

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

November 27, 2018

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, Councilwoman Leanne Phillips-Lowe, Councilman H. William Mulvaney, III, Councilman Orlando Holland, Councilman James King, City Manager, Charles Anderson. Building Official, Mike Bailey and Director of Economic Development and Community Relations, Trisha Newcomer were also present.

Councilman Dan Henderson 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 noted that the Council Minutes from November 13th were released late that afternoon and called for a motion to table the approval of those minutes until the following Council Meeting on December 11th. Councilman Mulvaney made a motion to table the minutes from the November 13th, 2018 Council Meeting. Councilman Holland seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw, along with City Manager, Charles Anderson and Director of Finance, June Merritt brought forward Executive Secretary, Tracy Torbert to recognize her for receiving her Certified Municipal Clerk certification (CMC); awarded by the International Institute of Municipal Clerks (IIMC) Inc.

Director of Finance, June Merritt noted that this certification takes between 3-5 years of training and the City would like to recognize Ms. Torbert for the hard work and effort taken to receive it. Mayor Genshaw added that as an employer, it is always great to see employees taking the time to improve themselves and their position each year and the City of Seaford is lucky to have Ms. Torbert.

Mayor Genshaw also took the time to thank the public for their contributions to the annual Turkey Drive. He noted that the City of Seaford beat out all other towns in the state by giving out 155 turkeys the Tuesday before Thanksgiving. A thank you goes out to all of Council, City Representatives, and countless local businesses who helped out with financial contributions, transportation, and coordination for the event.

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

Building Official, Mike Bailey came forward and presented the first Public Hearing item.

Public Hearing Item #1: Grotto Pizza LLC, 331-6.00-9.00 & Tharp Road Properties, 331-6.00-9.01,9.03,9.06, are seeking a final site plan review for a proposed Wawa convenience store with associated parking, gasoline pumps, and access driveways.

Mr. Bailey noted that representatives from the project, Chris Mondoro from Bohler Engineering and Fred Wittig from Tharp Road Properties were present to answer any questions as the information is presented. He went on to explain that the site is located on Sussex Highway and includes Parcels 331-6.00-9.01,9.03,9.06. Included in the site is a proposed 5,612 square foot, one story building and a fuel pump island with 8 pumps. In addition, there would be 55 Parking spaces provided with 29 required by code. The zoning for this site would be C-2 Highway Commercial.

Mr. Bailey explained that the site is located to the south of the current Grotto Pizza restaurant on Sussex Highway in the location of an existing storm water pond. In this site plan, the existing entrance to the restaurant would become a shared entrance for both businesses. Grotto Pizza will relinquish some of their existing parking spaces to accommodate the Wawa entrance; however, in the site plan they will gain additional parking to the rear of their building from a land agreement with Tharp Road Properties. He noted that approvals have been received with comments from DELDOT, Sussex County Conservation District, and the State Fire Marshall and that there have been no changes from the preliminary plan to the current site plan.

Mr. Bailey went on to explain that the site plan includes changes to the access of both businesses from Tharp Road. The new exit onto Tharp Road will be directly across from the entrance to Walmart. The initial plans included a full access exit to Tharp Road; however, DELDOT requested some changes. Mr. Bailey confirmed with Mr. Mondoro from Bohler Engineering that customers leaving the Walmart parking lot would have the ability to drive across to the adjacent entrance. He also noted that customers would have direct access to Sussex Highway from the joint entrance on the other side of the site.

Mayor Genshaw solicited any questions from Council. Councilwoman Phillips-Lowe asked Mr. Bailey how they would deter drivers from making that left-hand turn on to Tharp Road. Mr. Bailey explained that there would be signage at the exit and a triangular, raised concrete island curb will be installed to prevent prohibited turning movements.

Mayor Genshaw asked if this change would impact Walmart's exit. Mr. Bailey explained that it would not have an impact on this exit and confirmed that customers using the Walmart exit would still have the ability to turn both ways.

Councilman King asked if the island feature running along Tharp Road would decrease the lane size on either side of the road. Mr. Mondoro came forward and explained that from the west bound lane there would be a left hand turn lane into the site and from the east bound lane there would be a right turn lane into the site. City Manager Anderson also confirmed on that note that the lanes would be widened to accommodate those new turn lanes. Mr. Mondoro confirmed. Councilman King also confirmed with Mr. Mondoro that it would be possible to exit the site without even using the Tharp Road exit.

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

Mayor Genshaw then solicited any questions from the public. Resident Dan Cannon, 411 Nylon Boulevard, came forward and expressed his opinion that the current exit onto Tharp Road was poorly engineered to begin with and that with a small single lane road going each way there would most likely be increased traffic. He noted that it is sure to be a nightmare for those customers trying to turn left and head East out of the Walmart parking lot and that the current design already creates a bottle neck without adding any additional traffic. He concluded that the proposed design will create a larger problem.

Mayor Genshaw solicited any additional comments from the Public. John Chapis, 8057 Hearn Pond Road, came forward and expressed that he does not believe drivers will see or adhere to the signage proposed and that like most traffic signage, drivers will take it as more of a suggestion than a requirement.

Mayor Genshaw solicited any additional comments from the Public, there were none.

Councilman King asked if there was any discussion with DELDOT on installing a traffic light at the exit. City Manager Anderson noted that Tharp Road is maintained by DELDOT and that the City does not really have any jurisdiction over the roadway; just the properties adjacent to it. He went on to explain that in the initial scoping meeting with DELDOT approximately a year ago, it was suggested that a light be installed. However, it was determined that the distance between the traffic signal at the Route 13 intersection and this proposed light would be too short to meet DELDOT's traffic warrants. The possible timing and stacking of traffic would not permit a traffic signal and without the possibility of the light the limitations on turning was proposed.

Councilman King asked if there were any traffic studies or counts completed in order to make the determination that a light would not be feasible. Mr. Mondoro came forward and explained that during a scoping meeting the plan and what is trying to be accomplished is presented to DELDOT. After that studies begin on the intersections and traffic counts are completed. Traffic studies have to be completed prior to the development of the site plan.

City Manager Anderson asked if there is approval from DELDOT at this point in the plan. Mr. Mondoro stated that they do have approval for the traffic scoping and traffic impact study but they are seeking approval for the entrance plan as DELDOT does still have some remaining comments; however, Mr. Mondoro does not see DELDOT changing the intent of the site plan.

Mayor Genshaw confirmed there were no other questions from the Public.

Public Hearing Item #2: 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 program to include the City of Seaford.

Mr. Whaley came forward and explained that his office applies for and administers the applications for Community Development Block Grant funding for towns and cities throughout Sussex County. In addition, there are applications for the county to help service rural areas that don't fall within those incorporated towns. The Community Development Block Grant funds come down from HUD

and are designed to assist low to moderate income residents with housing issues. This is done primarily through housing rehabilitation but can also be used for funding for small infrastructure projects like sewer and water hook ups, demolition, etc. Mr. Whaley noted that last year, his office assisted with 2 demolitions in Seaford and those properties were later used by Habitat for Humanity to build two new homes.

He noted that one of the requirements for these applications is that they must hold a Public Hearing. This gives Council and the Public the opportunity to learn about the program and make any comments or ask questions in regard to the application process. After this process Mr. Whaley's office will put together target areas in the county, Seaford being one of them and then complete the applications to be sent to the Delaware State Housing Authority.

Mr. Whaley explained that in Sussex County we are not an entitlement area, which means that his office is not asking HUD for the funds directly. Instead, the Delaware State Housing Authority requests the funds from HUD and the Community Development and Housing Office submits the application for funding to them. He noted that his office oversees between 220 and 240 housing projects per year in this area. The repairs can vary from things like a simple handicapped ramp to something as large as a full roof replacement. In addition, they also do plumbing and electrical upgrades and smoke alarm and energy upgrades. He added that his office is required to follow local preservation suggestions and lead based paint guidelines.

Mr. Whaley explained that in the past 10 years Seaford has received over \$720,000.00 in Community Development Block Grant funding which has allowed them to help 52 households with housing rehab. This year's allocation for the City of Seaford was \$70,000.00 which would help service 5 to 6 homes and there are currently 4 homes that are going to go out to bid in the first week of December. For this process, rehab specialists visit the property and do an inspection then complete the application to get the homeowner qualified. After that the specialist will get quotes for the services and local contractors will bid on the work that is required. After that process is completed the Office of Community Development and Housing will manage the process through to its completion.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked if all of the funds awarded to Seaford from last year were expended. Mr. Whaley stated yes. Councilman Henderson then asked if there were applicants from last year that are still on the waiting list and if so are those residents required to reapply. Mr. Whaley replied no and explained there are currently 24 residents on the waiting list for Seaford and his office should be able to complete 4 to 5 of those applications. Councilman Henderson asked if that waiting list prevented other applicants from getting into the queue. Mr. Whaley explained that it did not and that his office maintains waiting lists for several areas in the county; as the applications at the top of the list are completed, they are replaced by new ones.

Councilman King asked for more clarification on the application process and what the possible qualifications would be. Mr. Whaley explained that interested residents would just need to contact their office. After that a brief, one page, pre-application is sent out to collect basic information on the homeowner. In order to qualify for housing funds, the resident must make under 80% of the

area median household income. That means, for Sussex County, a one- person household would need to make less than \$38,500.00 and that amount goes up by about \$5,500.00 per additional household member. If the resident qualifies they will need to complete a 32 page application which helps his office obtain information on the home. With the County's Fair Housing Policy, his office must confirm that taxes on the property are up to date, that the home is insured, and that all of the utilities are current. Once this is completed they must verify the household income from all sources and confirm the homeowners do not have more than \$15,000.00 in checking or savings accounts. Once all of those verifications are completed they can send out a bid package and begin to take bids on the project.

Councilman King asked if there are thirty applicants how does it get determined who will receive funds. Mr. Whaley explained that the process is first come, first serve. He noted that they cannot always help everyone; sometimes there is an issue with back property taxes or insurance but those applicants aren't taken off the list, they are just listed as inactive.

Mr. Whaley added that they do protect the project by placing a prorated, non interest bearing lien on the home. The lien amount is based on the cost of the project and the age of the homeowner. If the resident is over 62 it is a 5-year lien and if the resident is under 62 it is a 10-year lien. This ensures that if the resident moves out within that period the Office of Community Development and Housing would be able to recoup a portion of those repair expenses and put those funds back into the community they came from.

Mayor Genshaw solicited any questions from the Public; there were none.

Mayor Genshaw closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:26 p.m.

Building Official, Mike Bailey came forward to present findings of Facts.

Public Hearing Item #1

Findings of Facts:

- Project: Wawa Convenience Store
- Owners: Grotto Pizza Seaford LLC & Tharp Road Properties LLC
- Zoning: C-2 Highway Commercial
- Final site plan review for a 5,612 sf convenience store with fuel island and site improvements.
- Parking spaces provided: 55
- Tax Map & Parcel 331-6.00-9.00,9.01,9.03,9.06
- Property is located on Sussex Hwy
- Project received approval from:
 - DelDot
 - Sussex Conservation District

- Office of the State Fire Marshal

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then solicited a motion. Councilman Holland made a motion to approve the request for Grotto Pizza LLC, 331-6.00-9.00 & Tharp Road Properties, 331-6.00-9.01,9.03,9.06, for a final site plan review for a proposed Wawa convenience store with associated parking, gasoline pumps, and access driveways as presented.

Councilman Henderson asked for clarification on the motion, if he was correct in that they do have approval form DELDOT but that DELDOT still has some questions in regards to the Traffic Impact Study. Mr. Mondoro confirmed that DELDOT does still have questions in regards to the construction entrance and proposed sidewalks.

Councilman Mulvaney Seconded the motion.

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 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.

New Business

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

City Manager Anderson explained that Council has been presented with all of the documents required for the County to apply on behalf of the City of Seaford for the Community Development Block Grant through the State of DE Housing Authority. What is being requested is the authority from Council for Mayor Genshaw to sign all required documents.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked for clarification on the portion of the resolution that states the funds awarded would be used for infrastructure projects only. City Manager Anderson noted that the main use in the past has been for housing improvements but the City has used the funds for things like water main improvements and other similar projects.

Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to authorize Mayor Genshaw to execute all documents to allow Sussex County to allow them to apply on behalf of the City of Seaford for Community Development Block Grant through the State of DE Housing Authority as presented. Councilman King seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #2: Mr. Jeffery Walton and Mr. David Kershner with Buck Consultants, LLC, to present the General Employee Pension Benefit Plan information.

Mr. Walton and Mr. Kershner, the Buck Actuarial Team, came forward to present information on the results of the actuarial valuation of the City of Seaford pension plan as of July 1st, 2018. Mr. Kershner explained the overview of how the actuarial valuation appraisal is completed and highlighted the results for 2018. He noted that the return on Market Value of Assets for 2018 was 6.8% versus the assumed 7%. In addition, he highlighted that the funded ratio of the plan is at 69.9%. This is an increase from 65.7% in 2017. (See included packet for City of Seaford, Delaware Pension Plan for General Employees)

Councilman King noted that the report showed a decrease in unfunded liabilities due in part to salary increases of \$100,000.00 for the year. He asked if this would present a concern if it was a continuous increase each year. Mr. Kershner explained that if a trend is presented year after year then his team would adjust the assumption that they would need to fund for those salaries. He also noted that for the past few years' salaries did not increase by much more than what was anticipated due to a slump in the market. However, with a pick up in the economy you may see those salaries beginning to increase.

Councilman King noted the \$760,000.00 decrease in funding due primarily to more deaths than expected. He asked how this value gets forecasted. Mr. Kershner used an example and explained that if a plan has 10 employees and they only predict one death with funding for nine remaining employees then they will use that valuation for the following year. However, if one additional employee were to pass away, it can skew the results based on what had initially been predicted. He noted that this is also something that can be adjusted if it becomes a trend.

Councilman King asked if the 5% contribution is matching or if it is solely employee driven. Mr. Kershner explained that further into the presentation they would cover which portion is matched by the employer.

Councilman Henderson asked if the \$100,000.00 salary increase was due to 2 additional participants in the plan. Mr. Kershner explained that they did not predict those 2 new employees so that wouldn't have affected the results. This measurement is from increases in salaries for employees that were already participants in the plan.

Councilman Henderson noted that the report states there were 2 new participants in the fiscal year 2018 as of June 30th and the salary increases were also as of the June 30th date. Mr. Kershner explained that those 2 participants were not included in the July 1st 2017 valuation and the salary

valuation is based on participants from the prior year. The valuation is measured, again, by the salaries of the prior year participants.

Councilman King clarified that the \$100,000.00 increase is solely based on current employees receiving salary increases. Mr. Walton stated yes but explained that the assumption of increases was based on a one year trend from the prior year.

Councilman Mulvaney noted that if salaries increased then the employee contribution would also see an increase. Mr. Walton and Mr. Kershner confirmed. Mr. Kershner noted that the scale balances because the additional employee contribution is seen as an increase in assets.

Mr. Walton detailed the funded status and required contributions for both employees and the City and detailed the historical funding percentages of the plan over the past several years. (See included packet for City of Seaford, Delaware Pension Plan for General Employees)

Councilman King asked what would happen in the event that the fund doesn't perform. Mr. Kirshner explained that any significant gains or losses in the plan are smoothed and gradually recognized over a 5 year period as to not drastically affect the plan for one specific year. However, it would increase the Unfunded Actual Liability over that period of time.

Councilman Henderson asked if the majority of the 11.6% Unfunded Actual Liability (UAL) was from the buy-in of the Police Pension Fund. City Manager Anderson explained that it was the bulk of that percentage. He noted that in 2008 the City was close to being fully funded; however, when those 12 employees were bought-in from the Police Department the liability increased to the low 50's (%). Councilman Henderson noted that in prior years there was a more detailed chart of that drastic change to the unfunded liabilities due to the large buy-in. City Manager Anderson noted that those reports were done internally by the City's accounting department. Councilman Henderson noted that that type of report helps to determine how much ground the plan has covered since that large increase.

Councilman Henderson asked who manages the portfolio for the funds that are invested. City Manager Anderson explained that Wilmington Trust manages the portfolio. Councilman Henderson asked if the Buck Actuarial Team assesses those investments and makes assumptions based on the portfolios estimated returns. Mr. Kershner explained that it is a joint assumption and that the City is currently quite conservative with a 7% assumption on returns. So, unless the City were to drastically change its investment assumption the actuarial team wouldn't adjust their assessment.

Councilman Henderson clarified that the team from Buck creates its own independent analysis from Wilmington Trust. Mr. Kershner stated that his team makes assumptions based on knowledge from prior years and plans for the future assumptions based on projected market returns. Councilman Henderson noted that the 7% is with a 5 year smoothing of the assets. Mr. Kershner added that the further up the scale of assumed returns one goes, the more deviation the plan will see as far as gains and losses.

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

Mayor Genshaw presented New Business Item #3: Present a resolution authorizing the City Manager to execute an Outdoor Recreation Parks and Trails (ORPT) program grant agreement for \$25,000 acquisition funds and \$65,000 for planning related to the River Walk and J. B. Robinson Oyster House project.

City Manager Anderson explained that Council has, in their packet, a resolution that authorizes the City Manager to execute an agreement for \$25,000.00 of acquisition funds and \$65,000.00 for planning related to the River Walk and J.B. Robinson Oyster House Project. As Council is aware, the City did apply for and was successful in obtaining funds from the Outdoor Recreation, Parks and Trails Grant (ORPT) through the state. The City partnered with the Chesapeake Conservancy for this grant and they have requested that, if awarded, \$25,000.00 of the funds go back to the Chesapeake Conservancy to recoup some of the approximately \$225,000.00 spent on the purchase of the land. He explained that the value of that land was used as a match for the ORPT Grant. He also noted that in the resolution it states that any land acquired with the ORPT program shall have the following language in the deed conveyance; *"These lands are required for outdoor recreation or conservation purposes in accordance with the Land and Water Conservation Land Trust. (Title 30, Chapter 54, Subchapter II Conservation Trust Fund). Property acquired or improved with ORPT Program assistance shall remain in public outdoor recreation or conservation in perpetuity and remain open for public use. Furthermore, said property may not be converted to other uses without a subsequent act of the General Assembly. If the Grantee intends to convert all or a portion of this property to another use, the Grantee must notify the State Division of Parks and Recreation or Natural Resources & Environmental Control prior to conversion."*

City Manager Anderson noted that this agreement encumbers this property indefinitely. To ensure this language is included, the information has been sent to the City Solicitor for the purpose of preparing an addendum to the deed. The deed would then be recorded, should Council approve the acceptance of this money.

In addition to the deed specifications, the City would need to assign a representative to manage the project. He noted that Director of Economic Development, Trisha Newcomer has agreed to be point on this project, as she has already been very involved in the process.

City Manager Anderson also noted that the City would need to provide an Insurance Certificate. City staff did reach out to our insurance company and we are able to meet the necessary requirements; the Certificate of Insurance is included in the packet.

Mayor Genshaw reminded Council that this is not a new process for the City; the same process was completed for the existing River Walk.

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

Mayor Genshaw then called for a motion. Councilman King made a motion to approve the resolution authorizing the City Manager to execute an Outdoor Recreation Parks and Trails

(ORPT) program grant agreement for \$25,000 acquisition funds and \$65,000 for planning related to the River Walk and J. B. Robinson Oyster House project. Councilman Henderson seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #4: First reading of an ordinance to amend Chapter 14 of the Municipal Code of Seaford, Delaware relating to "Sanitary Sewer User Charges" by amending §14.4.3 (C) to reduce the Equivalent Dwelling Unit (EDU) values for beauty salons.

Mayor Genshaw presented New Business Item #5: First reading of an ordinance to amend Chapter 11 of the Municipal Code of Seaford, Delaware relating to "Water User Charges" by amending §11.7.3 (B) to reduce the Equivalent Dwelling Unit (EDU) values for beauty salons.

City Manager Anderson explained the purpose of this request is to adjust the current Equivalent Dwelling Unit (EDU) assessments from 1.5 EDUs for a beauty salons, not attached to the owners' residence with two or more chairs down to 1 EDU and from .50 down to .25 per additional chair (over two(2)). This calculation will adjust the code for both "*Sanitary Sewer User Charges*" and "*Water User Charges*". City Manager Anderson called Director of Economic Development and Community Relations, Trisha Newcomer to come forward to present some background information related to the current ordinance. Mrs. Newcomer explained that the City has been working to make things as easy as possible for new business coming to Seaford; some of those possible businesses being beauty salons. She noted that the EDU charge has been in place since 1993 and many aspects of the salon business has changed within those twenty plus years. In the past, it was more common for each individual customer to receive a full treatment that included the use of water. Now, customers have the opportunity to choose their services a la carte and, in many cases, never request services that require the use of the City's water or sewer system while in the salon. In addition, many salons have a structure where their chairs are leased and the stylists work independently. This means the employment incentive isn't high for that type of business. After discussing with the Building Official and City Manager it was decided that this decrease may be a way to help cut the cost for these types of businesses as they get up and running.

City Manager Anderson reiterated that there has been a large decrease in the amount of water these types of businesses use in addition to how much gets discharged because of how their business model has changed. He noted that this charge can be seen as a hardship for a business owner and this change may remove that barrier for potential new businesses.

Mayor Genshaw solicited any comments from Council. Councilman King did not have a question but applauded the City for their efforts to help local businesses and noted that it sends a very good message to the community and to those who may wish to invest in Seaford in the future.

Councilman Henderson asked to confirm that this charge relates directly to impact as opposed to consumption. City Manager Anderson confirmed and explained that this does not affect the meter reading or billing calculation.

OLD BUSINESS:

None

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Seaford Christmas Parade; December 1, line-up at 6:00 p.m. Nylon Blvd., step-off 7:00 p.m.
- Representative Danny Short's Coffee Meeting; 8:00 a.m. December 5, Nanticoke Senior Center.
- City of Seaford Christmas Party, SVFD Fire Hall, 5:30 p.m. December 8.

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and EMS.

Report from President Rick Stewart:

The Fire Department's 401k Plan is approved, and it will be in effect on January 1, 2019.
Congratulations to the winners of the 2018 Delaware Fire Service Poster and Essay Awards in the Seaford Fire District.



In addition, several of these placed in the county wide

writers and artists have contest. A Sussex County

Awards Banquet will be held tonight at the Seaford Fire Hall to disclose the County wide winners.
The County awards candidates from the Seaford Fire District are:

Cruz Bennett
Frederick Douglas Elementary
Teacher; Ms. Whitelock

Perla Ibarra- Romero
Frederick Douglas Elementary
Teacher; Ms. Whitelock

Fardeen Khan
Seaford Middle School
Teacher: Ms. Tridente

Hurley Turner
West Seaford Elementary
Teacher; Ms. Tull

President Stewart announced the SVFD will be participating in the Seaford Christmas Parade with a Drum Line.

Report from Chief John Wilson:

All equipment is in service with exception of the Ladder Tower Truck which has a computer issue, and recently some hydraulic leaks were discovered.

The new ambulance has been lettered, and it is being sent to be upfitted with electronics and a motorized stretcher.

The Chief communicated that Jason is now the Department's Infectious Control Officer.

There continues to be some interest in the equipment for sale by the Department with no firm contacts.

There will be a vote by the membership to approve the purchase of a new van.

Elections of officers are coming up on December 12 at the regular meeting.

Police Activity during period of November 12, 2018, through November 27, 2018:

Criminal

On November 14, 2018, Police units were dispatched to Ivy Drive after receiving a call regarding a male entering a residence through a window. Meanwhile, Cpl. Scott observed a subject walking very fast and sweating profusely. The subject was stopped and produced his brother's identification instead of his own due to the fact that he was wanted. The subject was found to be in possession of approximately \$10.00 in mostly quarters. The subject's mother, and owner of the home, responded and confirmed that her son stole the change she kept in the living room. The subject then admitted to it. He was arraigned and released on \$6,500.00 with a court order to have no contact with his mother.

On November 16, 2018, a missing person report was made. The subject left Seaford High School and did not return home. Ptlm. Ruark spent an extensive amount of time contacting school officials and the subject's friends. Eventually she was located at the Seaford Library and was returned to her residence.

On November 16, 2018, officers were dispatched to FedEx regarding a suspicious package possibly containing drugs. A package was returned by a customer in Camden, and the FedEx warehouse manager inspected the opened package which contained approximately 38 pounds of green/grey fine powder. The area was quarantined off and DNREC detectives were called in. The

substance could not be positively identified at the scene; DNREC took custody of the substance and will perform further testing.

On November 17, 2018, SUSCOM contacted Seaford Dispatch requesting assistance for Laurel Police with a shots fired complaint. Due to the lack of manpower Laurel was experiencing, Ptlm. Ruark responded and assisted. Ptlm. Ruark returned when the situation was declared safe.

On November 19, 2018, Sr. Cpl. Laurion offered a ride to a disabled woman who was receiving medical care at Nanticoke Memorial Hospital and been released having no shoes and using a walker.

On November 21, 2018, Sgt. Miller arrested a Hispanic male for driving while impaired. A (*DSP Master Corporal*) from Troop 5 observed a red Ford F250 swerving all over the road. He conducted a traffic stop and requested Seaford PD handle it because he had a prior duty assignment. The (*DSP Master Cpl.*) assisted with translating so a PBT could be administered. This was a great collaborative effort between the agencies.

Admin

November 12, 2018 – Chief qualified at the firing range.
Chief attended meeting at City Hall.

November 13, 2018 – Chief attended monthly Delaware Police Chiefs Meeting in Dover. Immediately afterward, Chief attended a SALLE/EIDE meeting for approval of recent grants the Department submitted. More than \$13,000 of Seaford's grant requests were approved. Chief met with Lt. Jefferson from Milford.

November 14, 2018 – Chief, along with Detective Chambers, set up a booth at Del Tech Owens Campus for their Career Expo.

November 15, 2018 – Chief attended a Bail Enforcement Board Meeting in Dover.
The new phone install took place.

November 16, 2018 – Departmental photographs were taken.
Phone Training for employees.
Chief met with the Community Relations Manager with Mountaire, regarding funding for Community Outreach and the Purple Car.
Chief conducted an Active Shooter presentation at Nanticoke Memorial Hospital.

November 19, 2018 – Chief met with Pastors Larry Davis and Isaac Ross regarding policy on Departmental Chaplain.
Sgt. Miller initiated a fund for a needy family recommended by Division of Family Services. He takes on this initiative every year for the Christmas holiday.
Chief met with Kate Sell, an attorney with Community Legal Aid Society, regarding U visas. U visas are visas issued to immigrants who are victims of violent crime.

Chief met with Lieutenant Governor Bethany Hall-Long before she and her staff handed out bookbags in Seaford's high risk areas.

Chief participated in a conference call with National Liquor Law Enforcement Administration regarding their new Executive Director.

November 20, 2018 - Government Fraud Training held in Roll Call Room.

Chief attended the Sussex County Police Chiefs' Assn. meeting at SUSCOM.

Delivered turkeys to Girls and Boys Club.

Meeting with City Manager regarding AT time.

November 21, 2018 – Held Admin. Staff meeting.

Training

All officers and dispatchers took Narcan training in connection with the new Seaford Police Department policy on administering Narcan due to the rising number of opioid overdoses.

Sgt. Miller attended a week-long LEEDA Internal Affairs class.

Cpl. Bradley has been removed from patrol duty to concentrate on preparing the 2019 Youth Police Academy and Civilian Academy.

November 26, 2018 – Administrative officers and retirees performing their firearms qualification at the range.

Councilwoman Phillips-Lowe reported on Public Works.

PUBLIC WORKS

- AMI water meter deployment is from November 5 – 22
- Continued assisting GMB with opening and cleaning catch basins for the asset management project
- Continued assisting with AMI meter locations and issues
- Leaf machine was out. Progress slowed by all the rain
- Assisted with setting up Christmas tree
- Issued notice to proceed to contractor for both the Ross Station parking lot and the Shipley Center sewer extension projects
- 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.
- Department's progress on work/projects is hampered due to medical issues and several employees who have fewer than six months service.

WWTF & COMPOST

- Plant performance is good

- No compost to sell
- Received regular Proximity waste
- Leachate treatment going well
- Screener has been down for two weeks; expect it to be back up soon

Councilman Mulvaney Reported on the Electric Department

Since the last report:

- The crew has continued renumbering the poles for the circuit changes.
- Finished hanging Christmas Lights.
- Helped set up the Christmas Tree in Gateway Park.
- Took down the flags from Veterans Day.
- Did monthly substation checks.
- Hung the Christmas lights for Blades.
- Took a bucket truck to the PD for taking pictures.
- Moved a capacitor bank from Harrington Street to Virginia Avenue to improve Power Factor on circuit 210.

From Director of Electric, Bill Bennett

- Attended the bi-weekly conference call for AMI.
- Worked on the FY20 3-year CIP.
- Scheduled the infrared scan for this year.
- Attended the Leadership Academy Class #2.
- Worked with NexGen in the mornings with the AMI meter exchange.

Upcoming Weeks.

- Set a pole and light at the Jays Nest for a security camera
- Move a capacitor bank from near the power plant to 6th St to improve power factor on circuit 270.
- 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.
- Have the infrared scan done.
- Pull in the wire on the last two segments of S

Councilman Holland reported on Administration.

MEETINGS:

- Attended the Senior Center Town Hall meeting with the Mayor.

- Attended the Salisbury/Wicomico Metropolitan Planning meeting.
- Met with Bob Boyd RE: potential meeting location in Seaford for the AA group.
- Attended the DEMEC Board meeting.

OTHER WORK:

- Prepared the Council agenda.
- Attended the NMH Tribute dinner.
- Attended the Teen Challenge Home of Hope ribbon cutting event.

Information Technology Report:

- Worked on Prep for Phone System Replacement
- Phone System Replacement at PD
- Worked on Budget Items
- Worked on getting information together for switch and firewall config work

Administration Report for Council –

- Meet with Peninsula Dry Cleaners in regards to Solar Account.
- Attend Leadership Academy #2
- Continue working on AMI deployment
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman King reported on Code and Parks and Recreation.

Building Official Mike Bailey reports that the Code Department is doing routine inspections for on-going projects, violation inspections throughout the city and performing plan reviews for new permits. The Code Dept. has issued 241 permits and 201 Rental Licenses as of November 26, 2018.

Large Project Statuses:

The Ross Station Event Center building is progressing on schedule.

McDonalds – Plans have been submitted for the new restaurant. They will begin work in the early part of 2019.

Riverplace Phase 2 – The pre-construction meeting with the contractor and owner has taken place. The construction will start first of the New Year.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed routine jobs of prepping the softball and football fields, weekly trash pick-up. There have been over 61 work orders completed this season. Parks & Recreation prepped the City's Christmas tree for Gateway Park and assisted with decorating City Hall.

The NYC bus trip was a huge success with around 54 people attending! Men's Slow Pitch Softball B bracket held its Championship game on 11/17 and the Youth league 9-12 held their Championship game on 11/7. 1st week of little wrestlers took place (37 confirmed).

Rec. Department met with Gary Andrews, Bill Bennett, and Tracy Adkins for the installation of security cameras at the Jay's Nest. The work is projected to be completed within the next few weeks.

Big Thank You to everyone that was involved with the Caroling in the Park event!

Mayor Genshaw solicited any additional question or comments before making a motion to go into Executive Session. Councilwoman Phillips-Lowe explained that after meeting with City Manager Anderson and Mayor Genshaw she has decided to announce that she will not be running for re-election. She noted that the decision was not made in haste and was not without trepidation but she wanted to ensure that she announced her decision to Council and for anyone else who may be interested in seeking the opportunity to run.

Mayor Genshaw explained that Councilwomen Phillips-Lowe has been with Council for 13 years which is a huge commitment for any person and their family. He thanked Councilwoman Phillips-Lowe for her service and wished her the very best for the future.

Mayor Genshaw called for a motion to close the Regular Council Meeting and go into Executive Session to discuss personnel. Councilwoman Phillips-Lowe made a motion to close the regular Council Meeting. Councilman Holland seconded the motion; the motion so passed with all present voting in favor. The Regular Meeting was closed at 8:39 p.m.

Mayor Genshaw reopened the regular Council Meeting at 9:35 P.M.

Councilman Henderson made a motion to close the Regular Meeting. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor. Meeting was adjourned at 9:36 P.M.

Charles D. Anderson, City Manager

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