

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

February 26, 2019

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilwoman Leanne Phillips-Lowe, Councilman H. William Mulvaney, III, Councilman Orlando Holland, Councilman James King, City Manager, Charles Anderson. Director of Finance, June Merritt, Deputy Chief, Michael Rapa, and Police Chief, Rob Kracyla were also present.

Councilwoman Phillips-Lowe offered the opening prayer and Mayor Genshaw led those present in the Pledge of Allegiance.

Mayor Genshaw solicited any changes to the agenda; there were none.

Mayor Genshaw noted that there would be an executive session held at the end of the meeting to discuss personnel.

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

New Business

Mayor Genshaw presented New Business Item #1: Present for approval four quotes from Slide Lok Inc., for flooring refurbishment at the Seaford Police Department totaling \$11,536.

City Manager, Charles Anderson, presented the information in the memo from June Merritt, Director of Finance, including a total of 4 quotes for refurbishment and repairs to the flooring in the west wing of the Police Department building. Mr. Anderson noted that the Chief has assigned a new Buildings and Grounds person in the department and that the City had budgeted to renovate the flooring in the first floor this budget year. He stated that during the transition to the new Buildings and Grounds maintenance personnel it was pointed out that it would be prudent to complete the flooring renovations in the whole area at one time rather than break it up over several occasions. Mr. Anderson noted that some of the existing vinyl flooring is peeling up and causing trip hazards in this area of the building, which is utilized on a daily basis.

Mr. Anderson noted in the Memo from Mrs. Merritt that the total cost for the renovations, which including the removal of the vinyl floor is \$11,536.00 and the budgeted amount for FY19 was \$6,328.00, leaving a funding short-fall of \$5,208. The recommendation to Council is to schedule the work and have the contractor complete the flooring in the entire west wing of the building, excluding the lobby, at one time and to utilize the General Fund Reserves – GMB Rent Reserves to fund the short-fall of \$5,208. A question was raised at a previous council meeting by Councilman King about the current balance in the GMB Rent Reserves fund, Mrs. Merritt noted in the memo

that as of February 20, 2019 there was a balance of \$124,618.03, with approximately \$20,000 already committed for the police department phone replacement and the RTU repairs.

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson commented that it is extraordinary that Slide-Lok held their floor renovation quote for over a year. Mr. Anderson also noted that the City has used Slide-Lok previously to complete renovations on several floors in City buildings and they are a reputable contractor.

With no other questions or comments Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the four quotes from Slide-Lok Inc., for flooring refurbishment at the Seaford Police Department totaling \$11,536 with \$6,328 provided by the FY19 budget funds and funding for the short-fall of \$5,208 coming from the GMB Rent Reserves as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #2: Present for approval quotes for financing the purchase of Electric Department Bucket Truck #19.

Charles Anderson noted that part of FY19 budget was to purchase and upfit bucket truck #19 for the electric department and the plan was to finance the purchase because of the large capital investment. Director of Finance, June Merritt did request quotes from seven local financial institutions and created a spreadsheet with the five quotes that were received. Mr. Anderson stated that the low quote came in from M&T Bank for a term of five years at a fixed rate of 3.6890%. The recommendation is to secure the fixed rate tax exempt municipal lease purchase agreement with M&T Bank.

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired if the replacement cycle for the bucket truck is 20 years or 25 years. Mr. Anderson responded that the replacement cycle is 20 years for bucket trucks.

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

With no other questions Mayor Genshaw called for a motion. Councilman King made a motion to approve the quote from M&T Bank to finance the purchase of the Electric Department's Bucket Service Truck #19 for the proposed interest rate of 3.689% for a term of five years, as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #3: Present for approval proposed changes to Section 25 – Assessor, Tax Assessment and Taxation, of the City of Seaford Charter.

Charles Anderson introduced Mr. Scott Wilcox, with Whiteford Taylor Preston who drafted the Charter changes and asked that he come forward to give some background information and any answer any questions the City Council may have. Mr. Anderson also stated that City Clerk, Tracy Torbert, who handles all of the City tax accounts worked directly with Mr. Wilcox on this Charter change proposal and can provide additional details.

Mr. Wilcox stated that he works with Mr. Dan Griffith the City Solicitor. Mr. Wilcox stated that he was previously in front of Council at the end of summer 2018 about the Sheriff's Sales and the tax collection work in the City of Seaford. He stated that after looking at the City Charter he noticed that the context was a little bit outdated about how the Sheriff's Sale process works, and while it didn't create a hinderance; it may have created confusion if somebody were to research what their rights might be as compared to the rights that are provided in the Delaware Code. As a result, Mr. Wilcox suggested to City Manager Anderson that Chapter 25 of the Charter be rewritten. Mr. Wilcox stated that he worked with Representative Short's office to put together the legislation for Chapter 25 of the City Charter and they posed two questions; first they inquired if there is still a Board of Revision and Appeals in the City of Seaford. Mr. Wilcox worked with Ms. Torbert and Mr. Anderson to ensure consistency from one Chapter to another throughout the Charter. Mr. Wilcox stated that there are no drastic changes suggested, he strictly changed a few terms and tried to make the Chapter more readable and up to date with the current processes and individuals involved in the decision making.

Mr. Anderson inquired if the most recent Council approved Charter change to Chapter 27 with the Hotel/Motel Tax would go through the Charter Change process through Legislative Hall at the same time as this change, if approved by Council tonight. Mr. Wilcox stated that once Council approves the changes, he then takes those changes to the Legislative Aid who will draft it into the proper form to take before the Legislature. The Charter change proposed for Chapter 27 was drafted up but the Legislature was going out of session so that change has not gone any further yet. He also stated that if Chapter 25 is approved by Council he will then take these changes to the Legislative Aid and have both Charter Changes drafted into one bill to take before the Legislature through one Charter change rather than two, he stated that they will be going back in session in March.

Councilman Henderson inquired that if there are any additional changes during the drafting process through the Legislative Aid if Council will be notified before taking the Bill before the Legislature as they have approved it as currently written. Mr. Wilcox responded that he would be happy to forward any documentation requested by City Council. Mr. Wilcox suggested that once the information is written into the proper Bill form that would be taken in front of the Legislature, he could send that back to City officials for review and if there are any changes, they would more than likely be a clerical change and not a change of language. Mr. Wilcox also stated that if the Legislature suggested an amendment to the Bill that he would also be notified and involved in making that amendment. Mr. Wilcox stated that he also tracks the Bill through the entire Legislative process online once it is drafted and he will share that information with City officials as well.

Councilman Henderson inquired about the length of the Legislative process with a Charter change. Mr. Wilcox stated that it should not become a long process as it is pretty standard. Mr. Anderson stated that Mayor Genshaw has been in touch with Representatives Short and Senator Richardson and their suggestion was to take the Bill through the House of Representatives first then follow with the Senate. Mr. Anderson requested that Mr. Wilcox share the final Bill form that will go through the Legislative process with City Council and Mayor. Mr. Wilcox stated that by

circulating the introduced version of the Bill with City officials it will also include the House Bill number which could then be used to track the Bill online through the entire Legislative process.

With no other questions Mayor Genshaw called for a motion. Councilwoman Phillips-Lowe made a motion to approve proposed changes to Section 25 – Assessor, Tax Assessment and Taxation, of the City of Seaford Charter, as presented. Councilman Mulvaney seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #4: Present for approval a proposed change to the Seaford Police Department General Orders Manual (GOM) Section 2/560 Public Information Officer.

Charles Anderson asked Police Chief Kracyla to come forward and explain the proposed change to the GOM. Chief Kracyla explained that the changes to the GOM are in Section 2/560.05 under Organization and the responsibilities of the Public Information Officer. Chief Kracyla stated that the only change that was made was a wording change in the last bulleted item: Assisting during crisis situations or during the execution of unusual occurrence plans. Chief Kracyla went on to explain that the reasoning behind the wording change was to clarify that there would not be someone on standby receiving standby pay but instead they would incur flex time if called to duty to assist during crisis situations or during the execution of unusual plans.

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

Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the proposed change to the Seaford Police Department General Orders Manual (GOM) Section 2/560 Public Information Officer, as presented. Councilman Holland seconded the motion; motion so passed with all voting in favor.

Mayor Genshaw presented New Business Item #5: Present for approval documents required for the City to enter into an Open-End Equity Lease with Enterprise Fleet Management for five leased vehicles for the Police Department.

Charles Anderson introduced Mr. Matt Hartwell with Enterprise Fleet Management and asked him to come forward to present the information. Mr. Anderson noted that Mr. Hartwell and his team recently attended another Council meeting and presented an overview of the services they could provide as well as a fleet analysis that he has worked on with Chief Kracyla and the Police Department staff in relation to vehicles in the Police Department and the related costs. Today Mr. Hartwell has returned with lease agreement documents for five initial vehicles as a proposal for Council.

Mr. Hartwell explained that there is a total of five vehicles in the lease agreement documents; 4 Chevy Tahoe's and 1 Chevy Silverado 1500. The lease proposal is for a four-year term in the equity lease program; the price tag on the Tahoe is \$43,888.88 with a monthly payment of \$967.37 and the Silverado is \$36,063.55 with a monthly payment of \$775.34. The purpose of this program is to ensure that the fleet at the Police Department is working to full standards efficiently, safely,

and minimizing maintenance costs while ensuring that the needs of the department are met utilizing the cash on hand. Mr. Anderson noted that the lease documentation and costs provided by Enterprise Fleet Management includes financing for the after-market fit-up for the Police Department requirements; \$6,772.13 for each Tahoe and \$5,026.05 for the Silverado. Mr. Anderson also noted that some of the equipment from existing vehicles will be moved and reused so there will be a period of time for transitions from the current fleet to these new vehicles.

Councilman King stated that during the budget meeting there was some discussion about changing the color scheme of the new vehicles and he inquired if that final decision had been made and if it is included in the current lease documents. Mr. Hartwell stated that the color would not affect the price as long as the manufacturer can produce the requested color, unless requesting a custom color which could add more to the price. Councilman Henderson inquired if changing the color could affect the resale value of the vehicle at the end of the lease option. Mr. Hartwell explained that yes it could affect resale as typically white and silver are the top colors in resale value and any other could lower that value slightly, in his professional opinion maybe \$500 cost to the equity in the vehicle. Mayor Genshaw verified with Chief Kracyla and Deputy Chief Rapa that they are still working through the color scheme and have not come to a final decision yet.

Mr. Anderson stated that once this lease proposal is put into effect and the vehicles are ordered there would be an approximate 6-month wait period until the first vehicle is delivered. Mr. Hartwell confirmed this information taking into consideration the manufacturer's build time, up-fitting the vehicle, and having it delivered ready for patrol. Mr. Anderson also confirmed with Mr. Hartwell that the lease payments do not begin until the vehicle is received and put on patrol. Mr. Anderson suggested that the vehicle orders not be placed for a few weeks to allow the Police Department to finalize the color scheme and have it approved by Council. Mr. Hartwell stated that the color scheme needs to be part of the original manufacturer order as the manufacturer will not hold the build time until color is confirmed.

Councilman Henderson requested that Mr. Anderson go into detail about the turn over and change over of vehicles as well as the logistics in accepting these new vehicles through the Police Department. Mr. Anderson stated that Sergeant Sterner has mentioned that only two vehicles could be received at one time so the five vehicles would need to be staggered over the next budget year rather than all five being delivered at one time. Mr. Anderson stated that the need to stagger these deliveries is because as new ones come in others would need to come out of service to transfer some of the old equipment that is being reused into the new vehicles. Mr. Anderson also noted that the Police Department is down a few vehicles currently so the vehicles are in high demand when they come in off duty. Chief Kracyla further explained the rotation of vehicles through the Police Department; they have come to a conclusion to trickle down the vehicles from patrol to administration and then out of service in order to get the oldest, least efficient vehicles out of commission in turn lessening the overall age of the entire fleet and hopefully lessen the operating and maintenance costs of the fleet. Mr. Hartwell stated that the average age of the fleet is 5.7 years with the oldest being 12 years old. Mr. Anderson noted that the overall reason behind the four-year lease program is to lower the age of the fleet and hopefully lower the maintenance costs associated with the fleet as well.

Mr. Anderson noted that Director of Finance, June Merritt completed a cost comparison of financing through Enterprise vs. the City obtaining a loan to purchase the exact same five vehicles in the first year. The total price of purchasing the vehicles and financing them, assuming a 4-year loan at 4% interest rate resulted in a total cash outlay of \$230,543.75; the total price of the four-year lease program through Enterprise Fleet Management is \$231,051.36; the difference is \$507.61 for the five vehicles. Mr. Anderson stated that it breaks down to approximately \$100 per vehicle and for that cost, Enterprise will be managing the fleet for the Police Department as well as allowing the equity lease option with their buying power. Mr. Hartwell stated that this lease option is strictly for these five vehicles and we are not tied into a contract to continue with this option each year; it would be the job of Enterprise Fleet Management to continue to prove their wealth and build a relationship with the City. Mr. Hartwell believes that the benefits Enterprise Fleet Management can offer will show in administrative time as well as maintenance costs. Mr. Anderson stated that currently the City budgets to purchase two new vehicles, total of \$60,000, each budget year while also utilizing a grant from Sussex County of \$25,000, however because of the increased price of vehicles over the past few years only one vehicle was able to be purchased for the FY19 budget year. Mr. Hartwell confirmed that Ford has phased out the Taurus and the price tag on the Explorer has gone up by about \$7,000.

Councilman King requested further explanation on the difference between the current maintenance of the fleet through the City and what Enterprise Fleet Management can provide. Mr. Anderson stated that currently the vehicles that are purchased have a 3-year 36,000-mile warranty so we take advantage of that and maintenance work is performed through the local dealership, however once a vehicle is pushed more than a year past its warranty timeframe the maintenance costs and upkeep of the vehicle becomes more and more expensive. Mr. Hartwell explained that the lease program through Enterprise Fleet Management does not change service and maintenance; the City is still able to choose where we take the vehicle for regular maintenance, however Enterprise becomes the go-between to ensure that costs incurred are approved and through a local vendor. Mr. Hartwell noted that their team is currently managing a fleet of over 2 million and ensuring that their Fleet Management customers are paying for what they should pay for. Mr. Hartwell also noted that all tracking of maintenance is automated from the approved vendor to Enterprise Fleet Management which would then be used to make recommendations. Chief Kracyla interjected and notified Council that as of January, the Department has already surpassed their budgeted allotment for maintenance and upkeep of the fleet for FY19. Councilman Henderson inquired how the mileage and data gets logged in order for Enterprise Fleet Management to track and automate maintenance. Mr. Hartwell responded that a telematics solution can be added onto the vehicles to provide this information, however that option would incur an additional cost. Mr. Hartwell further explained that all fueling and maintenance transactions will be tracked and entered into the portal through automation. Mr. Anderson stated that the City is currently using Fuelman as the fuel provider for City vehicles but in addition to transitioning to this lease program would be migrating to utilizing WEX as the fuel provider.

Councilman Holland inquired about average MPG on the new Chevy Tahoe's. Mr. Hartwell stated that he would not be able to effectively estimate that through this application as it could change drastically depending on the use of the vehicle, especially the number of idling hours. Councilman Mulvaney inquired if the vehicles would be equipped with something similar to a HUM device from

Verizon like he has in his personal vehicle to track the MPG and idling hours. Mr. Hartwell responded that Enterprise Fleet Management partners with a GPS tracking device called Geotab that tracks all of that information for their fleets and he stated that this information will also be tracked through WEX as well. He further explained that when a fueling transaction is completed the individual would need to enter their ID code for security purposes as well as their odometer to track that information.

Councilman King inquired if this lease program is similar to a personal lease program where there is an additional fee or overcharge for going over preset mileage amount for the lease. Mr. Hartwell confirmed that this program is an equity lease program or a partial finance and there is no preset mileage amount for the life of the lease, however the mileage amount will be taken into account when the equity of the vehicle is looked at.

Councilman Mulvaney inquired about what Ford changed about the Explorer to raise the price \$7,000. Mr. Hartwell explained that they input a standard eco-boost hybrid engine as well as a number of other safety features.

Councilman Henderson inquired if Council should go through with the motion or if it should be tabled until the logistics and color scheme have been finalized. Mr. Anderson noted that the motion would authorize him to execute the lease agreement documents with Enterprise Fleet Management. Mr. Anderson suggested that City Council work with Enterprise and the Police Department and get the color scheme finalized as well as if there is any cost increase with the change of the color. Mr. Anderson also suggested that the delivery schedule be worked out as well in advance of executing the documents. Mayor Genshaw clarified that the motion from tonight's meeting would give Mr. Anderson the approvals to move forward once all of the logistics are finalized. Mr. Anderson also noted that the color scheme, once finalized, would come to Council for approval so if there is a cost associated with the color change, Council would be notified at that time. Mr. Hartwell assured Council that he does not envision the price changing based on a color scheme change.

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

Mayor Genshaw called for a motion. Councilman Henderson made a motion to authorize the City Manager to execute the documents required for the City to enter into an Open-End Equity Lease with Enterprise Fleet Management for five leased vehicles for the Police Department, as presented. Councilman King seconded the motion; motion so passed with all voting in favor.

OLD BUSINESS: None

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- SCAT Meeting, Laurel Fire Hall, 6:00 p.m. March 6th.
- SCAT Steering Committee Meeting, March 8, Arena's at the Airport, Georgetown, 9:00 a.m.

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.

CANDIDATES FILED AS OF 2/22/19

Matthew MacCoy has filed for City Council
Jose Santos has filed for City Council

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Rick Stewart:

A city inspection under the Rental License Program is being scheduled for the rental house the Department owns on Atlanta Road.

There will be a meeting between officers of the East New Market Fire Department and the Seaford Volunteer Fire Department to finalize the sale of Engine 87-5 on March 5, 2019.

The Department has gained one new Associate Member. Matt McDorman has experience in commercial hard hat diving, and he is a certified EMT.

The Department hosted the Delaware State Police on February 20, 2019 for their Year in Review.

The DSP presented data and statistics regarding their activities in the unincorporated areas around Seaford.

Report from Chief John Wilson:

To date in 2019 there have been 532 EMT calls for service and 96 fire alarms. Since the last report there has been 1 working fire which occurred on the 200 block of North Market Street.

Ambulance C-87 is on loan to Blades Volunteer Fire Company due to a shortage of serviceable units at their Company.

The search for additional fire fighters has an increased urgency due to the loss of a fire fighter to the Salisbury Fire Department.

On February 21, 2019 the Department hosted Girl Scout Troop 1321 for a tour of the facility and equipment.

Members of the Department are participating in the Read Across America program at our district elementary schools.

On February 13, 2019 members attended a "tabletop" session at West Seaford Elementary School. This session is in conjunction with ALICE (alert, lockdown, inform, counter and evacuate) It is a training program custom tailored to various organizations designed to train attendees on the recognition of and response to human caused emergencies including violent crimes. Training is also scheduled at Central Elementary School on February 27, 2019.

The sale of Engine 87-3 has been approved by the membership of Park County Rural Fire District #1. They are awaiting receipt of funds from the State of Montana to finalize the sale. Bid Specifications have been finalized for a new Pumper. The deadline to submit a proposal is 5:00 PM local time March 22, 2019.

Training:

February 20, 2019 – In lieu of training at the new site of Sussex County Paramedics (former Pet Emporium) on Route 13 the Department trained on SCBA (self-contained breathing apparatus), Rapid Intervention Kits, and Compressed Breathing Air Bottles.

March 6 – There will be a training session on Lifting Bags.

Seaford Police Department

Police Activity during period of February 12 through February 25, 2019 as reported by Chief Robert Kracyla:

Criminal

Officers called to a domestic dispute on February 16, 2019, at Seaford Meadows. The suspect, Bruce Waples, was intoxicated and left in a vehicle. Pfc. Jones was able to stop Waples' vehicle on Chandler Street. Subsequent investigation confirmed that Waples was DUI. He was transported to Seaford PD, where a blood search warrant was obtained. Waples resisted being transported to Nanticoke Memorial Hospital for the blood draw, and Taser was necessary for compliance. After the blood draw, he was committed to Sussex Correctional Institute.

On February 19, 2019, officers from the Seaford Police Department were dispatched to Grotto's Pizza for a report of patrons leaving the restaurant without paying their bill. It was also reported that the male patron slapped a waitress on her buttocks while leaving the restaurant. Responding officers were able to locate the female defendant, Summer Bueso-Shinn and take her into custody, however the male subject fled to a nearby hotel. The male defendant was identified as Schuyler Sutton. He was eventually able to be tracked to a specific hotel room at the Days Inn also located on Sussex Highway after additional reports were made to Seaford Police Department than an individual matching Suttons description was walking the hallways at the Days Inn armed with a hunting style bow and arrow. Officers were able to make contact Sutton at his hotel room, however he refused to come out. During this time, it was discovered that Sutton had an active warrant for his arrest from Montgomery County Maryland for Burglary in the First Degree. After several hours of negotiating with Sutton, he eventually surrendered and was taken into custody without any further incident. Bueso-Shinn was released on an unsecured bail pending a future court appearance. Sutton was issued an unsecured bail for his new criminal charges, however committed to the Department of Corrections without bail pending extradition for the Maryland warrant.

On February 21, 2019, officers responded to a residence in the 300 Block of North Pine Street for a 911 disconnect. Arriving officers discovered that a domestic argument had taken place between two family members. One of the family members, identified as Djemsley Florestal, was found to

have been in possession of a bag that was discarded inside of an outside trash can. When officers located this bag, they discovered two revolver handguns, one semi-automatic handgun, a large fixed blade knife and a large amount of ammunition for the handguns. Officers also discovered that Florestal is a person prohibited from possessing and type of firearms or deadly weapons due to previous criminal convictions. Florestal was committed to the Department of Corrections in lieu of \$75,100.00 cash only bail. Florestal was also found to have several capias issues for his arrest from the Sussex County Court of Common Pleas and Sussex County Superior Court.

Admin

February 12, 2019 –

Chief attended Delaware Police Chiefs' meeting in Dover.

February 13, 2019 –

Chief spoke at the City Safety Meeting about Active Shooter scenarios.

Chief attended meeting on Youth Police Academy.

Chief attended training on Crime View, a statistical program that tracks crime.

February 18, 2019 –

Chief met with Lynn Parks regarding a story about his tenure here.

February 21, 2019 –

Chief met with Police Chaplains Larry Davis and Jimmy Hoppa.

February 22, 2019 –

Chief, Deputy Chief and Pfc. Wyatt attended the City Planning Session.

Notable-

On February 12, 2019, PFC Justice took it upon himself to have lunch with the Central Elementary kids and answered many questions that they had.

Between February 1-15, 2019, A/Sgt Scott has worked several overtime assignments and accumulated 14 citations/4 warnings/1 parking summons/and 1 29P local fugitive.

Training

Attorney Laura Weingst came and gave training on Officers' Bill of Rights.

Lethality Assessment Protocol training is being held this week.

Councilwoman Phillips-Lowe reported on Public Works & WWTF

PUBLIC WORKS:

- AMI water meter deployment is from March 4 –21
- Continued assisting with AMI meter locations and installations
- Continued working with installer every day in assessing meters to exchange
- Ross Station parking lot project ready for pavement once weather cooperates
- Installed handicap symbols at Mt. Olivet church parking lot

- Performed equipment maintenance
- Responded to many routine water and sewer service calls
- Continued working on planning session materials, budget, evaluations, easements, projects, and more
- Attended multiple meetings and Planning Session
- I am still working on easement acquisitions for Rt. 13 and Middleford Rd. projects
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc.

WWTF & COMPOST

- Plant performance is good
- We do have compost to sell
- Received regular Proximity waste
- Leachate treatment going well
- No major maintenance issues to report

Councilman Henderson interjected to amend his remarks. He mentioned that this is Chief Kracyla's last meeting and he wanted to extend his thanks to the Chief for his service to the City and advancing the department forward in his time with the City. He also wanted to wish the Chief well in Middletown.

Councilman Mulvaney Reported on the Electric Department

Crew

Continued renumbering the poles for the circuit changes.

Blake worked on the annual federal EIA-861 report.

Greg Brooke, Nick Moore and Nick Smart took some of their lineman test.

Continued demolition of the old Pine St substation.

Changed a bad pole mount transformer at 1219 Middleford road, only 1 customer out of power.

Had the all employee safety meeting.

Worked on new circuit 330.

Nick Moore went with Luke from parks & rec to take his driving test.

Energized the transformer at the old Allen Harim Office building,

Director

Had the bi-weekly conference call for AMI.

Worked on the FY20 budget & 3-year CIP.

Finished the employee annual evaluations.

Attended the all employee safety meeting.

Worked on my presentation for the planning meeting.

Met with a contractor in Ross Business Park.

Attended the planning meeting.

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.
Pull in the wire on the last two segments of SVSC.
Install the new tennis court lights and timers.

Councilman Holland reported on Administration.

MEETINGS:

- Attended the Unified Seaford Prayer Breakfast.
- Attended the safety meeting at the Utility Building.
- Attended the MPO meeting in Salisbury.
- Attended the Planning Session.
- Attended the 11th design meeting with the County of the Unified Sewer District project.
- Attended the Electric Committee meeting.
- Attended the DEMEC Executive and Board meetings.

OTHER WORK:

- Prepared the Council agenda.
- Worked on evaluations.
- Reviewed the leasing information for new cars at the PD.

Information Technology Report:

- Working on Budget Project
- Attended Planning Session
- Working on cleanup of Fiber networking
- Setting up two pc's for PD
- Safety Meeting

Administration Report for Council –

- Continue working on AMI deployment.
- Preparing for FY 2020 Budget.
- Attend DEMEC Board meeting
- Attend Planning Session
- Attend meeting with Adkins Management regarding Hooper's Landing.
- 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 35 permits and 290 Rental Licenses as of February 25, 2019.

Large Project Statuses:

The Ross Station Event Center - Parking lot has started.

McDonalds – Site work underway. Tentative opening date of Memorial Day weekend.

Riverplace Phase 2 – The footers are done. Block work for stair towers has started.

Chick-Fil-A – Permit issued and, work to begin in March.

Family Dollar – Permit to rebuild has been issued.

Planet Fitness – Permit has been issued.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has continued tree trimmings on Nylon Blvd and Williams Pond.

Parks & Recreation repaired the monkey bars at the Jay's Nest. They also finished the High St. benches and, will begin to install next week.

The maintenance on all mowers and equipment has been done in preparation for spring season.

Youth basketball playoffs & finals are the week of 2/18 – 2/25.

Rec. Department met with Carlos Fernandez regarding bring more Hispanic events into our community.

Katie met with GMB to discuss future storm water management down High St. through CBT grant.

Prep for Men's Slow Pitch & Men's Flag & potentially a Co-Ed Softball Spring Leagues.

Katie also attended various meetings, workshops and, planning and prepping for the FY2020 budget.

Mayor Genshaw extended his thanks to Chief Kracyla from everybody in the City during his tenure here. Mayor Genshaw mentioned that when the Chief came on board there were some clear directives that were laid out that we wanted the Chief to tackle and he succeeded in completing those in addition to much more for the benefit of the City and its residents. Mayor Genshaw closed by wishing Chief Kracyla the very best through his transition to Middletown Police Department.

Mayor Genshaw called for a motion to close the Regular Council Meeting and go into Executive Session to discuss personnel. Councilwoman Phillips-Lowe made a motion to close the regular Council Meeting. Council King seconded the motion; the motion so passed with all present voting in favor. The Regular Meeting was closed at 8:03 p.m.

Mayor Genshaw reopened the regular Council Meeting at 9:00 P.M.

Councilman Mulvaney 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 9:01 P.M.

Charles D. Anderson, City Manager

/JJ