; Court Common Pleas for Failure to Appear - issued on 01/07/2020; Family Court for Failure to Appear - issued on 01/22/2020 and Court of Common Pleas for Violation of Probation - issued on 01/24/2020). 71-20-8794.

11/08/20, SPD dispatched to the AT&T store located on Sussex Hwy for an alarm. Upon arrival, officers discovered the front door of the building had been broken into. Once the building was cleared, the store manager inspected same and discovered no items appeared to be missing. Store video show two unknown males entering the store wearing masks, hoodies and gloves with a sludge hammer. Further investigation revealed approximately a week prior, the AT&T sore in Easton, MD was broken into and the T-Mobile store in Milford had also been broken into early this date. #71-20-8817.

11/08/20, SPD dispatched to the SVFD for a reported stabbing. Upon arrival, officer(s) discovered the victim had been transported to NMH for treatment. Investigation revealed the Suspect (Takeda Major) allegedly struck the victim in the back of his head with a metal object believed to be a puddy knife causing minor cuts -no stitches required. The victim was treated and released. Warrant is on file against the suspect for Assault 3rd. Case pending active. 71-20-8857.

Admin

- Attended Director, Staff, Liaison and Unified Command meetings as scheduled - Chief
- 10/27/20 - Attended model policy meeting in Dover (Discipline) - Chief

Training

- 11/04/20 - Supervisory Training Academy completed (multi week program) - DC Rapa
- 10/28/20 - Accreditation/Assessor training - Chief and Staff Sergeant (accreditation Manager)
- 10/30/20 - Completed Certified Instructor course at DSP Academy (40 hours) - M/Cpl. Linville
- 11/02/20 - Crime scene 2 - Det. Chambers
- 11/04/20 - Resiliency Training - Chief & D. Chief

Events

SPD continues to support volunteerism by assisting the Nanticoke Senior Center with meal deliveries to our homebound community members on Mondays, Wednesdays and Fridays.

Councilman Henderson also noted that the members of the City of Seaford Police Department are participating in and encouraging everybody's participation No Shave November and they have extended it through the end of the year, participants are providing donations through the department to a cancer research charity administered through TidalHealth.

Mayor Genshaw thanked Chief Craft for including Mayor and Council in participating in the Special Olympics.

Councilman Holland reported on Code, Parks and Recreation.

Code Department Report

- Issuing permits (356 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
- Buddy Lynch started as new Code Inspector on 11/09/2020
- Large project status's
 - Wawa – Tharp Rd DelDot work underway. Site work for Wawa started.
 - Melanies Ridge –Deldot work completed
 - Mearfield 2 –Second duplex has been set. Have applied for permit for 4 pack townhouses.
 - Montessori School – School is open. Both new quad buildings completed.
 - East Park Business Center – Site Work has started.

Parks & Recreation Report

Accomplished week of 10/26

- Parks – Completed install of privacy slats at SCSC (new plantings were also placed in front of the fencing by the Nanticoke Watershed Alliance interns)
- Parks – Edged curbing around Senior Center
- Parks – Shutdown Gateway fountain for mischief night and turned off irrigation at all parks
- Parks – Prep softball fields for Fall league
- Rec. – Completed 8th week of men's softball, picked up trophies for championships week of 11/12
- Rec. – Hosted final week of Youth Clinics – received positive feedback from parents and coaches
- Parks&Rec. – Made a covid plan for Caroling in the Park – approved by DE Division of Public Health

- Parks&Rec. – Completed 8th week of Supervisor Training, Session 8: Managing Workflow & Budgeting
- Parks&Rec. – Participated in trunk or treat at Little Sprouts Learning Academy

Accomplished week of 11/2

- Parks – Completed blowing out irrigation at sports complex, Kiwanis park and parks shop
- Parks – Worked on sink hole repair at Sports Complex
- Parks – Completed weekly grass cutting / trimming
- Parks – Prep softball fields for Fall league & tournament
- Rec. – Completed 9th week of men's softball – play off week (next week championships)
- Rec. – Working on COVID plan for approval for possible indoor Winter sports programs
- Parks&Rec. – Assisted in filling out/sending out 3 special events permits
- Parks&Rec. – Completed final week of Supervisor Training, Session 9: Conflict Management
- Parks&Rec. – Researched community-based surveys for Recreation Dept. to send out this Winter

Councilman MacCoy reported on Electric.

Crew

- Checked the bulbs in the Christmas lights before hanging them. Deenergized Ross Substation to perform maintenance on the LTC. Deenergized the primary on Washington Ave for tree removal by a resident. Changed the oil in the LTC at Ross substation.
- Trimmed trees away from the transmission line being it was deenergized. Reenergized Ross substation and put the load back to normal operations. Discussed a list of training ideas for the next year.
- Had an outage in the 200 block of Bradford due to trees in a storm. Out for about an hour and affected people.
- Had an outage on Read & McKean St due to trees in a storm. It affected about 13 people for an hour and 7 people for about 2 hours.
- Set the timers ahead in Gateway Park and Riverwalk Park. Discussed ideas for training for next year.
- Installed the mounting brackets and timers for the new LED Christmas lights.

- Had an outage on Bradford St caused by a squirrel. It affected 7 homes for less than an hour.
- Started mounting all of the Christmas lights.
- Blake had a webinar on the storage & retrieving historical data from the SCADA system.
- Started building the storage racks for the LED Christmas lights.

Director

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

- Attended a council meeting to give a demonstration on the APPA e-Reliability software and present the bids on the chipper and labor for the fiber extension.
- Did the bid openings for demolitions, code vehicle, labor for the fiber extension, & the chipper.
- Wrote the switching procedure for deenergizing Ross substation for LTC maintenance.
- Helped perform the switching.
- Demonstrated the APPA e-Reliability tracker to council.
- Presented the recommendation to award the bids for the chipper & the labor for the Sussex Highway fiber extension.
- Worked with Tracy sending out the award letters and getting the POs in for the 2 bid winners.
- Talked with an architect about 7-11.
- Talked with Tom Coyle from energy efficiency.
- Met with an electrician at the old Allen-Harim hatchery to convert off of primary metering.
- Did the estimate and escrow letter for the AUI building on Nesbitt Drive. Had a training session on resiliency.
- Had a meeting with the City engineer about design work for placing Martin Farms and one section of Woodside Manor underground.
- Worked on a transformer order for 4 developments and 4 commercial projects in progress.

Upcoming Weeks.

- Help put up the Christmas Tree and display in Gateway Park. Finish putting up the Christmas lights.
- Continue working in Mearfield 2 as they build more units in phase 1. Continue working in Mearfield 1 phase 2B so they can continue building. Start working in Belle Ayre multifamily for their construction.
- Pull the wire and set the transformer at the AUI building.
- Get the estimate and schedule the directional drilling at WAWA. 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.

Councilman King reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Hydrant flushing is on-going
- Relocated hydrant for Venture Dr. extension
- Paving contractor has mobilized
- Multiply property clean ups
- Had to replace 59 AMI wall mounts for premature failure
- Tap project webinar dry run
- Force main and pump station installation for the Unified Sewer District is almost complete

- Picking up a lot of limbs
- We are now two people out on medical.
- Held multiply meetings in person, zoom, and by conference call. MS4 coalition, Riverplace 3 sewer main, Resiliency, Contract4 semifinal inspection, sunrise motel.
- 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
- Public noticing the 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

- Pull and rebuild Manor House lift station pump
- Pull and rebuild Seaford Village lift station pump
- Limbs, limbs, limbs
- 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

Councilman King also commended the department for their continued excellent service to the community while they are two employees short.

Councilman Henderson noted that an email was received in reference to the retirement announcement of Greg Smart from the City of Seaford electric department and he wanted to recognize Mr. Smart's 36 years of service and employment with the City. He noted that his experience and expertise will be greatly missed and it will be very hard to fill that void. Mayor Genshaw noted that the City is blessed with long-term employees and their dedication to their hometown and expertise of the City's systems.

Mayor Genshaw called for a motion to adjourn the Regular Council Meeting to enter into an executive session for the purpose of discussing negotiations. Councilman Henderson 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 7:30 p.m. to enter into Executive Session for the purpose of discussing negotiations.

Mayor Genshaw reopened the Regular Council Meeting at 7:54 p.m. He then called for a motion to adjourn the Regular Council Meeting. Councilman King made a motion to adjourn the Regular Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 7:55 p.m.

Charles D. Anderson, City Manager

/JJ