

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

December 11, 2018

7:00 P.M.

Mayor David Genshaw called the joint kick-off meeting of the Mayor and City Council along with the Planning and Zoning Commission to order at 6:00 p.m. with the following present: Councilman James King, Councilman H. William Mulvaney, III, Councilwoman Leanne Phillips-Lowe, Commissioner, Rick Peterson, Commissioner, Matt Shaffer, Commissioner, Al Temple and City Manager, Charles Anderson. Director of HR and Finance, June Merritt, Director of Economic Development and Community Relations, Trisha Newcomer, Fire Chief, Jack Wilson and Building Official, Mike Bailey were also present.

Ms. Debbie Pfeil, Associate/Planning Manager from KCI Technologies came forward. Ms. Pfeil introduced herself along with Lauren Good, Project Planner from KCI Technologies. The City of Seaford has contracted with them to provide services for the comprehensive plan update.

Ms. Pfeil then discussed the project scope which will be completed into four phases. The first phase will be to identify resources, data collection and creation. She added that this is currently underway as staff has been completing some information and questionnaires. The second phase will be a kick-off, community outreach event and survey. The third phase will be plan input and presenting a draft document. The final phase will be a plan presentation to include public comments and adoption.

Ms. Pfeil discussed the project scope which included a list of meetings to be held for the project. The schedule is tentative including four joint meetings with the Mayor, City Council and P&Z Commission, three staff meeting and an outreach event. She added that after tonight's meeting, two of these meetings will have been completed.

The plan approach for this project will include updating existing plan and maps, collecting updated and factual data, ensure project information is easily available, manage the outreach launch, obtain community input and provide ample time for draft review and comments. She added that they will review, track and prepare recommendations for all comments. They will also ensure compliance with 2015 OSPC checklist and obtain approvals from all levels to include County, State and Local.

For the update, there will be intergovernmental coordination to include state requirements consisting of 22 Delaware Code Section 702 (b) Municipal Code and checklist (population over 2,000). Ms. Pfeil pointed out that the update is due on January 12, 2020. There will also be coordination with DelDOT, DNREC, County (Comprehensive Plan & Sewer) and the MPO.

Ms. Pfeil reviewed data collection that is needed for the project that will be distributed after tonight's meeting. She added that she would like the information back by January 11th.

Ms. Pfeil discussed the outreach initiatives for the update. The goal is to promote project awareness and gather community input. The resources that will be used include the City website with all information, City Newsletter and Western Sussex Chamber of Commerce. The community initiatives will be to identify stakeholders, community organizations and diverse population

opportunities. The outreach methods will be two annual local community events which typically draw large audiences. KCI will be setting up a booth at the Nanticoke Riverfest on July 13 and the Eastern Shore AFRAM festival on August 10 to discuss the update, provide information and distribute surveys. The community survey will be available online or on paper and there will be an ample amount of time to provide input. She added that it is needed to promote the survey as we would like to get as much input and feedback as possible.

Ms. Good then came forward to discuss some homework for the group. A sample survey will be sent to the group for review after tonight. They would like feedback about the survey to include the length of survey, types of questions, if it is easy to understand and the proposed schedule. She stated that they would like the group to give any feedback possible to make the survey better or easier for the public. Another assignment will be the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis. These topics will discuss the characteristics of the City that give it an advantage, disadvantage, elements that the City could use to its advantage and elements that could cause trouble for the City. She added that there are no right or wrong answers and people could have different viewpoints, however, they would like to hear and get back all of them. Another assignment will be to review the existing plan goals and recommendations. Since the last comprehensive plan in 2008, there may be previous information that may no longer be relevant.

Ms. Pfeil came forward to discuss the next steps for the City for the update process. The homework information that Ms. Good previously discussed, will be sent out tomorrow with instructions. She asked for all of this information to be returned back to her office no later than January 11, 2019. The next steps for KCI include analyzing staff data, updating data, preparing a plan, obtaining updated mapping data, creating new maps, coordination outreach event and preparing for the next meeting.

Ms. Pfeil discussed a tentative schedule for the project. Data Revel #1 to include census, City data, outreach information to be done in April, 2019, Land Use information completed in Spring, 2019, Data Revel #2 to include business and community survey completed in September, 2019, draft document to be presented in October, 2019 as the plan is due in January, 2020. She added that the schedule is tentative and will be reevaluated in March or April to determine if an extension request will be needed. Ms. Pfeil stated that there are many municipalities that are requesting extensions due to the number of surveys and input that they are receiving. It takes a lot of time to review the responses that are given. The state certificate process does take approximately 90 days.

Ms. Pfeil asked for any questions or comments from the Mayor, City Council and Planning and Zoning Commission. Councilman King stated that there is a Municipal Election coming up on April 20, 2019, he suggested that may be a good time to catch people for input. Ms. Pfeil thanked him for his suggestion and would put it on her calendar.

City Manager Anderson stated that the City as well as KCI does not want the current plan to lapse. As Ms. Pfeil discussed, if an extension is needed we may need to make that request.

Commissioner Peterson asked if we had to do the same plan as the County implemented. Ms. Pfeil stated that we do not; she added that she will take a look at annexation growth areas, sewer and include local jurisdiction information. However, we are not required to do the plan the same as they did their plan. She added that she will invite them to the meetings and request a letter stating that there are no conflicts.

Ms. Pfeil thanked everyone for their time and emphasized everyone to participate in the process. She added that the plan is good for a ten-year period so it is important to get everyone's thoughts, ideas and suggestions included in the plan.

With no further questions or comments, Mayor Genshaw adjourned the meeting at 6:42 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. Director of Finance and HR, June Merritt, Director of Economic Development and Community Relations, Trisha Newcomer, Chief of Police, Rob Kracyla, Director of Public Works, Berley Mears, Supt. of Parks and Recreation, Katie Hickey and Fire Chief, Jack Wilson were also present.

Councilman James King offered the opening prayer and Mayor Genshaw led those present in the Pledge of Allegiance.

Mayor Genshaw solicited any changes to the agenda. City Manager Anderson stated that there were two changes to the agenda. These changes include two pieces of correspondence that were received; one being from Downes Associates and the other regarding Hoopers Landing.

Mayor Genshaw stated that there will not be an executive session tonight for the purpose of discussing personnel.

Mayor Genshaw called for a motion to approve the minutes of the regular meeting of November 13, 2018. Councilman Holland made a motion to approve the minutes from the November 13, 2018 Council Meeting. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw noted that the Council Minutes from November 27, 2018 were released late this afternoon and called for a motion to table the approval of these minutes. Councilwoman Phillips-Lowe made a motion to table the minutes from the November 27, 2018 Council Meeting. Councilman Henderson seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw called Berley Mears, Director of Public Works forward. Mr. Mears introduced three new employees in the Public Works Department, Mike Stanfield, Lorenza "Bud" Fryberger and Marshall Costello. Ms. Katie Hickey, Supt. of Parks and Recreation then came forward to introduce Luke Searcey, a new employee in the Parks Department.

Correspondence

City Manager Anderson stated that the City received a letter from Downes Associates giving notice that they are closing their business as of December 31, 2018. Downes Associates has served as the City's electrical engineering for over 50 years. City Manager Anderson stated that after the first of the year, an RFP will be put out in search of a new electrical engineer.

City Manager Anderson stated that June Merritt, Director of Finance prepared a memo in reference to information received from Adkins Management. After a final accounting by Adkins Management Company, the company that manages, operates and maintains Hooper's Landing Golf Course for the City, the golf course had income of \$574,864.77 for the fiscal year ending June 30, 2018. In accordance with Section 3 (Compensation) of the agreement between the City of Seaford and Adkins Management Company, Adkins will receive all income up to \$500,000 and income between \$550,000 and \$700,000 will be split on a 50/50 basis. Therefore, Adkins Management issued a check to the City of Seaford in the amount of \$12,432.39. This money will be placed in the Golf Reserve Fund to help fund future golf expenditures. City Manager Anderson pointed out that this is the first year that the City has received a return of money from the golf course operations.

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

Public Hearing Item #1: Annexation request from Wheaton's Incorporated for annexing TMP 531-12.00-40.00; located at 24960 Dairy Lane, Seaford, DE 19973. City Manager Anderson stated that in accordance with our City Charter, a Public Hearing is required to be held as part of the annexation process. City Manager Anderson showed a map of the property location as well as some pictures of the parcel. He added that it consists of approximately 8.34 +/- acres and the City Council recently changed the existing land use map for this parcel to be zoned as commercial.

Mayor Genshaw solicited any questions from Council. Councilman King asked if Penco is currently receiving water and sewer service from the City and if it would be costly to extend services for the proposed annexation parcel? City Manager Anderson stated that Penco does currently receive all utility services from the City. He added that there are a few options for this parcel for water and sewer that could be considered. It is the property owner's cost and responsibility to do the extension of services, however, the City will assist them in any way that we can. City Manager Anderson also pointed out that Stein Highway is a state-maintained road so that can be more expensive to extend the services.

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

Mayor Genshaw closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:13 p.m. Mayor Genshaw added that this will come back to the first meeting in January for a vote.

New Business

Mayor Genshaw presented New Business Item #1: SB & Company, LLC to present the annual audit for the period ending June 30, 2018. June Merritt, Director of HR & Finance came forward to introduce Mr. William Seymour, Audit Partner and Ms. Tobi Hollander, Audit Manager from SB& Company, LLC.

Ms. Hollander reviewed the scope of work for the audit as well as the results. Her firm completed the audit of the June 30, 2018, financial statements for the City of Seaford as well as assisted in the preparation of the financial statements. The results of the audit included no significant deficiencies or material weaknesses noted, they issued an unmodified opinion on the financial statements, they did not discover nor were they made aware of any instances of fraud and received full cooperation from the management team.

Ms. Hollander then discussed the audit process. Her team used an SBC risk-based audit approach. This approach focuses on risk, controls and account misstatement. They tested design and operations of controls, financial reporting and analysis, substantive testing and GAAS compliance and reporting. The goals of this approach include detecting financial statement misstatement risk, detect errors including accounting principle, estimate, information processing and account balances, fraud, business failure, business improvement opportunities and client expectations.

During the audit process, the firm performed an assessment of control environment. They looked at risk assessment, control activities, information and communication. The assessment for all of these areas came back effective. The evaluation of key processes included treasury, estimation, expenditures, payroll, revenue and financial reporting. The firm reviewed all of these functions which resulted in an effective assessment. They key accounts which include cash and investments, receivable, capital assets, debt, pension and OPEB liability, revenue and expenses were reviewed resulting in a report of no adjustments.

Ms. Hollander then reviewed the results of the audit performed by her firm. The financial statements results compared governmental and business-type activities for years 2017 and 2018. Ms. Hollander presented a pie chart showing the sources of revenue for the general fund for the year ended June 30, 2018. The largest source of revenue was taxes which was 56%, the second largest source of revenue was intergovernmental revenues at 12% and the third largest revenue source was licenses, permits and fees at 9%.

The functional expenses for the general fund were reviewed for the year ended June 30, 2018. The police department had the largest expenses at 44%, administration was second at 12% and dispatch was third at 8%.

Ms. Hollander then discussed some communications that are required for the audit process. She stated that her firm has reviewed the significant accounting policies adopted by the City of Seaford and have determined that these policies are acceptable accounting policies. There were no significant adjustments identified during the audit process and their procedures identified no instances of fraud or illegal acts. There were no material weaknesses noted during the audit.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson asked about the information listed on page #8; columns A-E there is an * which represents tested substantively. He asked for clarification on those noted items. Ms. Hollander stated that this was a test of controls only, therefore, at times, there is no reason or no way to test those items. Councilman Henderson asked if the charges for services on page 14 included utilities. It was stated that page referenced only general fund items.

Ms. Hollander stated that everything was well and there are no recommendations from her firm.

Mayor Genshaw presented New Business Item #2: Present for approval changes to the Seaford Police Department General Orders Manual (GOM) Section 3/220.

Chief Kracyla came forward to present the information. Chief stated that as a part of the recruiting program, there has been an increase in ride alongs that the department is doing. He is recommending that the duties be changed for the program. The Lieutenant will review all applications for approval and then assign the ride along to the appropriate Patrol Sergeant. The Sergeant will then interview the applicant, confirm a mutually agreed date and time, select an officer to accompany the participant and ensure that the participant is properly attired and hygienically respectable. After the ride along is completed, all documents will be forwarded to the administrative assistant for filing.

Mayor Genshaw solicited any additional questions from Council. Councilwoman Phillips-Lowe asked if this process would apply to everyone. Chief Kracyla stated that was correct, any ride along request would go through this process. Councilman Henderson asked if the changes to the section could be identified. Chief Kracyla stated that the changes included the responsibilities of the Lieutenant.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the changes to the Seaford Police Department General Orders Manual (GOM) Section 3/220 as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3: Present for approval changes to the Seaford Police Department General Orders Manual (GOM) Section 3/790. Chief Kracyla stated that in the past at the awards ceremony, there were approximately eighty-five awards given out. He is looking to change that so there will be only five awards given out. The five awards given out will include Life Saving, Unit Citation, Officer of the Year, Dispatcher of the Year and Employee of the Month. He added that nominations will be made and the committee will review those to decide who receives the award.

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 changes to the Seaford Police Department General Orders Manual (GOM) Section 3/790 as

presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: Present for approval changes to the Seaford Police Department General Order Manual (GOM) Section 2/520. Chief Kracyla stated that this chapter relates that a department Chaplain. He added that this Chapter was already in the GOM, he just revised some of the duties of the Chaplain.

Mayor Genshaw asked for any questions or comments from Council. Councilman Holland asked if this would be a paid position? Chief Kracyla stated that it would not; it is a volunteer position. Councilman King asked if churches outside of the City would be considered? Chief Kracyla stated that he is trying to keep it in the City if he can. He added that he is looking for diversity for the position including gender, race and faith based. Councilman Henderson asked that in the first paragraph if the language can be changed from He to The Chaplain. Councilwoman Phillips-Lowe asked if this would be an application process? Chief Kracyla stated that it would be; he has worked with some local Pastors that have agreed to help him review the applications and help with the selection process.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the changes to the Seaford Police Department General Orders Manual (GOM) Section 2/250 with the languages changes as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #5: Present for approval a letter from Belle Ayre Investments, LLC requesting a two-year extension of the subdivision plan approval for the Belle Ayre housing development located off of Atlanta Road, Seaford, DE. City Manager Anderson stated that a letter was received from Mark Prata requesting an extension of the site plan approval for the Belle Ayre housing development. Mr. Prata is requesting a two-year extension for the plans; it was also included in the letter that they have been speaking with two modular home companies and a local builder to see if they can make something happen. Mr. Prata added that they do not want to give up on this project.

Mayor Genshaw solicited any comments from Council. Councilman Henderson asked what the likelihood was that they would be able to get their permit from Sussex Conservation District extended which is set to expire on March 27, 2019? City Manager Anderson stated that it is very likely; as long as the plans stay the same he has not seen any get denied for an extension. Councilman King asked what the housing plan consisted of? City Manager Anderson stated that it is a two-phase plan. The first phase which they are in now is R-1, low density residential and the second phase is multi family which consists of townhomes.

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the request from Belle Ayre Investments, LLC for a two-year extension of the subdivision plan approval for the Belle Ayre housing development located off Atlanta Road, Seaford, DE as

presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #6: Present for approval the Deputy Chief position of the Seaford Police Department to be a non-contract employment position. Chief Kracyla stated that he felt that if this was a contracted position, it would decrease the number of applicants that would apply. He believes that the best candidate should be considered for the position so he would like to see as many applicants apply as possible. It was added that the person chosen for this position would have to come out of the FOP as the contract includes the ranks of patrolman through Lieutenant.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman King made a motion to approve the Deputy Chief position of the Seaford Police Department to be a non-contract employment position as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business # 7: Present for approval amendments to the Compensatory/Accumulated Time Policy. City Manager Anderson stated that this was part of the FOP negotiations and only applies to hourly employees as salaried employees do not earn accumulated time off. City Manager Anderson stated that the policy used to read that no employee may accrue no more than 24 hours of A/T at any given time. During the FOP negotiations process, they negotiated for the policy to be changed to read that no employee may accrue no more than 48 hours of A/T at any given time. If the A/T time is not used by the end of the fiscal year, the time is paid out at a straight pay rate.

Mayor Genshaw asked for any questions or comments from Council. Councilwoman Phillips-Lowe stated that if there was an employee that had 48 hours of A/T time at the end of the fiscal year which is paid out; that is a lot of money. City Manager Anderson stated that it could happen and he added that A/T is accounted for in the budget process.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve the amendments to the Compensatory/Accumulated Time Policy as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business #8: Present the agreement between the City of Seaford and Seaford Fraternal Order of Police Bargaining Unit effective July 1, 2018 through June 30, 2020 for approval. City Manager Anderson stated that Director of Finance & HR, June Merritt and HR Coordinator, Annette Cole represented the City for the negotiations.

Mrs. Merritt came forward to present the information. On November 28, 2018, the City received notification from our attorney, Dave Williams, the FOP had approved the terms of the tentative agreement. The following tentative agreements have been incorporated into the new Agreement:

1. Agree the term of the contract will be from 7/1/2018 to 6/30/2020.

2. Agree to a mandatory retirement provision to be effective upon expiration of the 2-year contract, June 30, 2020. Mandatory retirement shall occur no later than 60 days following the 62nd birthday of an employee. This provision is set forth in Section 14.14 Mandatory Retirement of the contract.
3. Agree to insert language to incorporate the rank of Master Corporal that was approved/established by City Council on June 26, 2018. This provision is set forth in Section 2.2 Management Rights.
4. Agree to remove the cap of 5 Sr. Corporal positions by deleting the second sentence from section 18.3. "There are 5 Sr. Cpl. Positions eligible to be filled assuming there are sufficient candidates who meet the criteria for promotion."
5. Agree to modify the City's compensatory/accumulated time policy to increase the maximum from 24 hours to 48 hours. This will not be set forth in the contract.
6. Agree to section 4.1 Union Security to be modified due to the Supreme Court decision in the Janus case. "All employees have the right to join or refrain from joining the Union."
7. Agree to change the salary schedules from 40 steps to 30 steps with a 5% increase between grades and 1.5% between steps and incorporate the Master Corporal rank.
8. Agree salary increases in year 1 to be retroactive on base pay and regular overtime, effective July 1, 2018.
9. Agree to salary increases in Year 1 which bring the entry level patrolman salary to \$45,697.60 by placing a patrolman in Step 3. All other positions are placed in the pay plan according to the attached schedule. Agree to Year 2 salary increases of 1.75% on base pay.

Mrs. Merritt stated that it is the recommendation of the negotiating team to accept the tentative agreements as approved by the FOP and incorporate them into a new collective bargaining agreement.

Mayor Genshaw asked for any questions or comments from the Council. Councilman Mulvaney asked if there was a cap for the position of Master Corporal? Mrs. Merritt stated that there is not; however, there are eligibility requirements that they have to met to be eligible. City Manager Anderson added that the budget process also plays a part.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the agreement between the City of Seaford and Seaford Fraternal Order of Police Bargaining Unit effective July 1, 2018 through June 30, 2020 as presented. Councilman King seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS:

Mayor Genshaw presented Old Business #1: Second reading of an ordinance to amend Chapter 14 of the Municipal Code of Seaford, Delaware relating to "Water User Charges" by amending §14.4.3 (B) to reduce the Equivalent Dwelling Unit (EDU) values for beauty salons.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman King made a motion to approve the ordinance to amend Chapter 14 of the Municipal Code of Seaford, Delaware relating to "Water User Charges" by amending §14.4.3 (B) to reduce the Equivalent Dwelling Unit (EDU) values for beauty salons as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented Old Business #2: Second reading of an ordinance to amend Chapter 11 of the Municipal Code of Seaford, Delaware relating to "Sanitary Sewer User Charges" by amending § 11.7.3 (C) to reduce the Equivalent Dwelling Unit (EDU) values for beauty salons.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman Mulvaney made a motion to approve the ordinance to amend Chapter 11 of the Municipal Code of Seaford, Delaware relating to "Sanitary Sewer User Charges" by amending §11.7.3 (C) to reduce the Equivalent Dwelling Unit (EDU) values for beauty salons. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Seaford City Hall, Utility Divisions and Parks and Recreation office will be closed December 25 and 26 for the Christmas holiday.

THE LEAF MACHINE WILL BE IN OPERATION STARTING OCTOBER 1ST THROUGH 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

Municipal Election - April 20, 2019

The City of Seaford Municipal Election will be held on Saturday, April 20, 2019 in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

One (1) Council Member will be elected for a (3) year term.

All candidates must have filed by 5:00 p.m., E.S.T., February 22, 2019. Registration can be completed at City Hall, 414 High Street, Seaford, DE. Registration hours are Monday through Friday, 8 a.m. until 5:00 p.m. or by appointment if you cannot register during these normal business hours. Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/her

name after 5:00 p.m., E.S.T., February 22, 2019 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 22, 2019.** A nonresident property owner to be eligible to vote must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 20, 2018) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall. Registration hours are Monday through Friday, 8 a.m. until 5 p.m. or by appointment if you cannot register during these normal business hours.**

The City of Seaford has independent registration procedures for the Annual Municipal Election. To vote, you must meet the eligibility requirements and be registered on the “Books of Registered Voters” maintained at City Hall.

A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

All voters will need to show proof of residency which may be a State of Delaware driver’s license, a State of Delaware identification card, a federal or state tax return with address, a City of Seaford utility bill or real estate property tax bill, or other acceptable proof of residency or ownership.

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and EMS.

Report from President Rick Stewart:

President Stewart announced that 27 participants were involved in the Seaford Christmas Parade. They were also awarded first place in the Best Appearing Fire Department category.

Report from Chief John Wilson:

The sale of Engine 87-5 is pending to a Department on the peninsula. Engine 87-3 is still being marketed for sale.

The new ambulance, C87, is nearly complete with its upfit, and it is expected to be delivered before the Christmas holiday.

Ambulance B87 was involved in a minor traffic accident in which the other driver fled the scene. No one was injured, and there was minimal damage to the ambulance. It was not taken out of service as a result of this event.

As of 12/09/2018 there have been 759 fire calls and 3,360 EMS calls.

Public information Officer Tom Lecates reported:

Monthly Fire Report for November 2018:

Total number of alarms- 62

Number of alarms within the City- 31

Number of alarms outside the City- 26

Number of assist/stand-bys at other fire companies- 4/1

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	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2400-0100		1		1			
0100-0200			1				
0200-0300						1	1
0300-0400					1	1	
0400-0500							
0500-0600							
0600-0700			1			1	
0700-0800					1		2
0800-0900							1
0900-1000							
1000-1100	1			1	1	3	
1100-1200				1		1	3 1
1200-1300	1			1		1	
1300-1400	1	1				1	
1400-1500	1	3					1
1500-1600						2	1
1600-1700							1
1700-1800							1
1800-1900			2	1			4
1900-2000							1
2000-2100						2	
2100-2200				1		1	3
2200-2300			1		1		
2300-2400	1					2	1

Types and number of Alarms

MVC- 13	Powerlines - 2
EMS Assist- 13	Gas Leak- 2
AFA- 10	Appliance Fire- 2
Assist other FD- 4	Odor Invest.- 1
Structure- 2	HazMat- 1
Manure- 1	Trash Fire- 1
Fire Police Asst.- 1	Stand-by- 1
Structure Fire- 4	False Alarm- 1
Smoke Invest.- 3	Fire Police Asst.- 1
Vehicle Fire- 3	

(Duty Crew Calls- 6)

Training:

11/07/2018- Search and rescue with removing victim from 2nd floor window @ DSFS, Georgetown campus.

11/28/2018- Standpipe operations conducted at Seaford high School.

Notable Alarms:

11/12- Structure fire single family dwelling at 506 N. Shipley Street.

11/12- Structure fire outbuilding 20739 Sanfilippo Road.

11/16- HazMat stand-by at FedEx (suspicious package).

11/23- Structure fire multi-dwelling 221 High Street.

Police Activity during period of November 28 through December 11, 2018:

Criminal

On November 29, 2018, officers responded to Chandler Heights regarding a report of a young child running around the complex alone with nothing on but his underwear in 29 degree weather. The child was left alone in an apartment by his grandmother at 8:35 a.m. and does not return until 10:30 a.m. The child was turned over to his mother and arrest warrants were obtained. Division of Family Services was contacted about the incident as well.

Beginning December 1, 2018, flyers were located for recruitment of individuals interested in joining the KKK. Investigation is continuing; however, no crime has actually been committed.

On December 6, 2018, shots were fired at a house in the 300 block of Third Street. No one in the home was injured. Investigation is continuing.

On Friday December 7th, 2018 a Patrol Officer from the Seaford Police Department conducted a traffic stop for a registration violation on a black Kia Sportage in the parking lot of the Days Inn Hotel in Seaford. As the officer approached the vehicle, the vehicle fled onto Route 13 southbound, running other vehicles off the roadway. Officers gave chase to Middleford Road at which time the Kia was involved in an accident striking several mailboxes. All occupants of the vehicle then fled at this time. With the assistance of a Delaware State Police K-9, three subjects were located and found to be in possession of a large amount of illegal drugs. Discovered was 3 grams of crack cocaine, 9.4 grams of powder cocaine, 148.7 grams of marijuana, 5 bags of heroin, 11.5 tablets of ecstasy, a stolen 9mm Derringer handgun and \$450.00 in suspected drug proceeds.

On December 7, 2018, Cpl. Wingate stopped a vehicle for a registration violation. As he approached the vehicle, it sped off and was unable to be located. The vehicle was then involved in an accident and the three occupants fled on foot. The suspects were eventually located and taken into custody. Witnesses to the crash stated the suspects removed bags from the vehicle prior to fleeing. Arriving police units located 4 rocks of crack cocaine, a bag filled with marijuana, 5 bags of heroin in the vehicle. When the suspects were searched, \$435 in suspected drug currency was found along with a pill bottle containing prescription medication 7 rounds of 9mm ammunition, 1 digital scale, 11 capsules filled with 9.4 grams of cocaine, 4 marijuana roaches, 140.9 grams of marijuana, 2.3 grams of crack cocaine, 11.5 ecstasy pills, a loaded 9mm revolver reported stolen out of DSP Troop 4, and the vehicle itself was stolen out of Blades.

Admin

November 27, 2018 – Chief attended Government Fraud Training held at SPD with Attorney Dan Logan and his colleague, Dennis Madarang.

Chief attended the Kent and Sussex County Investigators Meeting.

Chief toured the Sun Behavioral Center in Georgetown.

November 28, 2018 – Seaford Police Department hosted the monthly Prayer Meeting.

Chief attended the City Staff Meeting.

November 29, 2018 – A physical fitness test was administered to all members of Seaford Police Department's SCOPE Team.

Chief attended a meeting regarding details of possible future leasing program of patrol vehicles.

November 30, 2018 – Sergeant's Staff meeting was held in Conference Room.

Chief met with Jessica Farley of Del Tech regarding Seaford PD's Ride Along policy.

December 3, 2018 – Recorded video regarding Citizen's Police Academy.

December 4, 2018 – Meeting regarding the Youth Police Academy.

December 5, 2018 – Chief attended Representative Danny Short's Coffee meeting.

Chief was interviewed by WBOC regarding the Citizen's Police Academy.

Chief attended the SLEAF meeting in Dover and funds were approved for the purchase of two SIG Sauer rifles.

Chief attended the Chamber of Commerce charity event at Laurel Fire Hall.

December 6, 2018 – With all the opioid overdoses, the Seaford Police Department has established policy and directives regarding administering and storing Naloxone vials. Officers will be administering Naloxone when they arrive before emergency medical personnel.
A Nationwide Insurance agent held training at SPD Roll Call Room regarding Haitian Fraud.
Chief met with Charles regarding the upcoming Youth Police Academy.

December 7, 2018 - Chief and Sgt. Horn met with DAG Hume in Georgetown regarding an in-depth criminal investigation.

Training

Sgt. Rapa and Sr. Cpl. Chambers attended Clandestine Lab Refresher course on December 6, 2018.

Councilman Henderson added that this afternoon, Senior Corporal Eric Chambers was awarded Mid Officer of the Year from Delaware Crime Stoppers. Congratulations to him on a job well done!

He also thanked Lt. VanFleet for his years of dedicated service to the Seaford Police Department and wished him well on his upcoming retirement.

Councilwoman Phillips-Lowe reported on Public Works.

PUBLIC WORKS

- AMI water meter deployment is from 12/3 – 12/20 for December
- Continued assisting GMB with opening and cleaning catch basins for the asset management project
- Continued assisting with AMI meter locations and issues; this has been time consuming.
- Leaf machine was out.
- Trying to focus on cleaning the streets
- Repaired water leak on Front Street
- Repaired water leak on Oak Street
- Worked on easement acquisitions for two projects
- Attended multiple meetings
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc.
- One man down in dept.

WWTF & COMPOST

- Plant performance is good.
- We do not have compost to sell.

- Proximity waste is in a mini shut down.
- Leachate treatment is going well.
- Screener is back in operation.
- BNR pump is out for a rebuild.

Councilman Mulvaney Reported on the Electric Department

Since the last report:

Crews continued renumbering the poles for the circuit changes.
Did switching to get load more equalized for power factor.
Set a new pole and put up a light and a box for a security camera at the Jays Nest.
Cleaned up the service truck and put the lights on it for the Christmas parade.
Set a new pole in the Jay's Nest for a street light and security camera.
Wired a second location in the Jay's Nest for a security camera.
Did disconnects for nonpayment.
Started changing the lights in the truck bay to LED.

Director:

Had the bi-weekly conference call for AMI.
Worked on the FY20 3-year CIP.
Wrote up a switching sequence to balance load for power factor.
Got prices and ordered a new ice machine for the utility building.
Met with a contractor who is bidding on the new floor in the utility building.
Scheduled the infrared scan.
Wrote up the bid document for replacement LED street lights on Sussex Ave.
Met with Allen-Harim about separation of services for a third building.

Upcoming Weeks:

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 SVSC.

Councilman Holland reported on Administration.

MEETINGS:

- ✓ Attended a meeting with the actuary consultants regarding the City pension plan status.

- ✓ Met with George Owens regarding the Pine Street Substation storm water problems.
- ✓ Attended the PLUS review in Dover for the Wheaton's annexation.
- ✓ Attended a Unified Sewer District Sewer design team meeting.
- ✓ Attended the Comprehensive Plan progress meeting.
- ✓ Attended a DEMEC board meeting.
- ✓ Attended a WIAC meeting in Dover.

OTHER WORK:

- ✓ Prepared the Council agenda.
- ✓ Attended meeting with the Mayor and Councilman King regarding the proposed vacant building ordinance.
- ✓ Participated in a vehicle leasing meeting with the Director of Finance and the Chief.

Information Technology Report:

- Completed repairing Tabfusion Printing Issue
- Working with AMP on Switch and Phone System updates
- Took iPad for Repairs
- Working on Centric Proposal and with vendor
- Running cable at PD and installing software

Administration Report for Council –

- Attend HR Management Issues for Local Gov't seminar/conference.
- Attend DEMEC board meeting & holiday luncheon.
- Attend Southern Delaware Tourism luncheon.
- Process utility non-payment disconnects.
- Attend City Christmas party.
- Continue working on AMI deployment & attend training on uCentra system.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman King reported on Code and Parks and Recreation:

Code Department Report:

Building Official Mike Bailey reports that the Code Department is doing routine inspections for on-going projects, violation inspections throughout the City and performing plan reviews for new permits. The Code Department has issued 248 permits and 201 Rental Licenses as of December 10, 2018.

Large Project Status Updates:

- The Ross Station Event Center construction is progressing on schedule.
- Demolition of the McDonald's restaurant is scheduled to begin after the first of the year.
- Riverplace Phase 2 is on schedule.
- The new construction on the Chick-Fil-A is slated to start in early 2019. The old Wendy's restaurant building has been demolished.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed routine jobs of prepping fields for men's softball league, youth flag football and adult flag football, weekly trash pick-up, and removed the trash totes from Soroptimist Park. The Parks Department fixed/replaced "pink ladies" for High Street & Gateway Park, removed the High Street benches for repairs, power washing and staining and reconstructed part of the children's area at the Jay's Nest.

Parks and Recreation Departments assisted with the light pole and electricity for security cameras to be in place for the installation. The Recreation Department prepared for the upcoming basketball program with 114 youth registered to comprise a total of 14 teams: 4 teams ages 6-8, 4 teams ages 9-10 and 6 teams ages 11-13. The 4th week of Little Wrestlers was completed with a total of 42 children participating. The Caroling in the Park event was held on 11/26 and was very well attended with \$100 worth of bells sold to decorate the tree.

Katie attended the Seaford Tomorrow meeting held on 12/3 and is continuing to update job descriptions for final approvals.

Mayor Genshaw thanked the employees that helped put on the Christmas party this past Saturday. It was a well-attended event and everyone seemed to have a great time.

Mayor Genshaw asked for a motion to adjourn the Regular Meeting. Councilwoman Phillips-Lowe made a motion to close the Regular Meeting. Councilman Henderson seconded the motion; motion so passed with all voting in favor. Meeting was adjourned at 8:30 P.M.

Charles D. Anderson, City Manager

/tnt