

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

November 13, 2018

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilwoman Leanne Phillips-Lowe, Councilman James King, Councilman Orlando Holland, Councilman H. William Mulvaney, III and Councilman Dan Henderson. City Manager, Charles Anderson and Director of Economic Development and Community Relations, Trisha Newcomer were also present.

Councilwoman Phillips-Lowe 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 October 23rd, 2018. Councilman Holland made a motion to approve the minutes from the October 23rd, 2018 Council Meeting. Councilman Henderson seconded the motion; the motion so passed with all present voting in favor.

**CORRESPONDENCE**

There was none.

**NEW BUSINESS**

Mayor Genshaw presented New Business Item #3: Present for approval a recommendation from the Economic Development Committee to approve three Rental to Home Ownership Incentives for 507 N Bradford Street, 410 Harrington Street, and 723 E Ivy Drive.

Director of Economic Development and Community Relations, Trisha Newcomer, came forward to present the information. She stated that it is exciting that this program is really starting to gain some traction. She explained that the first two properties she is presenting were presented to the Economic Development committee on October 24, 2018.

The first application was for 507 N Bradford Street; it was a rental property for 10+ years. It was owned by Mark S. Hardesty and David L. Smith with the new buyers being Ronald and Bonnie Pritchett. This property qualifies for the incentive that council put in place in 2017 and two properties have been approved thus far. The annual tax amount on this property is \$431.83. The sellers will receive an incentive in the amount of \$2,159.15, the equivalent of 5 years of property taxes and the buyer will receive a tax abatement over the next five years. The tax billing for the buyer will be as follows, Year 1-\$0, Year 2-\$86.37, Year 3-\$172.73, Year 4-\$259.10, Year 5-\$345.46, and Year 6-\$431.83.

The next application, that went before the Economic Development committee on October 24, 2018, was 410 Harrington Street. This property was a rental for 8 years. It was owned by Lorne R. Adams and the new buyers are Jean Remy and Dieudana Madeus. The annual tax value is

\$534.44, thereby qualifying the seller for an incentive of \$2,672.20. The buyers would receive the following tax abatement over the next five years; Year 1-\$0, Year 2-\$106.89, Year 3-\$213.78, Year 4-\$320.66, Year 5-\$427.55, and Year 6-\$534.44.

The third property went before the Economic Development committee on November 5, 2018. The property is located at 723 E Ivy Drive and was a rental property for over 27 years. It was owned by Laurence Manlove with the new buyers being Rebecca and Kenneth Evans. The annual property tax value is \$459.73, qualifying the seller for an incentive in the amount of \$2,298.65. The buyers would receive the following five-year tax abatement; Year 1-\$0, Year 2-\$91.95, Year 3-\$183.89, Year 4-\$275.85, Year 5-\$367.78, Year 6-\$459.73.

The total seller incentives of all five properties, if council were to approve these three, equals \$11,694.75. Trisha stated that this money was budgeted in the reinvestment incentive line item in the Economic Development Budget. We were unsure of what to expect from this program so it was originally budgeted for \$1,000, but we do have other incentive dollars available in that line item. Looking right now at just what was originally budgeted we have a short fall or overrun of \$10,694.75. In addition to seeking approval for the incentives, Trisha stated that she is also seeking approval to transfer the \$10,694.75 short fall from the Realty Transfer Tax Reserves at the end of the year. The overall reinvestment incentive line item is \$6,500 and if those extra incentives are not realized throughout the year, that money will be used first to help with this and then the difference would need to be transferred.

Mayor Genshaw solicited any questions from Council. Councilman King inquired what the total is so far if these three applications are approved tonight. Mrs. Newcomer responded that there are now five total properties that have gone through the program and the seller incentives total \$11,694.75 and that there is the potential that we could receive additional applications and have to come back to council, knowing that if we continue to approve requests, at the end of the year we will have to have a true-up out of the original reinvestment incentive line item and then the short fall would come from the Realty Transfer Tax Reserves.

Mayor Genshaw solicited any additional questions from Council. Councilman Henderson inquired if Mrs. Newcomer had a chance to look into the proration for the buyer that was discussed at the Economic Development meeting. Trisha responded that they did not look into that as of yet and that the change would not go into effect until next budget year.

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

Mayor Genshaw called for a motion. Councilman King made a motion to approve the recommendation of the Economic Development Committee to approve three Rental to Home Ownership Incentives for 507 N Bradford Street, 410 Harrington Street, and 723 E Ivy Drive with funding provided by the Reinvestment Incentive line item and then the FY19 Economic Development budget and authorizing funding from the Realty Transfer Tax Reserves in the amount of \$10,694.75 as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

## **PUBLIC HEARING**

Mayor Genshaw closed the Regular Meeting at 7:09 p.m. and opened the Public Hearing.

Mayor Genshaw asked City Manager, Charles Anderson, to present the information.

Mr. Anderson presented Public Hearing Item #1, Ordinance 2018-1A – An ordinance Annexing a 14,155 +/- square foot Parcel and a 15,915 +/- square foot Parcel located at 1380 Middleford Road, Seaford, De 19973, owned by the Seaford Nylon Employees Council; Tax Map 331-5.00-84.00 and 331-5.00-85.05.

Mr. Anderson explained that this is the last step in the annexation process for these two parcels. He reviewed the exhibits that were previously presented to Council in the annexation process; the petition from the owners, the survey of the property, pictures of the property and the revised maps outlining the parcels. He reviewed some highlights of Ordinance 2018-A1 annexing the parcels mentioned. He stated that if Council desires to adopt this ordinance it must be by a two-thirds vote by this body, then if directed so the Mayor and the City Manager would execute the ordinance and have it recorded at the Recorder of Deeds and the properties will be annexed. He stated that the Annexation Committee who reviewed the property in depth consisted of Councilman Dan Henderson, who was the Chairman, as well as Councilwoman Leeann Phillips-Lowe and Councilman Bill Mulvaney.

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

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

Mayor Genshaw closed the Public Hearing at 7:13 p.m. and reopened the Regular Meeting.

## **New Business**

City Manager Anderson presented New Business Item #1: Present for approval, Ordinance 2018-A1, to annex a 14,155+/- square foot Parcel and a 15,915+/- square foot Parcel located at 1380 Middleford Road, Seaford, DE 19973, owned by the Seaford Nylon Employees Council; Tax Map #331-5.00-84.00 and #331-5.00-85.05.

Mayor Genshaw then solicited a motion. Councilman Mulvaney made a motion to approve Ordinance 2018-A1, to annex a 14,155+/- square foot Parcel and a 15,915+/- square foot Parcel located at 1380 Middleford Road, Seaford, DE 19973, owned by the Seaford Nylon Employees Council; Tax Map #331-5.00-84.00 and #331-5.00-85.05. Councilman Holland seconded the motion.

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

Mayor Genshaw then asked for a Roll Call Vote:

Councilman Henderson voted yes based on the findings of facts;  
Councilwoman Phillips-Lowe voted yes based on the findings of facts;  
Councilman Mulvaney voted yes based on the findings of facts;  
Councilman Holland voted yes based on the findings of facts;  
Councilman King voted yes based on the findings of facts.

The motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #2: Authorize the City Manager to execute Site Access Agreements with Cellco Partnership (d/b/a Verizon Wireless) to access city owned water tower sites and perform environmental inspection, testing, and other sampling activities at three locations; 295 Cedar Avenue, 1799 Dulaney Street, and 22770 Sussex Highway as part of a potential tower space lease agreement due diligence process.

City Manager, Charles Anderson, provided some background related to the request. He stated that during a recent Council Meeting we were approached by Verizon Wireless to review some of our water tower locations as possible places to affix equipment and antennas to increase their cell phone connectivity. He went on to explain that as part of their due diligence process, the City has been asked to execute site access agreements with Cellco Partnership d/b/a Verizon Wireless to gain access to three city water tower sites to perform environmental inspection testing and other sampling activities at three locations, 295 Cedar Avenue, 1799 Dulaney Street, and 22770 Sussex Highway, as part of their potential tower space lease agreement due diligence process. Mr. Anderson stated that the Director of Public Works, Berley Mears, did work with Verizon on this potential tower space lease agreement, which is for all three sites. Mr. Anderson stated that he is unsure which ones they may want to ultimately lease or if any will be suitable for them; this is just one step in the process.

Mr. Anderson stated he did reach out to our Environmental Consultant, Brightfields, who helped the City with the power plant, and talked through this with Project Manager, Matt Brainard. Mr. Brainard informed Mr. Anderson these are very common requests and it is possible; due to the age of some of the water towers, they could possibly find some contaminants on the site, such as lead based paint which was prevalent during the periods these towers were constructed. Mr. Brainard informed Mr. Anderson it happens all the time and it's not of concern, but if they do find any contaminants, they will notify us because it is our property. Mr. Anderson stated part of Verizon's plan would be to install equipment at the base of the tower and then affix equipment to the tower. They need to do some excavation of the ground around the base of the tower; if there is something there, they want to know about it before they go further. They also want to prove that when they went to the site and started their process there was nothing there.

Mayor Genshaw solicited any questions from Council. Councilman Holland inquired how long is the lease. Mr. Anderson stated the draft lease is for 25 years, which will come back at a subsequent meeting. Director of Public Works, Berley Mears, has advanced that draft with

Verizon and we have what we believe might be a final draft of the lease. Mr. Anderson stated that it needs to be reviewed one last time by staff and then one final review by the City's attorney. He stated Council may see that final draft in the first meeting of December if everything goes well but the term of the draft that we have is 25 years.

Mayor Genshaw solicited any additional questions from Council. Councilman King inquired about what testing they will be performing and what requirements need to be met as far as the site passing the testing. Mr. Anderson responded that this is an environmental testing of the existing conditions of the site, so they will be taking soil samples and things like that and test for hazardous materials. When they move into putting the antenna up and creating EMF (electromagnetic frequency) interference, similar to what cell phones and microwaves create, those tests and requirements would be investigated during the City and Verizon's engineers' submissions as part of the city permitting process. Mr. Anderson stated there is a permissible limit for EMF that human beings can be exposed to and the City makes sure it is below that limit as part of our permitting process.

Mayor Genshaw called for a motion. Councilman Holland made a motion to authorize the City Manager to execute Site Access Agreements with CellCo Partnership (d/b/a Verizon Wireless) to access City owned water tower sites and perform environmental inspection, testing, and other sampling activities at three locations; 295 Cedar Avenue, 1799 Dulaney Street, and 22770 Sussex Highway as part of a potential tower space lease agreement due diligence process as presented. Councilman King seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #4: Present for approval the Annexation Committee report for the property located at 24960 Dairy Lane, Seaford, DE 19973; Sussex County Tap Map #531-12.00-40.00.

City Manager, Charles Anderson, presented the draft Annexation Committee report. The committee was appointed on October 9, 2018 by the Mayor and City Council, consisting of Councilman Dan Henderson, Councilwoman Leeann Phillips-Lowe and Councilman Bill Mulvaney, to investigate the potential possibility of annexing the property into City limits. The petitioner is Wheatons Incorporated of 24960 Dairy Lane Seaford, DE 19973; Parcel #531-12.00-40.00, which is 8.34 acres +/- . He shared that the property is a prior developed property that is located directly west of Hooper and across from PENCO Inc., meaning that the property does meet the requirements of being contiguous to current city limits. He went on to state Council had revised the Comprehensive Land Use Plan last month to show this property as commercial.

He then reviewed some highlights from the Annexation Committee report dated September 24, 2018. The property petitioner's reason for requesting annexation is to obtain city utilities and city policing. In regards to streets and roadways the property is located adjacent to West Stein Highway and contains several commercial buildings and other ancillary facilities. Stein Highway is a state-maintained highway so the Department of Transportation would need to be consulted on any new or revised entrances, however they could potentially develop city streets around the property by working with the city and our city engineer. In regards to storm water drainage, the city

does have a drainage facility just to the north of the property along a city right of way. The drainage facility already picks up areas of Sussex Avenue, Atlanta Road, and Nylon Blvd, for this reason any quantity that they would contribute to that system would need to be reviewed by the city engineer to make sure there would be no impacts to the adjacent areas. As with any storm water improvement, pre-development runoff rates would have to equal post-development rates so they may have to develop a storm water ponds or other measures on the site. They did request a commercial zoning for this property; the current Sussex County zoning is General Business and they did request City of Seaford Zoning of C-2 Highway Commercial District, which was included in the Comprehensive Plan Land Use Map and that would be compatible. The parcel currently receives electrical service from Delmarva Power; so upon annexation the City would amend its service territory agreement with Delmarva Power through the Public Service Commission to include these annexed lands and any development after the amendment would be serviced by the City of Seaford. The city works with developers for phasing plans so that we can extend our infrastructure to those areas. The City of Seaford currently has a gravity sewer main near the property at the end of Tull Drive next to Seaford Apartments; it is very shallow at that point so the developer would need to look at lift stations or some type of pump on site. The wastewater treatment plant is designed for 2 million gallons per day (MGD) and our flows are currently at about 1.1 MGD; the city currently has capacity given that they do the design working with the Building Official and Director of Public Works to make any connection. We do currently have water mains on two sides of the site; Tull Drive has a 10" water main and Stein Highway also has a 10" water main, so they can avail themselves of whichever of those is most affordable for them to extend or meets their needs for water flow. City staff will work with them on this through the Building Official and Director of Public Works. For any easements, the City will work with the property owner to implement our infrastructure and determine maintenance responsibilities. Once they are annexed, we would do a property tax assessment through our property tax assessor to determine the value of assessment on the lands; we cannot say what that value would be until an assessment occurs but our current tax rate is \$0.31 per \$100.00 of assessed value based on 2008 market values. The City did update the maps of the Comprehensive Plan and it is in keeping with our goal to annex those areas that are currently in enclaves adjacent to the City.

There are some advantages and disadvantages to the City. Advantages are that the City may benefit from an increased tax base; there is the opportunity to provide utility services (electric, water, and sewer) to the parcel; there is local municipal control of development. The property would be served by the municipal police force and should have a shorter response time as well. In addition, the governing body that will be the most impacted by the land use decisions will be making those decisions; it is keeping with Livable Delaware and minimizing sprawl; and the incorporation of this property into the city limits would eliminate the "enclave". The disadvantages to the City are: as we continue to grow, we will have to expand personnel to provide all of the services; the expansion may increase operating and capital budgets for the City and it will increase the area for City departments to serve. In addition, traffic may increase on roadways if redevelopment of the property occurs; accidents could increase without improvements to the roadways and intersections in the area; and there will be an added number of requests to the City for reviews of plans, service extensions, Code, and Police services.

Some advantages to the proposed area include receiving all utility services from one owner. The City will provide local police protection; all permitting will be coordinated through the City; we will provide support in obtaining other agency reviews; we will give them checklists for development; local government will do the zoning of the lands; snow removal on all City owned streets, leaf and limb pickup, and all those other City services will be provided to this property; all complaints made to the City; the property owner will receive local representation through local elected officials who have to live in the community; and they will benefit from the municipal water and sewer services, extended by the owner. There are some disadvantages to the area: they will have to adhere to local codes and ordinances, in building and maintaining facilities, they may perceive that as more restrictive; they will only have one vendor for utilities (water, sewer, and electric) which would be the City; they will have to adhere to those more restrictive codes in placement of outside storage property appearance.

After review of the property and all of the annexation particulars, the committee did unanimously recommend to proceed with the proposed annexation and members further recommend that the property be zoned C-2 Highway Commercial in accordance with the City Zoning Ordinance. As council is aware, a public hearing would need to be held to fully explain the area being proposed for annexation which should occur within the next 60 days. The annexation is scheduled for the State of Delaware's Land Use Planning Act review on the 28<sup>th</sup> of November, so we will bring that information back to council after that meeting. There is a disclaimer that the annexation committee only reviews the annexation of the lands not projects associated with it and expansions of the territory of the City of Seaford.

Mayor Genshaw solicited any questions from Council. Councilman King commented that he really appreciated the opportunity to go out and physically visit the property as it was more tangible as opposed to reading it on a piece of paper to get your hands around what is actually happening. One of his big take-aways is that it is very exciting. He mentioned that he really appreciated the opportunity of being able to go out and see it first-hand.

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

Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the Annexation Committee report for the property located at 24960 Dairy Lane, Seaford, DE 19973; Sussex County Tap Map #531-12.00-40.00, as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #5: Present for approval a proposal from Sport Builders to repair the cracks on the tennis courts adjacent to School Lane (proposal to be funded by the Seaford School District and the City of Seaford equally).

City Manager, Charles Anderson, explained that himself and Mayor Genshaw have been meeting with the Seaford School District, the Rotary Club, and Friends of Seaford Tennis to work on improving the tennis courts on School Lane for about the last 18 months. The City leases six of those tennis courts and the school is the owner through a lease agreement. Mr. Anderson stated

that last year we improved the surface of those tennis courts and in the interim some cracks have developed that need to be fixed, if we don't fix them, they will get worse. Katie Hickey, Superintendent of Parks Department, got a cost proposal from the vendor that completed that improvement last year, however the school district wanted to get a second proposal, which we always recommend. The proposal the school received is from Sport Builders to repair all of the cracks that are currently in the tennis courts' surface is for \$5,800. In speaking with the superintendent, Dave Perrington, should council decide to move forward with this proposal we have agreed to split the cost; \$2,900 each. The repairs will be held off until early April 2019 to ensure better weather to complete the repairs as the courts need to be above freezing. We do have the money available in the Buildings and Grounds line item of the FY19 budget; we do need to maintain the courts. Staff would recommend that we work with the school district to keep this facility in playable condition.

Mayor Genshaw solicited any questions from Council. Councilman Holland inquired if these are the same cracks that have been fixed previously in working with Jack Riddle. Mr. Anderson responded that yes, they are the same cracks; last time this was completed the cracks that were there were fixed. We resurfaced the courts but did not replace the base layer of asphalt material, so what is happening is that cracks are continuing to travel; we will be chasing these cracks until we do a complete rebuild of the courts, which is extremely expensive, so this will be a reoccurring issue.

Mayor Genshaw solicited any additional questions from Council. Councilman Mulvaney inquired if this bid that the school district collected was a better bid than the one that we had collected previously. Mr. Anderson stated that yes, the one we received was about \$2,000 higher than this one. Mayor Genshaw stated that in order to completely rebuild those courts it will cost hundreds of thousands of dollars. Councilman Holland verified that these are the same courts that were transformed over into the pickleball courts.

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

Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve the proposal from Sport Builders to repair the cracks on the City tennis courts adjacent to School Lane for \$2,900, to be provided by the FY19 Parks Buildings and Grounds budget line item, as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

#### **OLD BUSINESS:**

None

#### **REMINDER OF MEETINGS & SETTING NEW MEETINGS:**

- Nanticoke Memorial Hospital Tribute Dinner, November 15, 6:00 p.m.; Heritage Shores
- Home of Hope Women's Campus ribbon cutting ceremony, November 19, 2:00 p.m.
- City Offices will be closed November 22 & 23 in observance of the Thanksgiving Holiday.

- Caroling in the Park in Gateway Park, November 26, 6:45 p.m.
- Think Big Sussex! A Servant Leadership Discussion featuring: Murray Carson “Carson Scholars”, Carol James, and Mayor Dave Genshaw, Western Sussex Boys and Girls Club, December 1, 9:30 a.m.
- Seaford Christmas Parade, December 1, line-up at 6:00 p.m. Nylon Blvd, step-off 7:00 p.m.
- City of Seaford Christmas Party, SVFD Fire Hall, December 8, 5:30 p.m.

## **COMMITTEE REPORTS**

Councilman Henderson reported on Fire, Police and EMS.

Seaford Volunteer Fire Department, Inc.  
Report from President Rick Stewart:

A vote was taken by the membership to approve the acquisition of a new ambulance. It will serve as a 3rd run piece. The unit will be delivered and upfitted in the very near future.

The board has approved a retirement plan for SVFD employees. The department now has a structured matching plan that will make it more competitive in attracting and retaining employees.

Monthly EMS Report as reported by Tom Lecates

October 2018 –

Total Number of EMS Runs-	269
Total Number of “Alpha” Calls-	72
Total Number of “Bravo” Calls-	55
Total Number of “Charlie” Calls-	76
Total Number of “Delta” Calls-	88
Total Number of “Echo” Calls-	4
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:

Hired Jenna Kliemisch for one of the open full-time positions.

A second person will be hired in November to replace the outgoing Janet Sanzone.

No reported injuries.

SVFD in the Community:

October 8th, Fire Prevention at Seaford High School Daycare  
October 10th, Fire Prevention at West Seaford  
October 11th, Fire Prevention at God Bless Daycare on 3rd Street  
October 12th, High school football game (Ambulance)  
October 16th, Fire Prevention at Seaford Middle School  
October 17th, Fire Prevention at Ms. Linsey's Clubhouse Daycare  
October 18th, Fire Prevention at Mount Olivet Church  
October 19th, High school football game (Ambulance)  
October 29th & 30th, Fire Prevention at St. John's Preschool

Monthly Fire Report as reported by Tom Lecates

October 2018

Total number of alarms- 62

Number of alarms within the City- 32

Number of alarms outside the City- 24

Number of assist/stand-bys at other fire companies- 5 / 1

Types and number of Alarms

MVC- 15

Smoke Invest.- 3

AFA- 14

HazMat- 2

EMS Assist- 13

Gas Leak- 1

Assist other FD- 5

Odor Invest.- 1

Structure-3

Appliance Fire- 1

MVC- 1

Brush/Field Fire- 1

Gas Leak- 1

Stand-by- 1

Powerlines - 4

Wrong Dispatch- 1

(Duty Crew Calls- 5)

Training:

10/03/2018- Fire attack and hose handling at DSFS, Georgetown campus.

10/17/2018- Vehicle Rescue at Murray Motors.

Notable Alarms:

10/01- Assisted Blades with a HazMat incident on Airport Road

10/13- MVC with large diesel fuel spill at Shipley & W. Poplar Streets

10/14- Assisted Blades with a MVC with entrapment at Seaford & O'Neal Roads

10/27- MVC with possible overdose at Old Furnace & Hastings Farm Roads.

Police Activity during period of October 22, 2018, through November 12, 2018 as reported by Chief Robert Kracyla:

Criminal

The owner of Subway responded to Seaford Police Dept on October 21, 2018, reference a "Money Exchange Scam" which occurred at the Walmart location. She advised a black male

subject entered the business and asked for change. As clerk was obtaining the change, the subject began placing more money down asking for other dominations in currency. This confused the clerk even more. The subject did this several times while also taking money laid on counter top. The subject was able to defraud clerk out of \$140.00 from the register. The owner advised that the same scam happened at her Milford location. We are waiting for more video evidence to see if the suspect can be identified.

On October 8, 2018, Sgt. Rapa's shift responded to a dog bite complaint at the intersection of Chandler and Wolford Streets. Upon arrival, the canine was located and was showing aggression toward officers. While waiting for a dog pole, the owners came and retrieved the canine. The victim transported herself to Nanticoke Memorial Hospital for medical treatment of several puncture wounds to her right arm. A crime report was completed and Animal Control contacted.

On October 8, 2018, Seaford 911 Center received a call from Olga Berduo Diaz which was initially a 911 disconnect. After calling her back, there was a strong language barrier and Sgt. Rapa and Pfc. Wilson responded to Stoney Brook Apartments in an attempt to communicate further. No one at the residence could speak English, so Sgt. Rapa contacted an officer at Georgetown Police Department who translated for him. Olga, mother of a 16-year-old daughter, came home the previous day to find her husband (stepfather of the daughter) and daughter in bed together. The 16-year-old had been picked up from school early by the stepfather. The victim was transported to Nanticoke Memorial Hospital Emergency Room in order to be seen by a Forensic Nurse Examiner. A case has been opened and will be investigated jointly with the Children's Advocacy Center.

#### Admin

Preschoolers from Central Little Blue Jays Program visited the police department on October 23, 2018.

Chief picked up 92-year-old Donald Griffin from his home on North Street amid his concerns in the neighborhood. Chief met with him and then Mr. Griffin toured the station.

October 24, 2018-

- Pastors from surrounding churches gathered at the Seaford Police Department for prayer.
- Chief attended staff meeting at City Hall.
- Chief attended meeting at City Hall with Enterprise regarding leasing police fleet vehicles in the future.
- Officers directed traffic for the Halloween parade.

October 25, 2018 –

- Chief held a meeting with FedEx and other agencies regarding drug commerce/ detection.

- Chief and Sgt. Miller attended a meeting in Dover with Delaware State Police intelligence and analytic division, DIAC.

October 26, 2018-

- Chief participated in a radio broadcast shedding light on the Seaford Lights On Seaford Strong initiative.

October 29, 2018,

- Chief met with Jim Fitzgerald and David Zerbato regarding crime prevention at Meadowbridge Apartments and other housing complexes.

October 30, 2018 –

- Members of the FBI in Wilmington came to introduce themselves and met with Chief.

October 31, 2018 –

- Chief, Sgt. Miller, and PIO Eric Chambers presented a donation of \$1,000.00 to the Cancer Care Center. This was possible due to the FOP donating the seed money for the hats sold for this fundraiser.

- Chief held initial meeting regarding the upcoming Youth Police Academy in April.

- Chief participated in interview with WRDE regarding Seaford's HELP Initiative.

- Chief met with Seaford High School officials regarding a traffic issue they are experiencing.

November 1, 2018 –

- Chief and Sgt. Miller attended a luncheon on Special Olympics luncheon. Sgt. Miller heads this fundraiser every year and organized the Torch Run for Special Olympics.

- Chief met with Senator Bryant Richardson in Dover to discuss future vision/needs of the Department.

- Chief met with the Awards Committee to establish changes in the Awards program.

- Sgt. Miller jointly with Chief wrote a Naloxone policy and has organized the Department getting Naloxone from Delaware Department of Health and Public Safety.

November 2, 2018 –

- Chief held a Sergeant's meeting.
- Chief attended the graduation ceremony in Dover of Cpl. Laurion completing the DSP Leadership Development Program.

November 5-9, 2018 –

- Chief attended the yearly National Liquor Law Enforcement Administration conference in Seattle, Washington.

#### Training

- All personnel completed CPR and First Aid training October 24/25, 2018.
- Cpl. Russell attended a Glock armors course on October 30.
- Senior Corporal Laurion graduated from the 3-week DSP Leadership Development Program on November 2.

Councilwoman Phillips-Lowe reported in Public Works.

#### PUBLIC WORKS:

- AMI water meter deployment for November is from 11/5 – 11/22
- Flushing hydrants was completed
- Continued assisting GMB with opening and cleaning catch basins for the asset management project
- Continued assisting with AMI meter locations and issues
- Installed new water service to 115 S. Conwell Street
- Installed new water service to 305 Fifth Street
- Repaired water service leak on Penn. Ave.
- Assisted Parks Dept. with painting the Stein Hwy. Bridge
- Still working through Verizon's installation on our towers
- Attended multiple meetings
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc.
- One man down due to surgery

#### WWTF & COMPOST

- Plant performance is good
- Do not have compost to sell

- Received regular Proximity waste
- Leachate treatment going well
- No major maintenance issues

#### Councilman Mulvaney Reported on the electric department

##### Crew:

- Continued renumbering the poles for the circuit changes.
- Worked in Ross Business Park digging in Conduit, hung a switch and pulled in overhead primary to continue completing the loop feed that circuit.
- Sprayed weeds at the utility building.
- Trimmed trees.
- Had an outage 10/28/18 on Hurley Park drive. It was a bad transformer that we had to change, about 8 houses off for 2 hours.
- Finished digging in the primary conduit in Ross Business Park near the library.
- Had a bad piece of underground primary at Seaford Village Shopping Center, Dollar General, H&R Block and the Pharmacy were out of power from 3:00 – 10:30 PM.
- Put the star back on the water tower.
- Started checking the Christmas decorations bulbs and sockets.
- Spliced a bad overhead primary behind the old Bowling Alley that was reported to me by a citizen going to the Body & Soul fitness Center.
- Had training on the operation & maintenance of the new substation.
- Had an outage at Nanticoke Senior Center & Hooper's Landing for about one hour, caused by a tree branch on the primary.
- Had an outage 11/6/18 on W Popular St, a tree broke a house service wire.
- Started hanging Christmas Lights.

##### Director

- Worked with AUI on Sussex Hwy.
- Had the bi-weekly conference call for AMI.
- Worked on the FY20 3-year CIP.
- On site with the crew while they put the star back on top of the water tower.
- Had training on the operation & maintenance of the new substation.
- Talked with NMH & Walmart to coordinate the changing of their electric meters.

##### Upcoming Weeks.

- Help put up the Christmas tree in Gateway Park.
- Finish hanging Christmas Lights.
- Work with NextGen changing out the AMI meters whenever they have a problem.
- Continue remarking poles from the distribution circuit changes.
- Continue working on the new circuit 330.
- Continue working on the last two problems found in the infrared scan.

- Pull in the wire on the last two segments of SVSC.

Councilman Holland reported on Administration.

#### MEETINGS:

- Attended the ED meetings.
- Attended Danny Short's coffee meeting.
- Met with Dave Downes regarding analysis of a solar net meter account.

#### OTHER WORK:

- Prepared the Council agenda.
- Attended the DOJ FOIA training.
- Attended the SCAT dinner and steering committee meeting.
- Attended the Veterans day event.
- Attended the Curiosity Shop ribbon cutting event.

#### Information Technology Report:

- Second Visit from Centric for Printer Study
- IT Round Table at DEMEC
- Working on Phone System Info Sheets and running Cable
- Working on Upgrades / warranty Renewals
- Working on Budget Item quotes / proposals

#### Administration Report for Council –

- Provide information to Downes Associates for solar net meter account analysis
- Work with AMI meter installations and billing routines
- Meet with City Manager regarding department planning
- Process disconnects for Electric/Water delinquent accounts
- Process and prepare documents for 2018 JAG grant
- Provide additional information to auditors to assist with financial statement preparation
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman King reported on Code and Parks and Recreation.

#### Code Department Report:

Building Official Mike Bailey reports that the Code Department is doing routine inspections for on-going projects, violation inspections throughout the City and performing plan reviews for new permits. The Code Department has issued 226 permits and 196 Rental Licenses as of November 2, 2018.

Large Project Status Updates: The Ross Station Event Center water connections have been installed. Plans have been submitted for the new McDonald's restaurant to begin in early 2019.

Other Updates: Walt passed his International Code Council (ICC) Certification on November 1st and Shannon will return to work on November 5th.

#### Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed routine jobs of prepping fields for men's softball league, youth flag football and adult flag football, weekly trash pick-up, grass cutting and work orders (over 75 work orders completed so far this season). The Parks Department placed picnic tables for the Seaford Historical Society's Fall Festival at the Ross Mansion and also participated in the event. The cleanup and painting under the Stein Highway and High Street Bridges was completed and looks great!

The Recreation Department prepared for youth and adult flag playoffs as well as prepped for upcoming basketball and wrestling programs. Youth Flag (6-8) Championship games were held on October 30th. The Youth (9-12) Championship and Adult Flag Championships were scheduled to be held on November 4th and 5th respectively. A total of 47 tickets were sold for the New York City bus trip scheduled for November 17th and the departments worked on advertising for programs and the trip.

The Eagle Scout Project by Giovanni Castellanos to install horseshoe pits near the Jay's Nest playground was completed about one month ago. Giovanni is now in the final stages of becoming an Eagle Scout. This is a great addition to the park and will be enjoyed by many people for years to come.

Mayor Genshaw thanked everybody that helped with the Veterans Day event over the weekend. He also mentioned that the turkey drive numbers were very good and this year it seems we will double our biggest contribution to date and that this is a great start to the holiday season.

With no further comments, Mayor Genshaw called for a motion to close the regular Council Meeting. Councilwoman Phillips-Lowe made a motion to close the regular Council Meeting. Councilman King seconded the motion; the motion so passed with all present voting in favor. The Regular Meeting was adjourned at 7:48 p.m.

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Charles D. Anderson, City Manager