

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

December 10, 2019

7:00 P.M.

Vice Mayor Dan Henderson called the meeting to order at 7:00 p.m. with the following present: Councilman Matt MacCoy, Councilman Orlando Holland, Councilman James King and Councilman William Mulvaney. City Manager, Charles Anderson, Director of Economic Development & Community Relations, Trisha Newcomer, Director of Electric, Bill Bennett and Chief of Police, Marshall Craft were also present.

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

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

Vice Mayor Henderson called for a motion to approve the minutes of the Regular Meeting on November 26, 2019. Councilman Holland made a motion to approve the minutes from the November 26th, 2019 Council Meeting. Councilman MacCoy seconded the motion; Councilman Mulvaney stated that he was abstaining from the vote as he was not present at the meeting; motion so passed with Councilman Matt MacCoy, Councilman Orlando Holland and Councilman James King voting in favor.

Vice Mayor Henderson presented New Business Item #2: Bids – Security Cameras and Server Installation.

Director of Economic Development & Community Relations, Trisha Newcomer came forward and explained that three bids had been submitted for the security cameras and server installation project, all of which were reviewed by IT Coordinator, Gary Andrews. It was found that these bids had a large amount of discrepancies therefore it is the recommendation of the IT Department that all three bids be rejected and resubmit the project with more exact specifications outlined.

Vice Mayor Henderson asked what the proposed time table was to have the bid republished. Mrs. Newcomer explained that the updated request is almost complete and could be resubmitted by next week.

With no other questions Vice Mayor Henderson called for a motion. Councilman Holland made a motion to reject all bids received and reissue the bids at a later date for the security cameras and server installation project, as presented. Councilman King seconded the motion; motion so passed with all voting in favor.

Public Hearing

Vice Mayor Henderson closed the Regular City Council meeting at 7:05 p.m. and opened the Public Hearing.

Public Hearing Item #1: AUI Power, located at 213 Nesbitt Dr., Tax Map and Parcel # 531-10.00-236.18 is seeking a Preliminary Site Plan review for a proposed 29,900 sq. ft. building with associated parking.

City Manager Anderson came forward and explained that this location is in the Seaford Industrial Park, just south of the Flowsmart location. The proposed site for AUI, a utility company that specializes in electrical line and substation work, will include office and warehouse space with associated parking, a stone yard in the back of the building, and fenced in equipment storage yard. This preliminary site plan will need approval from the State Fire Marshall, and Sussex Conservation District as well as the City Engineer for storm water.

Vice Mayor solicited any questions from Council and the Public; there were none.

Public Hearing Item #2: Cedar Run Homes LLC, located at Porter St., Tax Map and Parcel # 531-13.06-47.00 & 47.02 is seeking a Preliminary Site Plan review for a proposed eight (8) unit apartment building.

City Manager Anderson explained that the developer had received a variance from Board of Adjustment in November of 2000 to reduce the site area from the required one acre minimum to the existing lot area of 0.7 acre. The proposed plan includes 16 parking spaces or 2 per unit as required by the City Code. The storm water system for this project is still being designed but the developers are taking the Well Head Protection Zone and previous cover issues into consideration as areas of Porter Street have flooded in the past. This project will require approval from the State Fire Marshal, Sussex Conservation District and the City Engineer for storm water.

Mr. John Murray, the Project Manager for Kershner Group came forward and noted that the preliminary Storm Water Management design has been completed and has been submitted to the City Engineer. The current design will include pervious pavement in the parking area on the property, so as to not allow for excess runoff onto Porter Street.

Vice Mayor Henderson solicited any questions from Council. Councilman King asked if there was any more information available about the design of the building and the layout of the individual apartments. Mr. Frank Ward came forward and explained that the complex would include 8 individual, 2-bedroom, 2-bathroom units at approximately 832 square foot per unit.

Councilman King asked if there would be laundry facilities available for the tenants; Mr. Ward noted that each unit would have its own washer and dryer. Councilman King then asked for details of the exterior of the building and if it would blend well with the surrounding apartment buildings. Mr. Ward explained that the design of the exterior would include a combination of brick and siding.

Councilman King asked what type of housing the apartments would be. Mr. Ward explained that it would be regular housing, not low income.

Councilman Mulvaney confirmed that the road behind the existing apartments was Cypress Drive and that the area did not currently have a drainage system. Mr. Murray confirmed and added that

soil testing had already been performed at the site to ensure the land could accommodate the proposed site plan. He noted that by allowing the proposed parking to be an extension of the current road alignment, similar to the adjacent apartment complex they are able to create a pervious surface and help infiltrate the stormwater runoff coming into that site while still allowing for adequate parking for the residents.

Councilman Mulvaney asked if there was still a plan to have an egress on both the Porter Street and Cypress Street sides of the property. Mr. Murray explained that there would be no entrance or parking spaces for the apartments on Porter Street; with the exception of any existing on street parking.

Vice Mayor Henderson asked if there were any differences in the site plan since the last time it was presented. Mr. Murray explained the only large difference was the location of the entrance and parking space locations.

Vice Mayor Henderson solicited any additional questions from Council or the Public; there were none.

Public Hearing Item #3: Delaware Property Ventures LLC, located at Park Ave., Tax Map and Parcel # 531-10.00-236.10 is seeking a Preliminary Site Plan Review for the proposed development of five (5) warehouse buildings with associated parking.

City Manager Anderson explained that this site is located in the Seaford Industrial Park and would include 5 warehouse buildings, all just under 10,000 square feet with entrances off of the existing Park Avenue roadway and associated site drainage required for the project. The site includes two loading docks and 48 proposed parking spaces. This project will require approval from the State Fire Marshal, Sussex Conservation District and the City Engineer for storm water.

Councilman MacCoy asked if there were any regulations in regards to what could be housed in the units. City Manager Anderson explained that based on the size of these storage facilities, there are limits to what can be housed in them. Additionally, the industrial park is zoned M-1 Light Industrial which means only items categorized as "light industrial" can be stored and must be in an enclosed building with limited outside storage. The City also has covenants with the industrial park that further restrict what can be housed.

Councilman King asked if the space available on site could accommodate large trucks entering the site and turning around to exit. City Manager Anderson noted that he cannot confirm for this site layout but in most cases turning templates are utilized by the site engineer to ensure large vehicles can be accommodated.

Vice Mayor Henderson asked if there had been any changes to the Covenants for the Seaford Industrial Park regarding retail space and pick up. City Manager Anderson noted that in the past exceptions have been made for businesses whose spaces housed a showroom or limited retail components for product display.

Vice Mayor Henderson solicited any additional questions from Council or the Public; there were none.

Public Hearing Item #4: Sussex Montessori School, property located at 24960 Dairy Lane, Tax Map and Parcel # 531-12.00-40.00 are requesting a Final Site Plan review for a proposed Montessori School to be located on the property.

City Manager Anderson briefly described details on the current site plan. He noted that a variance had been received through the Board of Adjustments in February of 2019 and they will be renovating and using existing buildings to expedite the school's opening. The site will be completed in three phases and incorporate existing buildings and new structures. This site will also require the extension of City of Seaford utilities; including water, sewer and electric. The Site Plan has received approvals from DelDot, State Fire Marshal, Sussex Conservation and the City's Engineer for stormwater.

Vice Mayor Henderson solicited any questions from Council. With no other questions he then asked if there had been any minor changes to the previous Site Plan presented.

Carlton Savage from Scaled Engineering came forward and explained that the only minor change since the last review was a condensing of the structures within the bus lanes and allowing the paved area around those structures to be used solely for buses. A separate student drop-off and pick-up area will be located at the front of the site near the paved parking spaces.

Councilman King asked if there were still plans to purchase the three-acre parcel of land adjacent to the current site. Mark Chura representing the Sussex Montessori school noted that while they still have interest in the property, they do not currently need it to complete any of the three phases shown in the site plan.

Councilman MacCoy asked to verify the grades that the school will start with. Mr. Chura explained that the initial population will be Kindergarten through 3rd Grade with a plan to add grades 4th -6th. Councilman MacCoy asked if the extra space will be needed in order to expand the number of grades offered. Mr. Chura explained that after looking at over 40 locations in Sussex County, this site provided adequate acreage to provide for Kindergarten through 6th grade with the additional space to add more buildings as needed.

Mr. Chura closed by stating that by September of 2020 there will be 260 children enrolled at the school and stressed the importance of moving quickly on finalizing the overall plan. He then thanked Mayor and Council, Building Official, Mike Bailey, City Manager, Charles Anderson, Director of Economic Development & Community Relations, Trisha Newcomer and all of the City Staff for helping to move this plan very expeditiously.

Vice Mayor Henderson solicited any additional questions from Council or the Public; there were none. He then closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:31 p.m.

City Manager Anderson presented the Findings of Facts for Public Hearing Item #1:

- Project: AUI Power Preliminary Site Plan Review
- Owners: AUI Power
- Property Location – Nesbit Dr
- Tax Map & Parcel 531-10.00-236.18
- Zoning: M-1 Light Industrial
- Parking spaces provided: 72
- 29,900 square foot building with offices and warehouse space.
- Onsite stormwater management to be modified and expanded

Project requires approval from:

- Sussex Conservation District
 - Office of the State Fire Marshal
 - City Engineer for Storm Water
- Planning and Zoning made a favorable recommendation to Council.

Vice Mayor Henderson solicited any questions from Council; there were none. He then called for a motion. Councilman Mulvaney made a motion to approve the request of AUI Power, located at 213 Nesbitt Dr., Tax Map and Parcel # 531-10.00-236.18 for a Preliminary Site Plan approval for a proposed 29,900 sq. ft. building with associated parking, as presented. Councilman Holland seconded the motion. Vice Mayor Henderson then called for a Roll Call Vote:

Councilman MacCoy voted yes based on Findings of Facts;
Vice Mayor Henderson voted yes based on Findings of Facts;
Councilman Mulvaney voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts;
Councilman King voted yes based on Findings of Facts.

The motion so passed.

City Manager Anderson presented the Findings of Facts for Public Hearing Item #2:

- Project: Cedar Run Apartments
- Owners: Seaford Townhomes LLC
- Property Location – Porter Street
- Tax Map & Parcel 531-13.06-47.00 & 47.02
- Zoning: R-3 High Density Residential
- Variance granted in 2000 to reduce minimum lot size from 1 acre to .7 acre
- One two-story 8-unit apartment building
- Providing 16 parking spaces (2 per unit)
- Property is in a Well Head Protection Zone. Storm water still being designed.

Requires Approval from:

- State Fire Marshal
- Sussex Conservation
- City Engineer for Storm Water

- Planning and Zoning made a favorable recommendation to Council.

Vice Mayor Henderson solicited any questions from Council; there were none. He then called for a motion. Councilman King made a motion to approve the request Cedar Run Homes, LLC, located at Porter St., Tax Map and Parcel # 531-13.06-47.00 & 47.02 for a Preliminary Site Plan approval for a proposed eight (8) unit apartment building as presented. Councilman Holland seconded the motion. Vice Mayor Henderson then called for a Roll Call Vote:

Councilman MacCoy voted yes based on Findings of Facts;
Vice Mayor Henderson voted yes based on Findings of Facts;
Councilman Mulvaney voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts;
Councilman King voted yes based on Findings of Facts.

The motion so passed.

City Manager Anderson presented the Findings of Facts for Public Hearing Item #3:

- Project: Delaware Property Venture LLC Warehouses
- Owners: Delaware Property Venture LLC
- Property Location – Park Ave
- Tax Map & Parcel 531-10.00-236.10
- Zoning: M-1 Light Industrial
- Proposed development of (4) 9,960 square foot warehouses (1) 8,100 square foot warehouse
- 2 loading docks
- Providing 48 parking spaces (48 required by code)
- Onsite storm water provided

Required approvals:

- State Fire Marshal
 - Sussex Conservation
 - City Engineer for Storm Water
- Planning and Zoning made a favorable recommendation to Council.

Vice Mayor Henderson solicited any questions from Council; with no other questions he confirmed that Findings of Facts included all approvals that were still needed; City Manager Anderson confirmed. Vice Mayor Henderson then called for a motion. Councilman Holland made a motion to approve the request Delaware Property Ventures LLC, located at Park Ave., Tax Map and Parcel # 531-10.00-236.10 for a Preliminary Site Plan approval for the proposed development of five (5) warehouse buildings with associated parking, as presented. Councilman King seconded the motion. Vice Mayor Henderson then called for a Roll Call Vote:

Councilman MacCoy voted yes based on Findings of Facts;
Vice Mayor Henderson voted yes based on Findings of Facts;
Councilman Mulvaney voted yes based on Findings of Facts;

Councilman Holland voted yes based on Findings of Facts;
Councilman King voted yes based on Findings of Facts.

The motion so passed.

City Manager Anderson presented the Findings of Facts for Public Hearing Item #4:

- Project: Final Site Plan Review Sussex Montessori School
- Owners: Sussex Montessori School Inc.
- Property is located at 24960 Dairy Ln
- Tax Map & Parcel 531-12.00-40.00
- Zoning: C-2 Highway Commercial
- Variance approved in February
- Phase 1: 6,076 square foot existing buildings
20,861 square foot new buildings
- Phase 2: 5,585 square foot existing buildings
5,585 square foot new building
- Phase 3: 5,640 square foot new building
- Future: 16,000 square foot new building
- Providing 85 paved parking spaces for Phase 1
- City utilities to be extended (Water, sewer, electric)

Project received approval from:

- DelDot
 - Sussex Conservation District
 - Office of the State Fire Marshal
 - City's Engineer for Storm Water Management review
- Planning and Zoning made a favorable recommendation to Council.

Vice Mayor Henderson solicited any questions from Council; there were none. He then called for a motion. Councilman MacCoy made a motion to approve the request of Sussex Montessori School, property located at 24960 Dairy Lane, Tax Map and Parcel # 5-31-12.00-40.00 for a Final Site Plan approval for a proposed Montessori School to be located on the property, as presented.

Councilman Mulvaney seconded the motion. Vice Mayor Henderson then called for a Roll Call Vote:

Councilman MacCoy voted yes based on Findings of Facts;
Vice Mayor Henderson voted yes based on Findings of Facts;
Councilman Mulvaney voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts;
Councilman King voted yes based on Findings of Facts.

The motion so passed.

Correspondence

There were none.

New Business

Vice Mayor Henderson presented New Business Item #1: Present for approval an agreement with the Seaford Community Swim Center for the management and operation terms for the City pool located at 1035 W. Locust Street Seaford.

City Manager Anderson introduced Mr. Eric Chambers, President of the Seaford Community Swim Center. City Manager Anderson noted that the City took ownership of this pool when the golf course was purchased in 2010. Throughout the years it was decided that there would need to be a working agreement between the City of Seaford and the Board of the Seaford Community Swim Center. This agreement has an open-ended term; however, it was mirrored after the agreement in place with the golf course, which is currently on a three-year term. This agreement also includes compensation terms. Currently, the City of Seaford budgets around \$30,000.00 per year for pool chemicals and general upkeep of the site; while the Seaford Community Swim Center pays all of the guards and handles day to day management. The agreement proposed states that after \$50,001.00 is made annually by the swim center the remaining income will be split 60/40; City of Seaford receiving 60% and the Seaford Community Swim Center receiving 40%. The agreement also stipulates that the swim center would provide the City of Seaford Membership Income Expense Reports for the months of April through September, with all revenue sharing paid to the City on or before October 1st. The revenues paid to the City are then put back into the budget to continue running the pool.

Mr. Chambers came forward and began by explaining that the membership income from the pool helps pay for the lifeguard's and manager's wages, concession needs, insurance, taxes and any equipment or furniture needed. He added that the Seaford Community Swim Center appreciates the continued support from the City of Seaford.

Vice Mayor Henderson solicited any questions from Council. Councilman MacCoy noted the annual membership of 450 to 475 members and asked Mr. Chambers if he expects the membership numbers to stay the same. Mr. Chambers explained that this was the average for the past few years and should remain around the same. He also noted that in addition to the regular membership, there is also fifty to sixty children who join the competitive swim team.

Councilman MacCoy asked if the \$50,001.00 is a feasible amount based on the membership fee assessed. Mr. Chambers stated that this amount was definitely enough and that over the past year the fees have not been much over 46-48 thousand dollars in fees. Councilman MacCoy then asked if there were plans to do any major improvements to the site. Mr. Chambers explained that he has been in Contact with Steve Cannon of Cannon Spas and Pools to find out what infrastructure issues need to be immediately addressed.

Vice Mayor Henderson asked if Mr. Chambers has discussed the term length of the agreement with the current Board. Mr. Chambers stated that it has not been discussed. Vice Mayor

Henderson noted that it would make the most sense to make it congruent with the agreement in place with the golf course.

City Manager Anderson reminded Council that the dates on the agreement are blank, so the term can be flexible in order to coincide with the expiration of the golf course's agreement.

With no other questions Vice Mayor Henderson called for a motion. Councilman MacCoy made a motion to approve the agreement with the Seaford Community Swim Center congruently with Hooper's Landing Golf Course agreement for the management and operation terms for the City pool located at 1035 W. Locust Street Seaford, as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Vice Mayor Henderson presented New Business Item #3: Present for approval a recommendation from the Economic Development Committee regarding the Request for Proposals (RFP's) for City Property Disposal and Neighborhood Revitalization solicitation responses.

Director of Economic Development & Community Relations, Trisha Newcomer came forward and explained that the proposals received in July for the Neighborhood Revitalization RFPs were rejected as they did not meet the specifications. On November 22nd the RFP was reissued and the Economic Development Committee met on December 6th to reevaluate those proposals. The proposals are for the property located on Tax Map Parcel 431-5.00-364.01; between Third Street and Liberty Street. The 15,000 square foot property includes two homes that were donated to the City of Seaford. There were two proposals received to revitalize the property; one from Legacy Vesting, LLC and the other from ARS Design-Build. Based on the Committee's evaluation, the City favored the proposal from Legacy Vesting, LLC, which proposed a partnership with Teen Challenge to continue their transitional housing and create an additional single-family property on the site. This proposal includes a plan to sell the Liberty Street property and use those funds to work with Teen Challenge on the housing project. The proposed cost of the project would be \$300,000.00 with Legacy Vesting, LLC asking that the City of Seaford donate the property so that their company can handle the demolition and move the project forward.

The Economic Development Committee favored this proposal because it not only continued the work that Teen Challenge has already done for the community but it will also work to revitalize this area while staying within the current requirements for R-2 Medium Density Residential zoning.

Councilman King asked for more details on the layout of the property and inquired if the adjacent building pictured already belonged to Teen Challenge. Mrs. Newcomer confirmed that the area already included two homes and a parking lot owned by Teen Challenge.

Councilman MacCoy inquired as to whether this new home would be specifically for males as it will be a continuation of Teen Challenges current transitional housing program; Mrs. Newcomer confirmed. City Manager Anderson explained that the home will look and feel like a single-family residence and the proposal includes two homes; the first will be build and then sold, with those funds being used to continue the project and build the second home for transitional housing.

Councilman King asked how many people the transitional housing would allow for at one time. Mr. Sean Stewart of Century 21 and George Rolph of Legacy Vesting, LLC came forward to represent for the project. Mr. Stewart explained that the home would be a three to four-bedroom home with one person per bedroom.

City Manager Anderson noted that per the City's Zoning Ordinance there can be no more than three unrelated people in one single-family residence; however, the City would work with the developer to work through those parameters.

Vice Mayor Henderson asked how this project would fit in with a "Sober Living" program as it has not been designated as an "Oxford" or half-way house. City Manager Anderson explained that if this home did not fall under the Oxford House Model, the residence would not be protected under the American's With Disabilities Act. However, by State Law, any home with ten or fewer residents must be branded a "Single-Family Home" and could still fall under the half-way house designation.

Vice Mayor Henderson asked if this type of housing would employ its residents or if they would work elsewhere. Mr. Stewart explained that it is transitional housing so they would work elsewhere.

Councilman MacCoy asked if there would be a permanent house manager to oversee the residents. Mr. Stewart confirmed and stated that the position would be coordinated through Teen Challenge.

Vice Mayor Henderson noted that after the first round of RFPs, he did canvas the neighborhood and everyone that he spoke with said they were in support of Teen Challenge continuing their mission.

With no other questions, Vice Mayor Henderson solicited a motion. Councilman Holland made a motion to approve the recommendation from the Economic Development Committee regarding the Request for Proposals (RFP's) for City Property Disposal and Neighborhood Revitalization solicitation responses and accept the proposal from Legacy Vesting, LLC, as presented. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

City Manager Anderson added that he would like to publicly thank Mrs. Newcomer for her efforts and persistence with this ongoing project.

Vice Mayor Henderson presented New Business Item #4: Present for approval a recommendation from the Economic Development Committee regarding a request for fee waivers for the Belle Ayre multifamily development.

Director of Economic Development & Community Relations, Trisha Newcomer explained that on December 6th, during the Economic Development Committee Meeting Mr. Ronnie Moore was present on behalf of Belle Ayre, LLC and explained that they had not found conditions favorable to move the project forward in the townhome portion of the development. However, there is a possible developer who is interested in moving the project forward and they have submitted a request to have the impact and tap fees waived on all 77 remaining lots. The Economic Development

Committee reviewed this request and have in the past offered this incentive to developers. Currently, the water and sewer infrastructure and the base road are in place so the committee felt comfortable in making a recommendation to waive the estimated \$205,000.00 in tap and street opening fees. In order to keep the project moving forward the Economic Development Committee did put in place a few stipulations; first being that this would be a one-time waiver and it is not transferable should the developer decide to sell again and second that the project be completed within a two-year period.

Vice Mayor Henderson solicited any questions from Council. Councilman MacCoy asked Mrs. Newcomer if the City of Seaford has set a precedence by offering this incentive to other developers. Mrs. Newcomer confirmed and explained that starting back in 2010 the first 10 permits in a development were given a waiver on the tap fees. Council has agreed since that point to continue this incentive when they approve the Fees and Rate Schedule each year.

Councilman MayCoy then asked if it was common to place these types of stipulations on the incentive. City Manager Anderson explained that these incentives and stipulations are commonly used as a way the City can help close the financial gap on a project.

Mrs. Newcomer added that Mr. Moore, who was also involved in the development of Stoney Brooke Apartments, has confirmed with the City that the 2-year time frame would be an adequate amount of time to complete the project. Councilman MayCoy asked if the developer were to fall behind that timeline if they would be able to request an extension. Mrs. Newcomer explained that they would have the opportunity to make that request to Council if that should occur.

Councilman King asked if the fee waiver on 77 lots was an incentive to get the developer to begin building again or if it was an incentive in an effort to have the property sold to another developer to begin the project. Mrs. Newcomer explained that it is in essence a way for the current owner to make the sale to a future developer. Councilman King asked if the incentive was for a one-time sale; City Manager Anderson confirmed.

Councilman King noted that he agrees in helping to expedite a project but believes there should be some kind of consistency in how these incentives are offered. Mrs. Newcomer noted that the reason for this specific incentive was because the base road and the water and sewer structure for this development was already in place and those fees already paid for. Originally, the request was to waive all associated fees which would have been upwards of \$450,000.00.

Vice Mayor Henderson added that the current infrastructure was in place before this incentive was discussed and the current buildings in the development have been completed for over a decade so he is pleased to see the project finally moving forward without the added expense of a large infrastructure construction project.

Councilman MacCoy mirrored Councilman King's concern that the incentive may not be consistent across the board for all developers. Vice Mayor Henderson reminded Council that it is a very expensive proposition to set a development up for failure. He added that much of the reason this particular project stalled for so long was due to unforeseeable changes in the financial market at that time.

City Manager Anderson added that the developers for this project could have taken advantage of this incentive every year that it sat undeveloped and could have obtained over a hundred fee waivers. He noted that while the City of Seaford does not want to set a precedence, many other developers who have moved their construction phases along have used these same incentives.

With no further questions, Vice Mayor Henderson solicited a motion. Councilman MacCoy made a motion to approve the recommendation from the Economic Development Committee regarding a request for fee waivers for the Belle Ayre multi-family development and allow the fee waiver for water and sewer tap fees and associated street opening charges for 77 lots in Belle Ayre Development Tax Map & Parcel 5-31-10.506 through 5-31-10.582 for a two year period transferable to one developer, as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

Vice Mayor Henderson presented New Business Item #5: Bill Bennett, Director of Electric to present a request to purchase new meters for Ross Substation as an unbudgeted expenditure.

Director of Electric, Bill Bennett came forward and explained his request to replace existing equipment in the Ross Substation is because the current system in place does not have the capability to accurately measure the City's power factor. He added that Delmarva power has a target of 98.5% leading or lagging in power factor and while they do not currently assess monetary penalties for falling below that percentage it does mean that the system is not operating at an optimized level and could cause voltage issues. This upgrade would allow the electric department to better monitor the distribution system voltage. If approved, this purchase would allow the City to purchase new meters and have them installed and with the help of GMB those meters would be wired into the SCADA system. The replacement would involve taking the substation offline; this would likely need to be done in April or May during the off-peak season. He noted that the project would be completed in phases and \$10,000.00 of the costs would be requested in the FY2021 budget as well. The total cost for the project includes \$4,100.00 for the meters, \$2,110.00 for switches, \$156.00 in mounting plates and adapters, \$750.00 in miscellaneous parts and \$25,076.00 in service costs from GMB; for a total of \$32,192.000.

Councilman Henderson asked if adjusting the tap settings was related to the power factor issues Mr. Bennett described. Mr. Bennett explained that it does not affect the power factor however, if you adjust the taps on the main transformer it will adjust the voltage on every circuit.

Vice Mayor Henderson then asked how this upgrade will help the Electric Department with automation from the SCADA system. Mr. Bennett explained that this upgrade will allow Blake in the electric department to view the power factor directly from the SCADA board in the operations room for both the Pine Street and Ross Substations. Mr. Bennett added that a report comes from Delmarva Power after every month and in June and July the City of Seaford was below the 98.5% power factor and as it stands there is really no way to monitor when that happens to catch it ahead of time.

Vice Mayor Henderson asked if this will allow for less consumption or more efficient consumption. Mr. Bennett explained that would be a savings to the City because if the system is lagging it can

increase demand to the City's meters and if the system is leading it will waste power by sending out a higher voltage than what is needed at that time.

Vice Mayor Henderson then asked if the cost for engineering included a study on the consumption changes and usage. Mr. Bennett explained that the cost would solely be for the construction and engineering on the project.

Councilman MacCoy asked if there were any projections on what the City might ultimately save after this upgrade. Mr. Bennett explained that at this point that wouldn't be possible because there is no way to accurately read what's actually being used at the Ross Substation. Councilman MacCoy asked if Mr. Bennett believed the time frame for the project was feasible. Mr. Bennett stated yes and explained that it would take five to eight work days to change the meters. Councilman MacCoy noted that the current meter equipment was installed thirty years ago and asked how long we could expect the new equipment to last. Mr. Bennett said that he had not heard anything in regards to the life expectancy; however, with the digital electronic meter he suspects they would last for a very long time. Councilman MacCoy then asked exactly how many meters would need to be installed; Mr. Bennett explained there would be a total of five.

With no other questions, Vice Mayor Henderson called for a motion. Councilman Mulvaney made a motion to approve the request from the Director of Electric to purchase new meters for Ross Substation, as an unbudgeted expenditure, as presented. Councilman MacCoy seconded the motion; motion so passed with all voting in favor.

Vice Mayor Henderson presented New Business Item #6: Present for approval a request from Chief of Police Marshall Craft to submit applications for grant funding from BJAG grants (Edward Byrne Memorial Justice Assistance Grant) for nonbudgeted expenditures for the purpose of a Children's Bicycle Safety Program and related Target Enforcement and to purchase a Logo Canopy Tent & Table Cover and Fleece Clothing/Jackets for police officers.

2017 BJAG Law Enforcement grant; \$8,400 Due: 12/31/2019 Expires: 09/30/2020

2018 BJAG Law Enforcement grant, \$8,550 Due: 01/31/2020 Expires: 09/30/2021

Chief of Police Marshall Craft came forward and explained that this particular grant, the Edward Byrne Memorial Justice Assistance Grant, opened up in 2017 and the Seaford Police Department did qualify; however, they did not apply for it. In order to qualify this year, the application would need to be submitted by December 31st and the monies would need to be spent by September 30th of next year. The hope is to expend this grant within the first quarter as the same grant from 2018 would follow right behind it and all grants need to be tracked and reported quarterly. Chief Craft explained that based on the Police Department's observations, he believes the best use of funds from the first grant would be to create a bike safety program for the youth in Seaford and to fund supplemental patrols in identified areas, most often foot/bicycle patrols or saturation patrols.

With the 2017 grant he believes the department should be able to purchase around 175 bicycle helmets and safety lights; with a focus on youth ages 12 and under. In regards to the increased

foot/bicycle patrols, this grant will help supplement the manpower costs to keep these patrols running.

He went on to explain that along with the bike safety program he would also like to use this same grant from 2018 to purchase 27 new matching jackets to create uniformity within the police force. In addition, Chief Craft noted that the Seaford Police Department does not currently have any promotional items to help identify them when doing community outreach. He would like to use this grant to purchase new promotional equipment and supplies for community outreach. This includes a departmental logo canopy tent; matching table cover and promotional giveaway items. The equipment and supplies will be used during our community events, Citizen's Police Academy, Youth Academy, recruiting, and similar events. The two grants combined total \$16,950.00 and are for the purchase of unbudgeted expenditures. Chief Craft noted that the 2018 grant needs to be submitted by January 31st, 2020 and the 2017 grant needs to be submitted by December 31st, 2019.

Vice Mayor Henderson solicited any questions from Council. Councilman Mulvaney asked about clarification on the saturation patrols. Chief Craft explained that these patrols are basically for Target Enforcement Zones; in Seaford's case this would focus mainly on the downtown areas and locations surrounding the Royal Farms where there have been a multitude of drugs, prostitution, and general nuisance complaints. Councilman Mulvaney asked if these saturation patrols would include the use of the Police Department's bicycles. Chief Craft stated he would like to split the majority of the patrols between bike and foot patrols with some use of police vehicles.

Councilman MacCoy asked if there would need to be two separate motions for each grant. Vice Mayor Henderson explained that they could be included together in New Business Item #6. City Manager Anderson verified with Chief Craft that there would be no issues with that. Chief Craft explained that as long as there is a record that the requests were brought before Council there should be no issues including both grants in one motion.

With no other questions Vice Mayor Henderson called for a motion. Councilman MacCoy made a motion to approve the request from Chief of Police Marshall Craft to submit applications for grant funding from BJAG grants (Edward Byrne Memorial Justice Assistance Grant) for nonbudgeted expenditures for the purpose of a Children's Bicycle Safety Program and related Target Enforcement and to purchase a Logo Canopy Tent & Table Cover and Fleece Clothing/Jackets for police officers. The 2017 BJAG Law Enforcement grant; \$8,400 Due December 31st, 2020 and expires on September 30th, 2020; as well as 2018 BJAG Law Enforcement grant, \$8,550 Due on January 31st, 2020 and expires September 30th, 2021, as presented.

Vice Mayor Henderson asked if Chief Craft expected to be able to expend the 2018 BJAG grant by the September 30th, 2021. Chief Craft explained that purchases of bike helmets and safety lights will be made to expend the total amount of the grant; however, it may take beyond that deadline to utilize them. This could mean multiple Bike Safety Programs over the next few years or a separate program to hand them out in the schools.

Councilman King asked if it might make sense to have the helmets on hand in the police vehicles so they can be handed out while the officers are on patrol. Chief Craft stated that this was

something that has been done in the past using coupons from partners in the community like McDonalds; and something that has been discussed for the future as a way to connect with the youth in Seaford and promote and incentivize bicycle safety.

With no other questions Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Vice Mayor Henderson presented New Business Item #7: Present for approval a request from Chief of Police Marshall Craft to accept SLEAF grant #19-066 for \$4,260 to fund an upgrade of four Taser X2 models to the X26P model due to end of service life and grant # 19-067 for \$7,980.42 to fund the upgrade of two in-car Motorola radios that are nearing end of service life. Both SLEAF requests were approved at the 12/3/19 SLEAF Board meeting for a total amount of \$12,240.42 and are for non-budgeted expenditures.

Chief Craft explained that the Police Department went before the Board for the SLEAF Grants on December 3rd and were able to have their request for funds accepted with the hopes of using those funds to upgrade four Taser X2 models to the X26P model, due to end of service life. In addition, the Police Department would look to use the additional funds to upgrade two in-car Motorola radios that are nearing end of service life as well. The equipment, with a total cost of \$12,240.42, are all unbudgeted expenditures and would require approval from Council for purchase. He added that the purpose of this equipment is to promote the suppression, investigation, and prosecution of criminal activity and to promote officer safety, public education, and community awareness and improve victim services.

Vice Mayor Henderson solicited any questions from Council. Councilman MacCoy asked if the four tasers being replaced are the only ones the Police Department has. Chief Craft stated no and explained that those were just the only ones left that still needed to be upgraded and replaced.

With no other questions Vice Mayor Henderson called for a motion. Councilman King made a motion to approved the request from Chief of Police Marshall Craft to accept SLEAF grant #19-066 for \$4,260 to fund an upgrade of four Taser X2 models to the X26P model due to end of service life and grant # 19-067 for \$7,980.42 to fund the upgrade of two in-car Motorola radios that are nearing end of service life. Both SLEAF requests were approved at the 12/3/19 SLEAF Board meeting for a total amount of \$12,240.42 and are for non-budgeted expenditures, as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

OLD BUSINESS:

Old Business Item #1: Present for approval a proposed revision to Section 14 of the Seaford Municipal Charter regarding competitively bidding Public Works (Utilities) projects.

City Manager Anderson explained that several months ago Council did receive recommendations from the Staff to make changes to the existing Charter. The draft for the change in language has been sent to the City's attorney to be prepared for the next step in the process and the only change to Section 14 would be the following verbiage:

For purchases related to Public Works (Utilities) projects, the aggregate amount involved is not more than Fifty Thousand Dollars (\$50,000). Projects with an estimated value between \$50,000 and \$99,000 do not require an Advertisement for Bid. In this case, the Department Director is required to solicit competitive, written proposals from a minimum of three contractors. These contractors are usually selected based on past performance and experience on projects of similar magnitude;...

City Manager Anderson explained that this change was suggested in an effort to streamline the large projects in the Electric and Public Works Departments, whose costs have significantly increased over the past several years. This change would allow these departments to request services or equipment without having to go through the lengthy process of advertising for a bid.

If approved, the request to change the language, would be sent up to Representative Danny Short and Senator Bryant Richardson to ask them to sponsor this Charter change at the upcoming legislative session, beginning in January.

Vice Mayor Henderson solicited any questions; there were none. He then called for a motion. Councilman MacCoy made a motion to approve the proposed revision to Section 14 of the Seaford Municipal Charter regarding competitively bidding Public Works (Utilities) projects, as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Old Business Item #2: Present for approval a proposed revision to Section 37 of the Seaford Municipal Charter to increase the City's borrowing limit.

City Manager Anderson began by explaining that this is very similar to the process explained in Old Business Item #1. Staff approached Council to request an increase in the City's borrowing limit from 2 million to 3 million dollars. This is the only proposed change to Section 37 of the Charter.

Vice Mayor Henderson solicited any questions from Council; there were none. He then called for a motion. Councilman MacCoy made a motion to approval a proposed revision to Section 37 of the Seaford Municipal Charter to increase the City's borrowing limit, as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

Employee Christmas Party, December 14 at the Ross Station starting at 5:30 p.m.

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

COMMITTEE REPORTS

Councilman MacCoy reported on Public Works.

Public Works:

- Painted Crossgate curbs
- Started replacing signs on the westside.
 - Replaced hydrant on High St.
- Installed meter wall mounts at Riverplace
- Trucks to DMV for inspections
- Replaced concrete on North St. to finish up DelDOT permit for hydrant relocation project.
- Market Street sewer project is complete.
- Leaf machine is out and going strong.
- Spruce tower repainting started on 9/16/19, the interior and exterior are 100% repainted and the star has been reinstalled. The logo will be soon.
- Verizon installations on Lowes tower is on going
- Attended multiple meetings Spruce tower progress, Market ST. sewer final walk-through,
- 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
- Finishing up electrical install for blower project
- Toured Penn-Fiber for pretreatment
- 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, Verizon
- Install three new water services to new homes
- Install replacement signs we purchased
- Replace fire hydrants (ongoing)
- Continue all routine tasks

Vice Mayor Henderson reported on Police, Fire, & EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Rick Stewart:

Elections of officers will take place December 11 at the regular meeting.
President Stewart reports the Seaford Christmas Parade went well.

Notes from SVFD Fire Chief John Wilson's report:

Alarms to date as of 12/9/19

Fire - 688

EMS - 3342

Significant Alarms:

11/28/19; Out of City; 24000 blk of Concord Pond Rd. – Working Structure Fire

Apparatus

Brush 87-1 is out of service with engine maintenance issue.

New Engine 87-5 is in its final week of production, the committee will be traveling to Appleton, Wisconsin for final inspection on 12/12/19.

Training

12/18 – Rapid Intervention Skills Training at Station 87. Last training of year

Fire Prevention

State Fire Prevention Poster and Essay contest was turned over to Sussex County for judging. We had (1)3rd place winner in the Special Education Poster. Quinten Brown from Seaford Middle School. NO State Winners.

Seaford Fire District winner will receive their award on Tuesday, December 10, 2019

Firefighter Allie Scritchfield did a lunch time talk on Current Fire Prevention issues with Alliance Church Seniors on 12/2/19

To this date for 2019, SVFD has completed the following for Fire Prevention: We provided Fire Prevention to 2656 Children, 791 Adults, with 152 members providing tours and education totaling 62.5 hours.

Community Events

12/7 – Seaford Christmas Parade

Fire Sprinkler Demonstration

I have had discussions with Paul Eichler from Delaware Sprinkler Coalition, we are planning on doing the live residential fire sprinkler demonstration on January 14, 2020 with a weather date of January 28th, before the City Council meeting. We have this scheduled. We are planning the logistics to make it happen.

Department Elections

SVFD elections are Wednesday, December 11, 2019

State Fire Prevention Commission

SVFD Past Chief Ron Marvel has been elected as the Chairman of the Delaware State Fire Prevention Commission for this term

Happy Holidays

I would like to wish the Mayor, City Council, City Manager, and City Staff a Very Merry Christmas and Happy Holidays. I appreciate what the City of Seaford does for SVFD

Monthly EMS Report – As reported by 1st Assistant Chief Tom Lecates
November 2019

Total Number of EMS Runs- 274 (172 in City limits)

Minutes of the Regular Meeting of the
 City of Seaford Mayor and Council
 December 10th, 2019

Total Number of "Alpha" Calls - 48
 Total Number of "Bravo" Calls- 87
 Total Number of "Charlie" Calls- 66
 Total Number of "Delta" Calls- 68
 Total Number of "Echo" Calls- 3
 Total Number of "Omega" Calls- 2

(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:

November 1: Touch-A-Truck at West Seaford Elementary (Ambulance/Engine).

November 11: Blood Bank @ Station 87.

November 19: Fire Prevention at Central Elementary (Ambulance/Engine).

**Monthly Fire Report
 November 2019**

- Total number of alarms- **67**
- Number of alarms within the City- **26**
- Number of alarms outside the City- **31**
- Number of assist/stand-bys at other fire companies- **7 / 3**

Sat	Sun	Mon	Tue	Wed	Thu	Fri
2400-0100	1		1			1
0100-0200					1	
0200-0300						
0300-0400	1					
0400-0500	1					
0500-0600						1
0600-0700						1
0700-0800					1	
0800-0900		2	1			
0900-1000					1	3

Minutes of the Regular Meeting of the
 City of Seaford Mayor and Council
 December 10th, 2019

1000-1100	2			2		3	
1100-1200			1	1			
1200-1300		1	1	2	1	1	1
1300-1400			1				
1400-1500	1	1	1	1	1		2
1500-1600							2
1600-1700				1	1	1	1
1700-1800		2	2			2	1
1800-1900					1		
1900-2000				1	2	1	
2000-2100			1	1	1		1
2100-2200							2
2200-2300				1		1	
2300-2400					1		

Monthly Fire Report
 November 2019

Types and number of Alarms:
 AFA- 13
 Improper Dispatch- 2
 EMS Assist 11
 Trash Fire- 2
 MVC-9
 CO Detector- 2
 Structure Fire-4
 Brush/Field Fire- 1
 Smoke Investigation- 4
 Appliance Fire- 1
 Gas Leak- 3
 Public Service- 1
 Stand-Bys-3
 Service Call- 1
 Vehicle Fire- 2
 False Alarm – 1
 Assist other FD-7
 Duty Crew Calls Total- 2
 Structure- 2
 Duty Crew Calls (Friday Nights)- 0

Minutes of the Regular Meeting of the
City of Seaford Mayor and Council
December 10th, 2019

MVC-1

Public Service- 2

Water Rescue-1

EMS- 1

Brush/Field – 1

Vehicle Fire- 1

Training:

November 6, 2019- Structural Firefighting training at DSFS, Georgetown Campus.

November 20, 2019- Walk-through at the Allen's Feed Mill.

Notable Alarms for the Month:

11/8/19-MVC, vehicle vs pole, with rollover on Atlanta Road @ Seaford Animal Hosp.

11/10/19-House fire at 26170 Old Carriage Road with fire in crawl space.

11/23/19-Dryer Fire at Laundromat at Service General, 809 Eskridge Hwy.

11/28/19-Structure & 3 vehicles on fire at 24208 Concord Pond Road.

Seaford Police Department

Police Activity during period of **Monday November 25, 2019 – Sunday December 8, 2019** as reported by Chief Marshall D. Craft, Jr.

INCIDENTS	TOTAL YTD
All crimes	6,307
All Traffic (E-Tickets)	7,517
All DUI	40
All Crashes	549
False Alarms	466

Criminal

- All complaints: 165
- Felony: 14
- Misdemeanor: 36
- Violations: 3
- Civil: 2

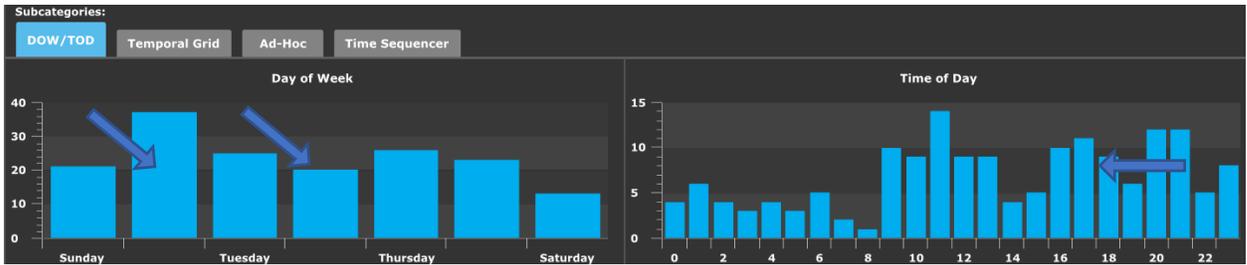
Other: 110

86% Clearance Rate (overall)

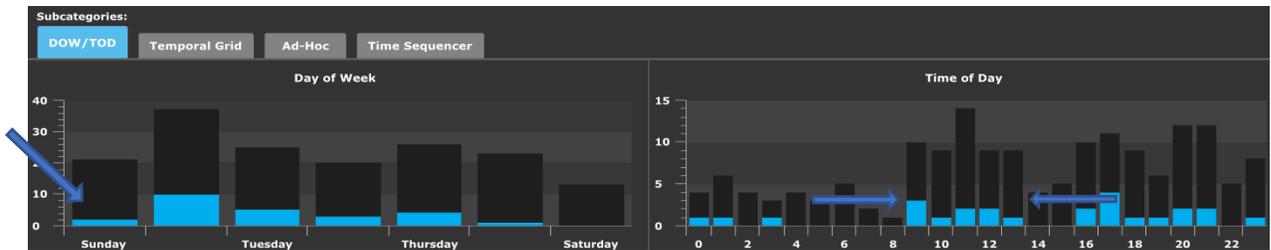
Mon, Tue & Thursday from 0900-2100 hours (overall crime)

The below chart shows data for overall crime during this reporting period:

Minutes of the Regular Meeting of the
 City of Seaford Mayor and Council
 December 10th, 2019



Additional Data Below: There were a total of 25 complaints consisting of Burglary, Aggravated Assault, Weapons offense, Kidnapping, Assault and Theft complaints excluding shoplifting: (60% clearance rate during this reporting period. Most occurred on Mon from 0900-1700.)



- Drug Complaints:
- Drug Crimes: 6
- Adult Arrest: 4
- Prosecution Declined: 2
- Search Warrants(s): 0
- Overdose: 1
- Traffic
- Citations: 202
- Reckless, Careless or Inattentive: 4 (3 were accident related)
- DUI: 1 (no accident related DUI's)
- Crashes: 22
- Injury: 3
- Non-Injury: 19
- Hit & Run: 6
- DUI related crash: 0

Friday from 1600-1800 Hours (See Crash chart below)



Significant Events:

11/26/19, SPD was dispatched to Oak Road for a theft of two packages from a victim's porch. While conducting the investigation, two juveniles were apprehended as suspects for another theft that occurred on East Ivy Drive. Further investigation revealed the two juveniles were involved in a third theft from 10/02/19. One juvenile has been arrested and the case remains active. (#71-19-11034, #71-19-12921, and #71-19-12925)

11/29/19, SPD officers were dispatched to Lowes on Sussex Highway for the report of an assault in the parking lot. The victim advised he observed two suspects exiting the store with a shopping cart filled with suspected stolen tools and their vehicle registration plate was covered. The victim attempted to reveal the tag and three unknown suspects assaulted him. Investigation confirmed the suspects had stolen \$1,535.00 in power tools. Related complaint numbers 71-19-13002 and 71-19-13000. Further investigation revealed the same suspects had shoplifted on several other occasions (71-19-12221 and 71-19-13029.) While these incidents were being investigated, Troop 7 officers conducted a traffic stop on the suspect vehicle and arrested Defendant Dre'quilled Brickhouse, BMN23, for an active shoplifting complaint out of Dover. Case is pending active.

12/02/19, SPD officers were dispatched to State Street in reference to the theft of a motor vehicle (2018 Ford Focus, silver in color, bearing NY registration JJG6062.) Upon arrival, the officers contacted the victim who advised he had started the car and left it unattended to allow it to warm up. Note. The vehicle was recovered on 12/03/19, by DSP Troop 5. (71-19-13098)

12/03/19, SPD Officers responded to Motel 6 on Sussex Hwy., for a reported overdose. Upon arrival, the officers located a female victim laying on the floor in an unconscious state and four empty heroin baggies with 2 hypodermic syringes were observed at the scene. Officers deployed 1 vial of Narcan to the victim and she regained consciousness. (71-19-13097)

12/05/19, Defendant Bryan Stewart, BMN35, entered the Royal Farms located on High Street, walked behind the counter, removed two packs of cigarettes and shoved a store employee as he fled on foot from the property. Shortly thereafter, Def. Stewart was apprehended without incident. Def. Stewart was arrested for Robbery 2nd, and (he) was later released at court arrangement on an unsecured bond with a no contact order with Royal Farms. (71-19-13167)

12/06/19, Seaford Police Department received a tip from a parent about a social media post concerning a potential threat to a specific student at Seaford Middle School. As a result, there was an increased police presence while the matter was being investigated. All students were safe and the school was operating normally. It was determined through the investigation that the threat was

not credible and no students were in danger at any time. The Seaford School District and The Seaford Police Department worked diligently to make sure the information was investigated thoroughly. We appreciate the cooperation of all those involved in this investigation. (71-19-13169)

12/08/19, SPD officers were dispatched to Meadowood Ct. for a death investigation, WMN43 cause of death is unknown. Case TOT Medical examiner's office.

Admin

11/25- Director Meeting- D. Chief
11/25- Liaison Meeting- Chief
12/03- SLEAF meeting at Dover PD- Chief
12/04- Coffee with Danny- Chief
12/05- Coffee with a COP- Chief, D. Chief, Lt. Little and on duty SPD officers
12/05- Accreditation meeting at SPD (all day)- SSGT Sterner
12/05- Call Center job interviews at City Hall- Chief & D. Chief
12/06- Meeting with Walmart Asset Protection Manager Aaron Schell- Chief

Event:

11/28- Body and Soul Turkey Trot 5k – SPD officers assisted with traffic detail
12/01- Blue Light Vigil at Legislative Hall- Sgt. Miller
12/02- Caroling in the Park- Pfc. Jones
12/03- Rehoboth Beach Christmas Parade- SSGT. Sterner and Det. Chambers
12/07- Seaford Christmas Parade- Chief, D. Chief and SPD officers

Councilman Mulvaney reported on the Electric Department.

Crew

- Removed a guy at Residence at RiverPlace for Verizon.
- Cut down a tree on Fourth St.
- Got the old meters weighed for scrap.
- Had an outage on E Poplar St caused by a bad transformer. We had 7 customers off for 4 hours.
- Hooked up all of the Christmas lights.
- Helped put up the Christmas tree in Gateway Park.
- Buried more conduit in Herring Ridge.
- Had an outage on Riverside Drive, 3 customers for 30 minutes. Squirrel.
- Collected pole data for the GIS system and renumbered poles.
- Cleaned the service truck and put the lights on it for the Christmas parade.
- **Director**
- Had my council liaison meeting.
- Worked on the cost of replacing the meters at Ross Substation.
- Had a directors meeting.
- Had a staff meeting.
- Had a meeting about Distributed energy regulations.
- Went to DEMEC for their holiday luncheon.
- Met with the developer of Mearfield 2 and Melanie's Ridge.

- Contacted Hale Trailers to pick up the last storage trailer.
- Worked on getting inventory numbers together to place an order for Mearfield 2.
- Met with a customer about a service for a sign.

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.

Councilman Holland reported on Administration.

Meetings:

- Attended Danny Short's Coffee Meeting.
- Attended Caroling in the park.
- Attended the Board of Adjustment meeting.
- Attended the Economic Development Committee meeting.
- Attended the Market Street walk thru with the Contractor.

Other Work

- Prepared the City Council agenda.
- Attended the Bridges meeting and gave a presentation related to the City.
- Attended the NMH Tribute dinner.
- Participated in interviews for the Communications Support Technician position.

Information Technology Report:

- Received/Evaluated Security Camera Server Bid Submissions
- Obtain SaaS licensing & VMWare licensing
- Network environment work
- Install Ubiquiti switches and Dell switches

Administration Report for Council

- Attend DEMEC board meeting.
- Attend DE WLG/IPA seminar – The Future of Work in Delaware.
- 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 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 261 permits and 558 Rental Licenses as of December 10th 2019. (Invoices have been mailed out for the rentals that did not apply for the license. There are 21 outstanding rental invoices.)

Large Project Statuses:

- Riverplace Phase 2 – Work starting on the fishing pier.
- Wawa – Demolition Complete.
- Our Lady of Lourdes Church – Framing progressing.
- Herring Ridge – 4 building are up. Storm water being installed.
- Melanie's Ridge – Site work has started.

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 greenery & lights at City Hall.
- Prep and Hosted Caroling in the Park.
- Currently have 170 kids signed up for Youth Basketball.
- Youth Co-ed basketball leagues currently has 6 teams in the 6-8 & 11-13 age group, and 5 teams in the 9-10 league.
- Currently have 17 kids signed up for Youth Wrestling.
- 1st week of Youth Wrestling program was a success. Katie was able to sign up 8 additional kids during practices.
- Prep High Street for the Christmas Parade.
- Repaired / replaced split rail fence at Soroptimist Park & Miller Property.
- Katie also attended various meetings and workshops.

Vice Mayor Henderson called for a motion to close the regular Council Meeting and go into Executive Session. Councilman MacCoy made a motion to close the Regular Council Meeting and go into Executive Session. Councilman Holland seconded the motion; motion so passed with all voting in favor. The regular Council Meeting closed at 9:13 p.m.

Vice Mayor Henderson reopened the Regular Meeting at 9:38 p.m. and called for a motion to close the Regular Meeting. Councilman MacCoy made a motion to close the Regular Meeting. Councilman Holland seconded the motion; motion so passed with all voting in favor. The Regular Meeting closed at 9:39 p.m.

Charles D. Anderson, City Manager