

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

November 26, 2019

7:00 P.M.

Mayor Genshaw called the meeting to order at 7:00 p.m. with the following present: Councilman Matt MacCoy, Councilman Dan Henderson, Councilman Orlando Holland and Councilman James King. City Manager, Charles Anderson, Director of Finance and HR, June Merritt, Director of Economic Development and Community Relations, Trisha Newcomer, and IT Coordinator, Gary Andrews were also present.

Mayor Genshaw offered the opening prayer, then led those present in the Pledge of Allegiance.

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

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on November 12, 2019. Councilman Holland made a motion to approve the minutes from the November 12, 2019 Council Meeting. Councilman King seconded the motion; motion so passed with all present voting in favor.

**Correspondence**

There was none.

**New Business**

Mayor Genshaw presented New Business Item #1: SB & Company, LLC will present the City's annual audited financial statements for the period ending June 30, 2019.

Director of Finance & HR, June Merritt introduced the City of Seaford's Audit Partner, Bill Seymour, and his associate, Irene Miao, of SB & Company. Mr. Seymour gave an overview of their scope of services and their findings in regards to the City of Seaford's annual audit. Mr. Seymour stated that SB & Company is planning to issue an Unmodified Opinion on the financial statements, they noted no significant deficiencies or material weaknesses, they did not discover nor were made aware of any instances of fraud, as well as they received the full cooperation of management. During the audit SB & Company assessed the following areas: control environment, risk assessment, control activities, information and communication, and monitoring; their assessment of these areas resulted effective. During the audit, SB & Company also evaluated key processes including: treasury, estimation, financial reporting, expenditures, payroll, and revenue; their evaluation of these areas also resulted effective. The audit results and key accounts assertions (cash and investments, receivables, capital assets, debt, pension and OPEB liability, revenue, and expenses) all required no adjustments.

Mr. Seymour shared a high-level version of the financial statement results including the entity wide statement of net position. He stated that the change in total assets and total liabilities was flat as well as the overall change of City of Seaford's net position. Mr. Seymour did mention that total revenues of governmental activities is up approximately \$400,000 in part to increased building

permits as well as new fees that were added over the course of the fiscal year. He also pointed out that expenditures are slightly up this year as well in regards to pensions and things of the like. Mr. Seymour stated that they found no problems or needed adjustments as well no information outside of the norm that would need to be brought to the attention of management, Mayor, and Council. Mr. Seymour stated that sources of revenue and functional expenses for the City of Seaford seem to be in line with what their company sees at other municipalities and that there was no information that needed to be highlighted.

Mr. Seymour explained an overview of required communications and stated that the City Management and employees were very timely in getting the auditors any information that they asked for during the audit. Mr. Seymour stated that they are finalizing the financial statements and those will be provided with SB & Company's unmodified opinion.

Mayor Genshaw solicited any questions from Council. Councilman Henderson stated that during Mr. Seymour's opening statement he mentioned that the firm's standards go above and beyond the GAAS standards and requested Mr. Seymour go more into detail. Mr. Seymour clarified that their firm's standards go further into the testing aspects than what is required by GAAS standards. He further explained that by GAAS standards there are a set of standards that one must base their risk assessment on and a bare minimum of assessment that needs to be completed with no requirements for individual testing items, however their firm tests more than those bare minimum items as part of the audit process. Councilman Henderson clarified with Mr. Seymour that the audit report they provide the City with comes from a more rigorous standpoint than minimum GAAS standards.

Councilman MacCoy inquired how many years SB & Company has completed the annual audit for the City of Seaford. Director of Finance & HR, June Merritt, and Bill Seymour confirmed that this is the third year. Councilman MacCoy inquired if Mr. Seymour is aware of any changes to the audit system or process coming through the pipeline. Mr. Seymour stated that if the City were to get significantly more in federal funding there is a uniform guidance "single audit" that is a Federal Grants Compliance Audit which changes on an annual basis. He also stated that from an audit perspective there is nothing coming from SB & Company that will be changing. He mentioned that from an accounting perspective there is a new standard in regards to operating leases being reported and recorded as a debt, that will go into effect in 2021.

Mayor Genshaw solicited any additional questions. Councilman King asked why in the financial statement results it shows electric, sewer, and water as an expense and why it is not listed as a form of revenue in the sources of revenue pie chart. Mr. Seymour clarified that the expenses listed in each area is a proprietary fund that would then break down into line items but it is displayed here as an overview of the expenses of those departments' proprietary funds. He further clarified that the pie chart in question is only representative of the general fund as a whole that does not include those business type activities in question.

Mayor Genshaw solicited any additional questions. Councilman MacCoy inquired about whether SB & Company works with other municipalities and towns in similar type processes. Mr. Seymour stated that they work with a large range of companies for example as small as a company in

Maryland that has just under \$1 million in total assets to something as large the District of Columbia, the State of Maryland, the City of Baltimore, and they have also audited the City of Dover in the past as well. Councilman MacCoy commended Mr. Seymour and his team on their thoroughness during the audit and inquired if Mr. Seymour's team is aware of any common problems or issues that may arise that the City should look out for. Mr. Seymour stated that the biggest issues that they come across usually happen when something is communicated as data and not information as in Council and management do not have an open line of communication and good working relationship.

Councilman King inquired how many funds, other than the General Fund, the City of Seaford has. Mr. Seymour clarified that the City of Seaford has the General Fund and then four proprietary funds: electric, sewer, water, and golf. Councilman King further inquired if the audit is based solely on the general fund or if they dive further into the other funds as well. Mr. Seymour confirmed that the audit performed by SB & Company covers the entity wide financial statements as well as each individual fund.

Mayor Genshaw thanked Mr. Seymour for his presentation. City Manager Anderson thanked Mr. Seymour for all of the work completed by him and his team. He also commented and thanked the Director of Finance & HR, June Merritt for all of her hard work and the assistance and cooperation of the administrative team during the audit.

Mayor Genshaw presented New Business Item #2: Trisha Newcomer, Director of Economic Development & Community Relations to present for approval a change in practice on future Information Technology (IT) replacement and software purchases.

Trisha Newcomer came forward and presented an explanation for the recommended change in practice including security vulnerabilities, lack of available updates, as well as a financial perspective. She stated that the end goal is to go to a server and subscription basis with software over the next few years. Mrs. Newcomer stated that there is a budgeted amount of \$21,650 in the FY20 allotment for PC replacements. The suggestion from Mrs. Newcomer and IT coordinator, Gary Andrews is to utilize those funds for a VMWare Core Upgrade to Standard Edition as well as a SaaS (Software as A Service) Subscription for 14 City Hall users resulting in a budget overage of \$3,519.90. Mrs. Newcomer noted that there will be a heavy lift in the IT budget for FY21 in order to bring the remaining clients into the new model. Mrs. Newcomer also noted that currently the City budgets about \$1,200 per PC replacement and with this new model each "slim client" will cost approximately \$400-\$500.

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired about the heavy lift for FY21 budget year and if Mrs. Newcomer has an idea of the amount as well as if the cost of this new process will then trail off after the next year or two for upgrades and changes. Mrs. Newcomer confirmed that the cost will become more static when it comes to the cost of the SaaS Subscription for the users but it will not go away completely. Mrs. Newcomer stated that the cost for next year will be a VDI server costing approximately \$18,000 and the licenses needed will cost just over \$20,000, which are both one-time costs. Councilman Henderson further inquired how many PCs are normally replaced over the course of a year. Mrs. Newcomer and Mr. Andrews

confirmed that there is a total of 41 PCs on the network and the necessary replacements needed varies from year to year and can range from an average of 4 or 5 per year up to 11 or 12 per year on a 7-year replacement cycle. She stated that the replacement is not balanced out year by year because of the change in need from year to year.

Councilman King inquired if there is any trade-in value of the equipment that the City currently has or if it is all antiquated. Mrs. Newcomer confirmed that the majority of items that the City has is old stock that is used for parts or back-ups and no longer has any resale value.

Councilman MacCoy inquired why the current replacement cycle is 7-years long. Mrs. Newcomer responded that they are purchased with a factory warranty and then have an option to extend that warranty for an additional 2 years which is where the 7-year timeframe came from in order to get the longest life possible from the equipment. Councilman MacCoy further inquired if a 6-year old PC that we currently have is going to be upgraded with this new model and then in one year we will need to then replace it and start over. Mrs. Newcomer confirmed that we are not upgrading the computer itself, but the software linked to the computer and then once the computer is warrantied out a new slim client will be purchased to just attach to that new server software. She also stated that this update to the system will allow a user to "carry" their desktop from one PC to the next.

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the change in practice on future Information Technology (IT) replacement and software purchases, as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

#### **OLD BUSINESS:**

There was none.

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

- City of Seaford offices will be closed on November 28 and 29 in observance of the Thanksgiving Holiday.
- Caroling in Gateway Park, December 2<sup>nd</sup> at 6:45 p.m.; Rain Date December 6<sup>th</sup> at 6:45 p.m.
- SCAT Meeting, December 4 at Victoria's Restaurant in Rehoboth Beach starting at 6:00 p.m.
- Seaford Christmas Parade, December 7, line up at 6:00 p.m. Nylon Blvd, Step-off at 7:00 p.m.; rain date is December 8<sup>th</sup>, same times.
- Employee Christmas Party, December 14 at the Ross Station starting at 5:30 p.m.

The Leaf Machine is currently in operation until December 31<sup>st</sup>. In rain events help us to help you by clearing a catch basin or calling Public Works to have a catch basin cleaned at 302-629-8307 or after hours at 302-629-4550.

## **COMMITTEE REPORTS**

Councilman MacCoy reported on Public Works.

### Public Works:

- Fire hydrant flushing and top repainting was completed.
- Market Street is repaved with the last tie-ins to be completed today.
- Leaf machine is out and going strong.
- Spruce tower repainting started on 9/16/19, the interior is 100% repainted, the exterior is blasted and primed.
- Cleaned up a couple more properties for Code
- Spent two days installing heli-coils to pump bowl bases at Seaford village lift station
- Picked up old building debris from little league park
- Verizon installations on Lowes tower is on going
- Venture Drive extension project has been completed
- Performed maintenance on both brine mixer and briner.
- Performed maintenance on salt spreader #2
- State here to perform annual well testing.
- Attended multiply meetings Spruce tower progress, Venture Dr. pre-pave, Western Sussex design, telephone conference with Simmons food,
- Chris came back on 11/18/19 and we are fully staffed
- Performed all routine tasks; swept, L & L, big piles, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

### WWTF & COMPOST

- Plant performance is good
- We have NO compost to sell
- Leachate treatment going well
- No major equipment maintenance needed

### Upcoming two weeks:

#### Public Works

- Work on replacing remaining meters
- Keep leaf machine out
- Monitor remaining projects; Spruce tower, Riverview Park, Market St. sewer, Verizon
- Install three new water services to new homes
- Install replacement signs we purchased
- Replace fire hydrants (ongoing)
- Continue all routine tasks

### WWTF & COMPOST

- Keep the plant up and running with no violations
- Perform maintenance as needed

- Screen for compost

Councilman Henderson reported on Police, Fire, & EMS.

### **Seaford Volunteer Fire Department, Inc.**

Report from President Rick Stewart:

The State Fire Marshall recently performed a surprise inspection at the fire house. The inspection passed with 3 minor recommendations:

1. Ansul fire suppression system in the kitchen is nearing the end of its certification.
2. The fire sprinkler system will need its annual inspection soon.
3. The inspector did not see evidence of a recent electrical inspection. The recommendation was to provide evidence or have the system inspected.

Elections of officers will take place December 11 at the regular meeting.

Mr. Trevor Holmes will be sworn in as the Seaford Volunteer Fire Department's newest member on Wednesday November 27, 2019 at 19:00 in the Meeting Room.

Notes from SVFD Fire Chief John Wilson's report:

Alarms to date as of 11/25/19 (10:00 hours)

- Fire **661**
- EMS **2958**
- Significant Alarms:
- Very Busy Week
- 11/23 /19; Fire; In City; 809 Norman Eskridge Hwy. Laundromat Fire

Apparatus

- All apparatus are currently in service
- Tower 87 was out of service from 11/18 to 11/22 for damage repair. All Complete

Fire Prevention

- Completed: Fire Prevention at Seaford Central Elementary on 11/19 for 10 children in Pre-K class

Community Events

- Several Town Christmas Parades are listed to attend
- Seaford Christmas Parade 12/7

New Engine 87-5

- In 8th week of production
- Final Inspection still scheduled for 12/12 to 12/14 in Wisconsin.

Fire Sprinkler Demonstration

- Working with Delaware Fire Sprinkler Coalition to have side by side demo for a City Council Meeting in near future.

Fire Siren Issue

- Since timer has been installed and after the closure of Seaford 911 we have had about 5 siren activations between 2200 hours and 0600 hours.

- Select few of citizens have complained
- Had issue with daylight time change with timer being switch to a manual mode
- Had a issue recently with sire activation at 0537 due to the timer not being tweaked closer to 0600
- Hoping that all issues are corrected.

Monthly EMS Report – As reported by 1<sup>st</sup> Assistant Chief Tom Lecates  
October 2019

Total Number of EMS Runs- **315 (170 in City limits)**  
Total Number of “Alpha” Calls - **95**  
Total Number of “Bravo” Calls- **85**  
Total Number of “Charlie” Calls- **60**  
Total Number of “Delta” Calls- **75**  
Total Number of “Echo” Calls- **0**  
Total Number of “Omega” 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:  
No reported injuries.

SVFD in the Community:  
October 5: Blue Jay Pride Day (Ambulance/Engine).  
October 7: Fire Prevention with St. John’s Pre-School.  
October 8: Fire Prevention with St. John’s Pre-School.  
October 9: Fire Prevention with 1<sup>st</sup> Graders of Seaford School District.  
October 10: Fire Prevention with ECAP (boys & Girls Club).  
October 10: Blood Bank @ Station 87.  
October 15: Fire Prevention with Pre-Schoolers @ Seaford High School.  
October 26: Trunk or Treat @ Ross Mansion.  
October 26: Stand-By Crew with Tanker 87 @ Laurel’s Haunted House.  
October 29: Fire Prevention @ Little Sprouts Daycare.

Monthly Fire Report - As reported by 1<sup>st</sup> Assistant Chief Tom Lecates  
October 2019

Total number of alarms- **76**  
Number of alarms within the City- **42**  
Number of alarms outside the City- **30**  
Number of assist/stand-bys at other fire companies- **4 / 0**  
Types and number of Alarms  
MVC- 20  
Vehicle Fire- 2

AFA- 18  
Rescue- 2  
EMS Assist- 12  
Structure Fire- 1  
Trash Fire- 4  
Child Locked In Vehicle- 1  
Powerlines- 3  
CO Detector- 1  
Brush/Field Fire- 3  
Woods Fire- 1  
Gas Leak- 2  
Smoke Investigation- 2  
Assist other FD- 4  
Duty Crew Calls Total- 4  
Structure- 2  
Duty Crew Calls (Friday Nights)- 3  
Brush/Field Fire- 2  
EMS Asst.- 4

Training:

October 16, 2019- Roof Ventilation at the Old Pet Emporium.

Notable Alarms for the Month:

10/4/19-Assisted Laurel with numerous outbuildings on fire.  
10/13/19-Triple fatal MVC on Wesley Church Road.  
10/13.19- MVC on Seashore Hwy that became a fatality.  
10/18/19-MVC at Stein Hwy and Bridgeville Hwy involving 3 with 1 overturned.  
10/22/19-A fire at Seaford Genesis that smoked up the rear portion of the retirement home.  
10/27/19-Fatal MVC at Bridgeville Hwy near Dolby Road in the construction area.  
10/28/19-House fire at 221 N. Arch Street with fire under the residence.

**Seaford Police Department**

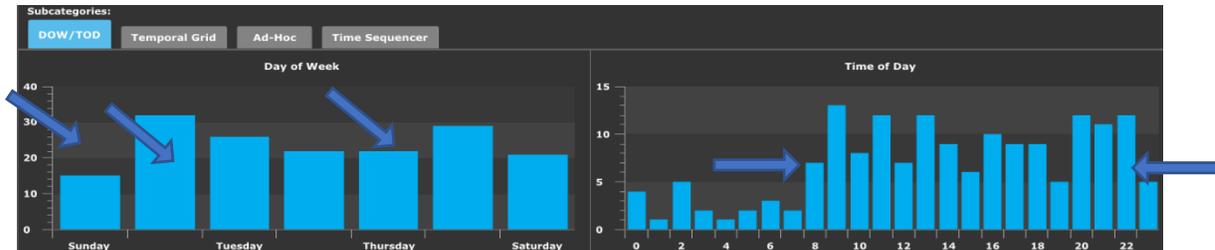
Police Activity during period of **Monday November 11, 2019 – Sunday November 24, 2019** as reported by Chief Marshall D. Craft, Jr.

<b>INCIDENTS</b>	<b>TOTAL YTD</b>
All crimes	6109
All Traffic (E-Tickets)	7267
All DUI	39
All Crashes	526
False Alarms	453

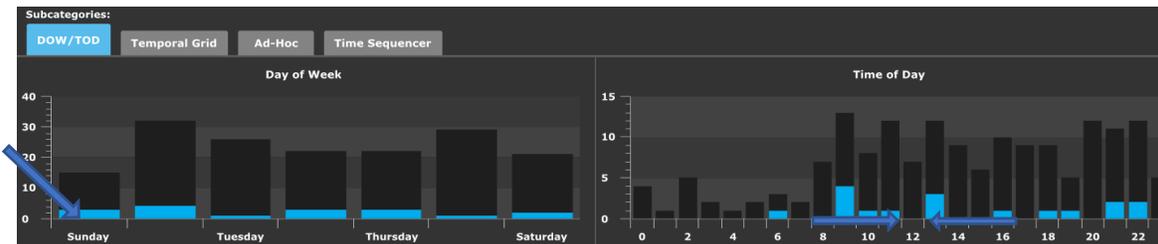
Criminal

- All complaints: 167
  - Felony: 11

- Misdemeanor: 34
- Violations: 4
- Other: 118
- 86% Clearance Rate (overall)
- Mon, Tue & Friday from 0900-2200 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



**additional Data below:** There were a total of **17 complaints** consisting of Burglary, Aggravated Assault, Assault and Theft complaints excluding shoplifting: (53% clearance rate during this reporting period. Most occurred on Mon from 0900-1300.)

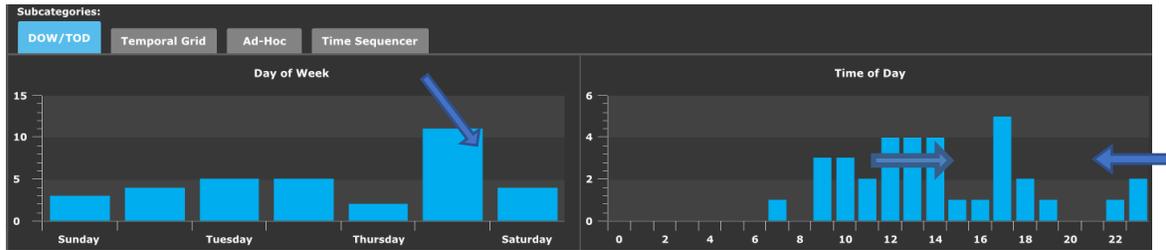


Drug Complaints:

- Drug Crimes: 7
  - 7 Adult Arrest
- Search Warrants(s): 0
- Overdose: 0

Traffic

- Citations: 188
- Reckless, Careless or Inattentive: 7 (7 were accident related)
- DUI: 1 (accident related)
- Crashes: 34
  - Injury: 1
  - Non-Injury: 33
    - Hit & Run: 8
    - DUI related crash: 1
    - Departmental accident: 1 (minor damage to running board – struck curve)
  - Friday from 1200-1700 Hours (See Crash chart below)



### Significant Events:

11/13/19, Unknown W/M entered victim's vehicle that was parked in the Walmart parking lot and removed her purse, cell phone and I-pad. Investigation revealed the victim loaded her groceries, left her vehicle door open while returning her shopping cart and an unknown W/M exited an 'older beat up looking vehicle with partial DE Tag #13674' to enter her vehicle and steal the items. The suspect fled in the described vehicle. Case is Pending Active - waiting for Walmart video surveillance. (71-19-12591.)

11/15/19, Unknown B/M Suspect, who walks with a limp and has a nickname of 'mumbles', attempted to purchase liquor with a counterfeit one-hundred-dollar bill from the Nylon Package store. The suspect was last seen walking in the direction on Meadow bridge apartments. Case is Pending Active. (71-19-12630.)

11/17/19, Officers investigated a domestic Incident between an estranged married couple that involved a knife. Investigation revealed a male subject was at the residence to retrieve property and visit with his children when an argument ensued. The argument escalated, which resulted in the male subject pushing the female subject and the female grabbing a knife and allegedly threatening to kill the male. Both subjects were arrested. (71-19-12682.)

### Admin

- 11/11- Liaison Meeting - Chief
- 11/12- Delaware Chiefs Meeting at Dover PD / SALLE and EIDE grants approved for SPD -Chief
- 11/12- Council Meeting - Chief
- 11/13- Staff Meeting City Hall - Chief
- 11/14- Special Olympics Luncheon - Chief & Assistant Superintendent Corey Miklus, SSD
- 11/14- Drug Free Coalition meeting- Lt. Little
- 11/19- Sussex County Chiefs Meeting at EOC - Chief
- 11/20- CJC Coordinator Meeting ref. 2017 and 2018 BJAG CJC Law Enforcement Grants- Chief
- 11/22- Boys and Girls club Meeting- D. Chief
- 11/22- DOJ Meeting ref. new Drug Laws - Det. Chambers and Det. Mills
- 11/22- State Accreditation Meeting all day at SPD - SSgt. Sterner

### Training

- Fall Firearms recertification continued through this reporting period

Event:

- 11/11- Kiwanis Park (Veterans day)- Chief and SPD members
- 11/11- Blades and Central Elementary School Thanksgiving Day luncheon- SRO Justice, Det. Mills and Det. Chambers
- 11/14- Special Olympics Luncheon - Chief & Assistant Superintendent Corey Miklus, SSD

Update:

- 11/18- SPD took possession of a new 2019 Chevrolet Equinox, purchased in part with funds from a USDA grant for an OPIOID awareness program 'Purple Car.'

Councilman Mulvaney was absent but submitted his report for the Electric Department.

Crew

Took down the flags for Veterans Day.

Hung the Christmas Lights.

Changed out rubber gloves.

Switched the load off of Ross Substation and removed the old batteries and charger.

Installed the new battery charger and batteries in Ross Substation control house.

Put the load back on Ross Substation.

Finished putting up the Christmas Lights.

Put up Blade's Christmas Lights.

Did the monthly substation checks.

Collected pole data for the GIS system and remarking poles.

Cut down a tree on Fourth St.

Director

Had my council liaison meeting.

Attended the council meeting to present on the Light up Navajo Nation project.

Wrote out the switching procedures for taking Ross Substation off line.

Did the switching with the crew to take Ross Substation off line.

Had a staff meeting.

Worked with the crew installing the new battery rack, batteries and wiring in Ross Substation.

Worked on the material list and bid document for the fiber on Sussex Hwy.

Finished submitting the RP3 award information.

Met with the general contractor at Herring Ridge about work schedule.

Upcoming Weeks.

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

Continue remarking poles from the distribution circuit changes.

Continue collecting the data for the GIS system.

Help put up the Christmas Tree in Gateway Park.

Councilman Holland reported on Administration.

MEETINGS:

- Attended the Veterans Day celebration.
- Attended a scooping meeting at the DOT in Dover of the northern portions of the Ross Business Park.
- Attended the Unified Sewer District design meeting.

OTHER WORK:

- Completed items for property settlement for seven in the RBP to Kent Peterson.
- Prepared the City Council agenda.
- Attended the Soroptimist meeting and gave a presentation related to the City.
- Attended the NMH Tribute dinner.
- Gave a presentation regarding the City to the Revitalize Seaford group at the Boys and Girls Club.

Information Technology Report:

- Sec. Cam. Project – Sent out bid
- Working on configuring servers and prepping for Security Camera Project
- Installed management software on Sec Cam VM
- DEMEC Intrusion Demo
- Installed New 10g NIC in Server Host's
- Mtg with AMP on IT projects
- Safety Meeting

Administration Report for Council –

- Continue Audit work – prepare for presentation of audited financial statements.
- Attend DEMEC board meeting.
- Attend Veteran's Day event & NMH Tribute dinner.
- Assist with Compensation Study – make contact with peer organizations and request completion of survey.
- Assist with grant application and reporting.
- 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 is on vacation this week.

Parks & Recreation Departments Report:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed routine jobs including mulching, spraying, grass cutting, trash pick-up and work orders.

- Assisted with putting up the Christmas tree in Gateway Park.
- Worked on turning off / blowing out irrigation system at various locations.

- Currently have 136 signed up for Youth Basketball.
- Coordinating coaches & schedules for the Youth Co-ed basketball leagues. (6-8, 9-10, 11-13)
- Attended the DRPS meeting in Milford around playground safety.
- Hosted NYC Bus Trip on 11/23 – 35 people attended.
- Working on the programs for the upcoming Caroling in the Park event (December 2nd 6:45 PM.) Gateway Park.
- Met with Denise Crockett about having SHS students volunteer twice per month.
- Katie also attended various meetings and workshops.

Mayor Genshaw shared the results of the annual Turkey Drive. He thanked City Council and employees who were able to contribute both financially and physically. He stated that there were 206 turkeys purchased along with 100 additional donated by Food Lion with a total of 306 taken and distributed to the Boys and Girls Club. City of Seaford finished in second place behind City of Wilmington.

Councilman Henderson inquired about the status of the Water Tower star and whether it would be back up in time for the holidays. City Manager Anderson stated that it was taken down and stored while the water tower is repainted and the hope was to have it back up by Thanksgiving, however the paint project has not been completed yet. He stated that Director of Public Works, Berley Mears, updated him that they are scheduled to paint the logo on the water tower next week, so hopefully by the end of next week the star will be reattached to the water tower.

Mayor Genshaw called for a motion to close the regular Council Meeting. Councilman Henderson made a motion to close the regular Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The regular Council Meeting closed at 7:52 p.m.

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Charles D. Anderson, City Manager