

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

February 11, 2020

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilman Matt MacCoy, Councilman H. William Mulvaney, III, Councilman Orlando Holland, Councilman James King, City Manager, Charles Anderson. Director of Electric, Bill Bennett, Director of Economic Development and Community Relations, Trisha Newcomer, City Clerk, Tracy Torbert, Det. Cpl. Tyler Justice, and Police Chief, Marshall Craft Jr. were also present.

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

Mayor Genshaw solicited any changes to the agenda; there were none. He then called for a motion to approve the minutes of the Council Meeting on January 28<sup>th</sup>, 2020. Councilman Holland made a motion to approve the minutes from the January 28<sup>th</sup>, 2020 Council Meeting. Councilman King seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw invited Director of Electric, Bill Bennett, to introduce Mr. Jordan Marvel, who was recently hired as a Groundman in the Electric Department. Mr. Bennett noted that Mr. Marvel began his career in Electric department on January 27 and has had a very busy and productive first two weeks of work. Mr. Marvel shared that he graduated from Sussex Tech and then went on to complete an Associate's Degree in Production Agriculture at DelTech. He then decided he wanted to do something different, so he joined the City of Seaford Electric department.

**Correspondence:**

There was none, however Mayor Genshaw shared that himself and Councilman Henderson had the opportunity on the morning of February 11, 2020 to celebrate with George Farnell for his 90<sup>th</sup> birthday and recognize him for his involvement and success in our community.

**New Business**

Mayor Genshaw presented New Business Item #1: Chief of Police, Marshall Craft Jr., to present for approval a Memorandum of Understanding (MOU) with the State of Delaware Criminal Justice Information System (DELJIS) for use of portions of the City Police Department during emergency events that may occur at their 800 Silver Lake Blvd, Dover, DE location.

City Manager Anderson provided a brief background that Chief Craft has been working with DELJIS to create this MOU out of a continuity of operations plan that was prepared by DELJIS. Mr. Anderson shared that he reviewed the MOU with Chief Craft and it was also sent to the City Solicitor to make any necessary notes or changes. Mr. Anderson stated that there is no money changing hands which raises the issue of the MOU being legally binding but this is in line with how the City has completed previous MOUs with other agencies. He stated that the City Attorney did add an indemnification clause so that if anyone at DELJIS were to be injured at our facility the City would not be held liable.

Mayor Genshaw solicited any questions from Council. Councilman Henderson commented that should the MOU get approved he believes that it will provide the starting point for future cooperation between Chief Craft and the City of Seaford with other agencies and although we are not receiving any compensation from this MOU it provides us the opportunity to spread good will around the State. Mayor Genshaw agreed that this is in line with the City's goals of building relationships with other agencies.

With no further questions or comments, Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve a Memorandum of Understanding (MOU) with the State of Delaware Criminal Justice Information System (DELJIS) for use of portions of the City Police Department during emergency events that may occur at their 800 Silver Lake Blvd, Dover, DE location, as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2: Mrs. Maria Brooke with the Western Sussex Revitalization Corporation to present information related to the HGTV video application for Seaford.

Mrs. Brooke shared that she is part of a group of volunteers that make up the Western Sussex Revitalization Corporation. She shared that their mission is to revitalize Seaford and the surrounding areas in Western Sussex. She stated that HGTV is starting a new TV series titled "Home Town Takeover" and the Corporation felt that this was the perfect time to reach out and send in a video application on behalf of the City of Seaford.

Mrs. Brooke and Mayor Genshaw solicited any questions from Council in regards to the mission or the video application. Councilman Henderson asked Mrs. Brooke if she could expand on the process of the bid sent to HGTV. Mrs. Brooke stated that HGTV opened up the application process to the entire Country and she knows that a few other towns in our area have submitted applications as well. She stated that the application requirements were very general in what they were looking for from towns across the Country and that they would utilize the video submissions to choose towns to be included in the series. She stated that she believes Seaford has a lot of opportunities for revitalization and she tried to showcase all of those in her video submission. Mrs. Brooke then shared her video submission.

Mayor Genshaw thanked Mrs. Brooke for her hard work in creating and submitting the video application. He inquired when she thought she should hear back from HGTV in regards to the application process. Mrs. Brooke stated that she is unsure of the turnaround time, however, the video applications were to be submitted, in addition to at least 5 photos, by February 7, 2020. Mayor Genshaw thanked everybody who has been involved in this process and Councilman MacCoy for kickstarting Revitalize Seaford.

Mayor Genshaw presented New Business Item #3: Present for approval a request from Tracy Torbert, City Clerk, to set formal Real Estate Tax Appeals to City Council for April 14, 2020 from 7:00 p.m. until 8:00 p.m.

Ms. Torbert stated that she has been in contact with the City property tax consultant and they have agreed upon setting formal Real Estate Tax Appeals to City Council for April 14, 2020 from 7:00 p.m. to 8:00 p.m. She is seeking approval from City Council for this date so that she can provide advertisements to the public and notices to the property owners who have requested to be notified.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Holland made a motion to approve the request from Tracy Torbert, City Clerk, to set formal Real Estate Tax Appeals to City Council for April 14, 2020 from 7:00 p.m. until 8:00 p.m., as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: City Clerk, Tracy Torbert, to present information regarding Municipal Election to be held on April 18<sup>th</sup>, 2020 from 7:00 to 3:00 to include voter registration procedures, the use of new voting machines, and the training of election workers. She will also share a short video provided by the Department of Election.

Ms. Torbert shared a brief update of some of the things she has been working on in regards to the election. She shared that the position of Mayor and two Councilpersons is up for election and currently there are two candidates who have filed for Mayor and three candidates have filed for the two available Council seats. She shared that all candidates wanting to run for a seat must file for election by February 28, 2020 by 5:00 p.m. She shared the information required of a person to be eligible to vote. She then went on to share how an individual can register to vote and that registration must be completed prior to March 27, 2020 by 5:00 p.m. in order to vote in the upcoming election on April 18, 2020. She also shared the process of requesting and submitting an absentee ballot as well.

Ms. Torbert shared that Delaware Department of Elections began using the new ExpressVote XL voting machines on May 14, 2019 so this will be the first Municipal Election utilizing the new voting machines. She then shared the short video provided by the Department of Election showing how the new machines work. She did note that on the video they are utilizing an iPad to sign in voters, however, the City will still use the hardcopy paper books for sign in during the Municipal Election.

Ms. Torbert shared that due to having new voting machines, she has reached out to the Election board, that was previously appointed and approved by Mayor and Council, to attend an upcoming election worker training on February 26, 2020 through Delaware Department of Elections. She stated that this training session is specific for municipal elections and the new voting machines will be present for hands on training and questions. She shared that she has also been in contact with Department of Elections for public outreach sessions to complete demonstrations for residents on the new voting machines. She has secured a session at the Senior Center on March 10, 2020 during their birthday celebration luncheon. She stated that she has submitted requests for the Manor House, Seaford Library, and City Hall that have all been denied; with the upcoming school referendums in the area, the Department of Elections staff is very busy and does not have many time slots available, they also want to ensure that they are reaching a fair amount of individuals when bringing the machines out for demonstrations. They are hopeful that a lot of residents will already be exposed to the new voting machines with the school referendum on March 4, 2020. Ms.

Torbert stated that the video provided by Department of Elections about the new voting machines will be promoted through Social Media as well as on the City Hall Kiosk.

Mayor Genshaw solicited any questions or suggestions from Council. Councilman Henderson suggested looping the video on the actual election day on the City Hall Kiosk. Ms. Torbert responded that it has already been decided to do that for those that are in line waiting to vote. Councilman King requested clarification that the new voting machine process allows a voter to vote a second time if they are to make a mistake when voting and then after that second attempt, if they are to make a mistake, they are no longer able to cast a ballot. Ms. Torbert stated that is the State's practice with elections. City Manager Anderson stated that Ms. Torbert has been in contact with the Department of Elections in regards to the State's policy. He also stated that they will need to clarify the full process during the upcoming training session and inquire if municipalities have the ability to change that, if so desired. Mr. Anderson stated that it is probably best to mirror the State's policy but Mayor and City Council would need to vote on that, if the City chooses to and has the ability to go a different route. Councilman Henderson inquired about the previous City policy, if a voter was unable to operate the previous machine properly. Ms. Torbert clarified that the old machines did not have the option to cancel a vote once completed whereas this new machine does give that option. Mayor Genshaw stated that before the election there is a training class as well as a referendum which will allow Municipal election workers to see where the challenges may arise and work through those before election day. City Manager Anderson stated that once the training class is complete an update can be provided to City Council on the process and/or options that may or may not be available. Mr. Anderson also stated that in the past, election workers have done anything they can to assist voters if they are confused or unsure of what to do. Councilman Henderson inquired what happened in the past if an individual was unable to physically press the buttons to vote. Mr. Anderson, Mrs. Newcomer, and Ms. Torbert clarified that election workers can assist; however, the voter has to request assistance, and many voters with those barriers have somebody with them who can assist.

Mayor Genshaw solicited any additional questions. Councilman MacCoy inquired about the registration process. He requested clarification about how an individual should return the voter registration form that is available to them online. Ms. Torbert clarified that they can either mail it or email it, as well as place it in our drop box in the drive through; whichever is most convenient to them. Ms. Torbert shared that Director of Economic Development and Community Relations, Trisha Newcomer, created a handout that can be shared with the public that lists the various ways of registering to vote as well as the requirements to be eligible to vote including a map of City limits to verify whether a person is eligible to vote as a City resident. She stated that Police Chief Craft has new call center employees with the ability, in house, to have the information translated into Spanish and French Creole, so those will be available to the public as well. Ms. Torbert stated that they could be provided by request to candidates for when they are speaking to the public. Councilman Henderson inquired about the cost incurred. Ms. Torbert and Mr. Anderson clarified that the cost would be minimal as we would be utilizing City Hall resources for printing. Councilman King asked if this is something that is being asked for Council to approve or is it ready to be utilized. Mr. Anderson stated that Ms. Torbert and Mrs. Newcomer jointly created this as a resource for candidates and the public, to assist in improving the registration process. He also stated that they are open to any suggestions but are not requesting any approvals, just feedback. Mr.

Anderson clarified that if there is no objection from Council, these can be provided to candidates as well as the general public. Ms. Torbert and Mrs. Newcomer clarified that the translated versions will not be available until next week but the English versions can be available as early as February 12, 2020. Ms. Torbert stated that currently there are 1202 registered voters for municipal elections. She stated that it is important to ensure that everybody that wants to be registered is registered but it is also important to reach out and get those registered voters to come out and vote. Councilman Henderson inquired if the card could be provided in an electronic format so that it can be printed tri-fold and mailed by candidates. Ms. Torbert stated that it can also be shared on the City's Social Media. Mr. Anderson and Mrs. Newcomer clarified that the format could be changed but not the content. Mayor Genshaw stated that the decision needs to be made if there is going to be a cap placed on how many can be requested by each candidate in order to ensure that the printing costs and time involved doesn't get out of hand.

Councilman King inquired, that since the voting machines have a completely new process, if there is adequate staffing available on election day to assist those individuals that are coming to vote. Ms. Torbert responded that she believes there is adequate staffing for that day. She stated that there will be two voting machines, which is the same amount that is utilized during every municipal election. She also stated that City staff is not allowed to help with the machines, only the members of the election board. She also stated that staff from the department of elections will be present the morning of the municipal election so that any last-minute questions or concerns can be answered and/or resolved.

Mayor Genshaw solicited any additional questions; there were none.

Mayor Genshaw presented New Business Item #5: Presentation by Det. Cpl. Tyler Justice, School Resource Officer, regarding the SRO initiatives and goals with the Seaford School District.

Detective Justice stated that he holds the position of SRO for the Seaford School District, meaning that it is his responsibility to patrol all six schools in the district, including Blades Elementary. He stated that this is the first year that a City of Seaford officer has held this position, as previously it was fulfilled by the Delaware State Police. He also stated that his goal, as an SRO, is that relationships matter. Detective Justice provided a brief overview of his daily responsibilities and his job description as an SRO for the school district. He stated that as an SRO they utilize the NASRO Triad Concept to encompass their daily responsibilities, meaning that there are three parts encompassed: Law Enforcement Officer, Counselor/Mentor, and Educator. He shared some pictures of his office and that he started a program that he calls "the word of the week" where he posts an SAT word on his bulletin board and the first student that can provide a correct definition of the word and utilize it in a sentence receives a coupon for a free food item at a local establishment that he received when he reached out to local restaurants at the beginning of the school year. He stated that this program has really opened up some of the students to coming into his office and expanded his outreach in the schools, while building those relationships with the students. He then gave a brief overview of some of the projects and programs that he has been involved in since his position began in July 2019 to present. He finished his presentation by going over some of the programs that he wants to expand upon and some of the goals he has for

the remainder of the school year, and going into next year to continue to build those relationships with the Seaford school district students.

Mayor Genshaw solicited any questions from Council; there were none. Mayor Genshaw thanked Detective Justice for his time and the great work that he has done so far in his position as the SRO for the Seaford school district and buildings those relationships.

**OLD BUSINESS:**

There was none.

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

- SCAT – February 12, 2020 at the CHEER Center in Georgetown starting at 6:00 p.m.
- Special Economic Development Luncheon – February 13, 2020 at Heritage Shores starting at 12:00, noon.
- Volunteer Appreciation Luncheon, City Hall, February 21 12:00, noon.

**CITY OF SEAFORD**

**Municipal Election – April 18, 2020**

The City of Seaford Municipal Election will be held on Saturday, April 18, 2020 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) Mayor will be elected for a (2) year term

Two (2) Council Members will be elected for a (3) year term.

**All candidates must have filed by 5:00 p.m., E.S.T., February 28, 2020. 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 28, 2020 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident and US Citizen to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., March 27, 2020.** 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 18, 2019) 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.

**CANDIDATES FILED:**

Mayor David Genshaw has filed for re-election as Mayor

Councilman James King has filed for the position of Mayor

Councilman Dan Henderson has filed for re-election to Council

Mr. Alan Cranston has filed for the position of Council

Mr. Jose Santos has filed for the position of Council

**COMMITTEE REPORTS**

Councilman MacCoy reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Spent two days test pitting and locating water main in Ross Buss. Park ROW for GMB to survey
- Installed new one-way sign on opposite side of Pearl off High St.
- Replaced service valve at 614 Shipley St.
- Ordered \$7,000 worth of signs for sign replacement on east side.
- Replacing stop signs on east side.
- Spruce tower was placed on-line.
- Verizon installations on Lowes tower is ongoing with post installation inspections.
- Bobcat skid steer was in the shop for \$1,100 worth of repairs. Sensor went bad.

- Had outrigger cylinder rebuilt for 2008 JCB backhoe.
- Dulany lift station pump #2 was sent out for a rebuild costing \$3,400.
- Arbutus well pump has been ordered.
- Prepared clean-up week bid.
- Completed annual water reports for the State.
- Working on CIP, budget, and evaluations.
- Attended multiple meetings Sussex County Dart working group, Contract 3 preconstruction, Rt. 13 water main pre-bid, GMB and Sunrise motel owner to discuss possible water and sewer connections.
- Performed all routine tasks; swept, L & L, big piles, read meters, re-reads, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

#### WWTF & COMPOST

- Plant performance is good
- Replace BFP drum fabric
- We HAVE compost to sell
- Leachate treatment going well but less
- Septage is down
- No major equipment maintenance needed

#### Upcoming two weeks:

##### Public Works

- Work on replacing signs
- Get Arbutus well running
- Replace fire hydrants (ongoing)
- Continue all routine tasks

#### WWTF & COMPOST

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

Councilman Henderson reported on Fire, Police and EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Matt Read:

There is no report for this period.

Notes from SVFD Fire Chief John Wilson's report (content edited for style):

Alarms to Date (2/10/2020)

FIRE / RESCUE 85

EMS 385

#### Apparatus

Engine 872 is Out of Service, Mechanical Engine Issue at Chambers  
Ambulance B87 just returned to service from transmission leak, this unit was placed into 3rd rotations.

We have started an ambulance replacement fact finding committee for B87 for FY 2021  
New Engine 875 was placed into service on Saturday, February 8, 2020 at 1200 hours.

#### EMS

Job posting for (1) Emergency Medical Technician / Firefighter Position was sent out. EMT / FF Dale Brown put in his resignation.

#### Training

Wednesday, February 19, 2020; SCBA Refresher and Fit Testing  
West Seaford Elementary School

Attending along with Career Captain Hudson a table top with West Seaford Staff on emergency procedures on Tuesday, February 11, 2020 at 3:00pm

Captain / Lieutenant Appointments - Fire Chief Wilson made the following appointments:

Captain Benjamin O'Bier 87-20

Captain Logan Wolf 87-21

Captain Harry Mulrine 87-22

Captain Matt Read 87-23

Lieutenant Noah Guinta 87-25

Lieutenant Matt Payton 87-26

Lieutenant Scott O'Riley 87-27

Lieutenant MJ Butler 87-28

Lieutenant Jon Cartledge 87-29

Thank You - To all of the City of Seaford Mayor and Council, City Manager, and Police Chief for attending our annual banquet on February 1, 2020. We appreciate the support for our local government.

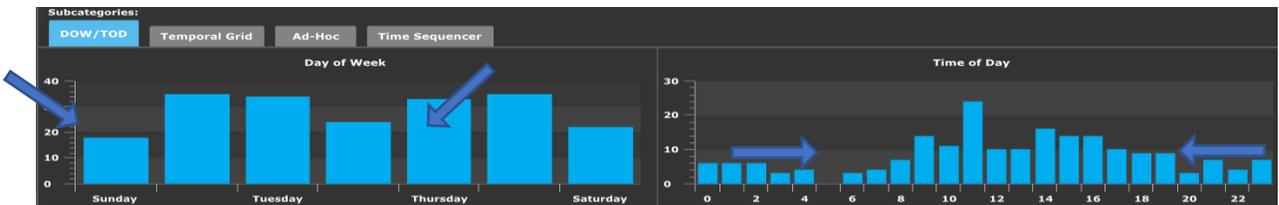
#### Seaford Police Department

Police Activity during period of Monday January 27, 2020 – Sunday February 09, 2020 as reported by Chief Marshall D. Craft, Jr. (content edited for style).

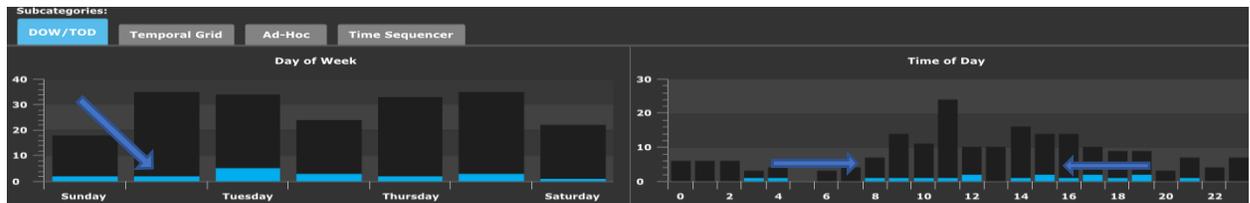
<b>INCIDENTS</b>	<b>2020 YTD</b>	<b>2019</b>	<b>2018</b>
All crimes	604	6,619	4918
Drug Crimes	23	249	390
Overdose	3	25	23
All Traffic (E-Tickets)	727	7,819	6387
All DUI	2	42	52
All Crashes	53	584	533
False Alarms	49	494	333

Criminal

- All complaints: 201 (32 defendants, 19 adult & 13 Juvenile, and 17 additional suspects)
  - Felony: 10
  - Misdemeanor: 34
  - Violations: 9
  - Civil: 1
  - Other: 147
- 91% Clearance Rate (overall)
- Monday and Friday from 0900-1900 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 18 **complaints** consisting of Assault, Burglary, Theft complaints; Prostitution, Rape and Weapons, excluding shoplifting: (50% clearance rate during this reporting period. Most occurred on Tuesday from 0800-1900.)



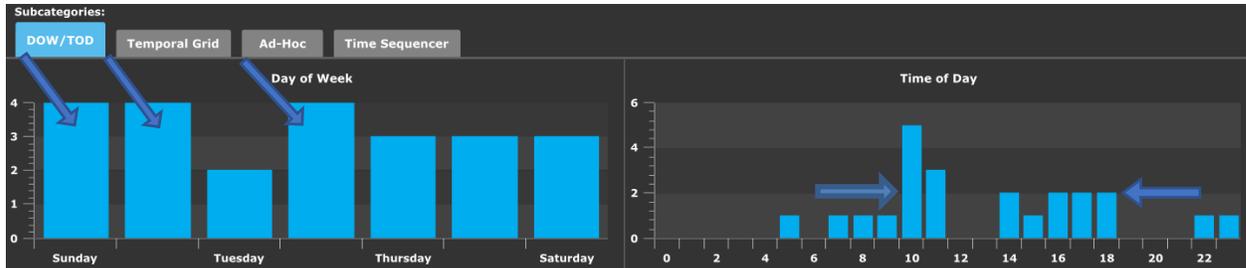
Drug Complaints:

- Drug Crimes: 12
  - Adult Arrest: 7
  - Juvenile Arrest: 0
  - Prosecution Declined: 5
- Search Warrants(s): 2
- Overdose: 1 (0 resulting in death)

Traffic

- Citations: 240 traffic stops resulting in 51 citations
  - 6 Reckless, Careless or Inattentive: (3 were accident related)
- DUI: 1 (0 accident related DUI's)
- Crashes: 23
  - Injury: 0
  - Non-Injury: 23
    - Hit & Run: 3

- DUI related crash: 0
- Sun, Mon and Wed from 1000-1800 Hours (See Crash chart below)



### Significant Events:

- On 2-2-20 a search warrant was executed on the Lucky Wellness Center, located on N. Cannon Street Seaford. The search warrant was part of a several month-long investigations of **Sexual Solicitation**. Undercover detectives were solicited for sexual acts in exchange for cash on two separate occasions. This resulted in the seizure of evidence, case and the identification and arrest of the masseuse who was offering sexual favors for cash. She was interviewed and subsequently arrest for sexual solicitation two counts and 2 counts of operating without a massage license. #71-20-938.
- On 2-4-20 Officers responded to Career Team which is located on East Stein Hwy Seaford, for a reported **Burglary**. SPD CI responded and processed the scene. Investigation revealed the unknown suspect stole 2 laptop computers and a television. Perimeter search of the scene revealed broken glass consistent with glass found at the Career Center. Video footage of the incident and the suspect from surrounding businesses surveillance cameras has been obtained. This is still an ongoing investigation; however, a suspect and suspect vehicle description has been established. #71-20-988
- On 2/5/20 SPD CI Investigated **2 burglaries** that had occurred at Seaford Meadows Apartment complex. Detectives' established a suspect (Dinzel Baynard) through a photo lineup, which resulted in Baynard's apprehension and arrest by SPD patrol. During an interview, Baynard confessed to the burglary crimes. Further investigation revealed that Baynard had also committed another Burglary in Laurel and the stolen property had been pawned at Seaford GameStop. #71-20-358.
- 02/08/20 SPD responded to NMH for an **Endangering the Welfare of a child** complaint. Upon arrival, officers discovered a 1 yoa victim tested positive for marijuana. SPD CI and DFS responded to assume the investigation. Further investigation resulted in a search warrant on Atlanta Road where the child resided with its father (Dylan Kensinger). Marijuana, paraphernalia and a handgun were all seized from the residence and Kensinger was arrested and released on an unsecured bond. #71-20-1126.
- 02/09/20 SPD responded to Comfort Inn for a reported **Overdose**. Subject was administered Naloxone by paramedics and transported to NMH. #71-20-1163.

### Admin

- 01/27- Director Meeting/Liaison Meeting - Chief
- 01/28-Council Meeting - Chief
- 01/28-Presentation on PowerDMS/LEFTA Systems (technology)-SPD Staff
- 01/29-Staff Meeting - D. Chief
- 01/30-Accreditation all day - SSgt. Sterner/Jake Morente (Homeland Security accreditation coordinator)
- 02/07-Oral Board interviews - Chief, D. Chief, City manager

### Training

- 01/29-SmartSimple (Grant Training) - Chief / Ms. Manso
- 01/29-Crises Response Training (Train the Trainer) - Lt. Little

### Event:

- 02/01 & 02-Polar Bear Plunge - SPD Members
- 02/05-Christmas Parade committee meeting - SSgt. Sterner
- 02/06- Coffee with a Cop - SPD Members
- 02/06-Riverfest meeting - SSgt. Sterner
- 02/07-Delmarva Night to Shine – Chief

Mayor Genshaw stated that an email was received from Paul Eichler, Chairman at Delaware Fire Sprinkler Coalition, in reference to the incentive that Council recently approved for residential property owners to install sprinkler systems, stating that other communities were looking at mirroring what Seaford has put into place. He thanked Fire Chief Wilson for allowing Council the opportunity to see the demonstration and put an incentive in place for residents to install fire sprinkler systems.

Councilman Mulvaney Reported on the Electric Department

Period ending 2/9/2020

Since the last report

### Crew

Collected pole data for the GIS system and renumbered poles.

Fixed all of the street lights in Williams Pond Park.

Blake did prep work for replacing the meters in Ross Substation.

Started cutting down trees at the softball field in Williams Pond Park.

Had a storm come through 2/7/20 causing numerous outages and tree damage.

### Director

Had my council liaison meeting.

Had a directors meeting.

Had a staff meeting.

Worked on FY21 budget.

Worked on annual employee evaluations.

Worked on my part of the planning meeting presentation.

Had a meeting about locations for entertainment for RiverFest.

Had a meeting with the County about Fiber.

Upcoming Weeks.

Replace the meters in Ross Substation.  
Continue changing the lights on Sussex Highway to LED.  
Continue remarking poles from the distribution circuit changes.  
Continue collecting the data for the GIS system.

Councilman Holland reported on Administration:

MEETINGS:

- Met regarding the proposed soccer league - 2020.
- Participated in a conference call with the Compensation Consultant.
- Made a safety inspection at the Recreation Department.
- Attended the Economic Development meeting
- Attended the Riverfest Meeting.

OTHER WORK:

- Prepared the City Council agenda.
- Worked on the 2020 Planning Session.
- Presented to two classes at Seaford High School – Affecting public change.
- Worked on evaluations.
- Participated in Police Interviews.
- Attended a meeting with the Beaver Damn Residents about Preservation Drive extension.

INFORMATION TECHNOLOGY REPORT:

- Sec. Cam. Project – Working with Advanced Security Solutions on Equipment Purchase
- Network Reconfigure Project –90% complete
- Added data back to PD server along with network drive mappings w/ permissions
- Budget work

ADMINISTRATION REPORT FOR COUNCIL:

- Attend conference call with the Compensation Study Consultant.
- Work on planning session presentation.
- 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 48 permits and 560 Rental Licenses as of February 10<sup>th</sup>, 2020. (Invoices have been mailed out for the rentals that did not apply for the license. There are 14 outstanding rental invoices.) (1,608 individual Units)

Large Project Statuses:

- Wawa – Site work started.
- Our Lady of Lourdes Church – insulation done, drywall going up.
- Herring Ridge – All buildings are up. Storm water almost complete.
- Melanies Ridge – Site work has started.
- Mearfield 2-Permits for two buildings issued.

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.

- Large fence repair at the Jay's Nest.
- Installed fencing at William's Pond Park (to stop vehicles from avoiding the speed bumps.)
- Completed all pictures for youth basketball.
- Reviewed league/rule changes for upcoming youth soccer program.
- Began playoff brackets for the youth basketball program.
- Submitted bids for both landscape areas and irrigation replacement at Kiwanis Park.
- Completed maintenance on the mowers for the upcoming season.
- Currently working with Bobby on the upcoming Soccer League (layout of the fields).
- Katie also attended various meetings and workshops.

Mayor Genshaw called for a motion to close the Regular Council Meeting and go into Executive Session to discuss personnel. Councilman Henderson made a motion to close the Regular Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 8:29 p.m.

Mayor Genshaw reopened the Regular Meeting at 9:39 p.m. and called for a motion to close the Regular Meeting. Councilman Henderson made a motion to close the Regular Meeting. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor. The Regular Meeting closed at 9:40 p.m.

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Charles D. Anderson, City Manager