

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

March 10, 2020

6:30 P.M.

Mayor David Genshaw called the Regular Meeting to order at 6:28 p.m. with the following present: Councilman Matt MacCoy, Councilman H. William Mulvaney, III, Councilman Orlando Holland, Councilman James King.

Mayor Genshaw called for a motion to close the Regular Council Meeting and go into Executive Session to discuss personnel. Councilman Mulvaney made a motion to close the Regular Meeting. Councilman Holland seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 6:29 p.m.

Mayor Genshaw reopened the Regular Meeting at 7:00 p.m, with the following present: Councilman Matt MacCoy, Councilman H. William Mulvaney, III, Councilman Orlando Holland, Councilman James King, City Manager, Charles Anderson. Director of Public Works, Berley Mears, Fire Chief, John Wilson, Director of Finance and HR, June Merritt, HR Coordinator, Annette Cole, Fire Chief, John Wilson, and Police Chief, Marshall Craft Jr. were also present.

Mayor Genshaw offered the opening prayer and then 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 February 25th, 2020. Councilman Holland made a motion to approve the minutes from the February 25th, 2020 Council Meeting. Councilman King seconded the motion; the motion so passed with all present voting in favor.

Correspondence:

There was none.

New Business

Mayor Genshaw presented New Business Item #1: Mr. Charles Kistler, Executive Director of the HELP Initiative, Inc. to discuss the Seaford Home Energy Checkup & Counseling (HEC2) Campaign proposed to start in March and request the City's assistance with workshop awareness and use of portions of the City Hall lobby to promote the campaign to area residents.

Mr. Kistler came forward and discussed some highlights from their upcoming Home Energy Checkup and Counseling Campaign. He stated that they have some grant money that needs to be utilized by the end of June and they chose to come back to Seaford and expand on their previous campaign; the Lights on Seaford Strong program. He further explained that Lights on Seaford Strong focused on public safety and energy efficiency on the exterior of homes while this campaign will focus on the interior of those same homes and making them more energy efficient. He stated that during Lights on Seaford Strong they installed security lighting at 444 homes and saved 27,000+ watts of energy as a result. He also stated that they are working with Police Chief Craft at mapping the reduction in crime in the targeted area, since the Lights on Seaford Strong campaign.

He further explained that this Home Energy Checkup and Counseling Campaign is comprised of four items: public outreach events (present-end of June), pop-ups and lobby presence at City Hall, public workshops, and home energy check-ups. He further explained the process and goals of the home energy check-ups that they hope to perform at the 444 homes that they have previously visited. He also mentioned that the HELP Initiative, Inc. is part of the virtual platform UniteDelaware which allows the individuals to be uploaded into the platform and be provided with resources to help with a multitude of things.

Mayor Genshaw asked for clarification that the HELP Initiative is targeting the same area where the Lights On Campaign was completed. Mr. Kistler clarified that they are targeting the same area, because there is already a trust and recognition built with those clients.

Councilman King inquired if this campaign is going to piggyback on the Lights On campaign and mirror the same area of focus. Mr. Kistler clarified that the 444 homes that were previously visited will get a door hanger to schedule a Home Energy Checkup, however the lobby presence, pop-ups, public outreach, and workshops will be for the public.

Mr. Kistler also stated that Nanticoke Memorial/PRMC is on board with their program and are going to supply a letter of support for the HELP Initiative to apply for a grant from Healthy Communities in order to complete healthy home assessments in people's homes as well.

Mayor Genshaw solicited any additional questions from Council. Councilman Mulvaney inquired if the home assessments will include the information that was supplied before about steps that people can take to make their homes more energy efficient. Mr. Kistler stated that the funding for the home energy checkup program comes from Energize Delaware (the same funding source for the exterior lights) and the funding for the healthy home assessments is going to come from health care providers. Mr. Kistler stated that Mrs. Angie Bivens will create marketing materials that they will then utilize to market this program; he mentioned that the biggest problem they run across is that the public doesn't know that these programs and initiatives exist so they are focusing on marketing thoroughly and creating community engagement and awareness. Mr. Kistler and his associates also pointed out that these programs incur no cost to the consumer or the City, it is all funded through grants.

Councilman MacCoy commented about community outreach and that Mr. Kistler and the HELP Initiative may want to look at having a vendor table at Riverfest in July. Mayor Genshaw commented that this current program has to be completed before end of June. Mr. Kistler mentioned that they are pushing for results because it is the results that keep the program running.

Councilman King inquired if the door hangers and other information will be translated into other languages. Mr. Kistler confirmed that they have 3 versions: English, Spanish, and Haitian Creole. He also confirmed with Mr. Stafford that of 9 staff for this campaign, 4 are bilingual.

With no further questions, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the request of Mr. Charles Kistler, Executive Director of the HELP Initiative, Inc. to provide assistance with workshop awareness and use of portions of the City Hall lobby to

promote to area residents the Seaford Home Energy Checkup & Counseling (HEC2) Campaign, as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2: Dr. Paula Singer, Vice President with Segal to present the report of findings and recommendations related to the compensation study for the City of Seaford.

Paula Singer stated that Segal began their work on the City of Seaford salary study in October 2019 and they have now completed their findings and are ready to present recommendations to Mayor and Council. Dr. Singer explained the process that Segal used to collect data and then shared the recommendations that they composed from that collected data.

City Manager Anderson then shared that HR Coordinator, Annette Cole, and Director of Finance and HR, June Merritt, utilized the recommendations from Segal to look deeper and complete an individual employee analysis to then provide the City's recommendations for implementation. Mr. Anderson then reviewed and shared their recommendations and the thought process behind those recommendations. Mayor Genshaw clarified that the recommendation is to employ all of HR's recommendations. City Manager Anderson clarified that there are five motions associated and they are outlined to approve each section of the recommendations. He further stated that the first motion is to accept the compensation study and findings from Segal; the second motion is to adopt the new pay plan and associated grades and ranges which is a 2% pay plan adjustment as a non-budgeted expenditure, effective April 1, 2020; the third motion is to lift all general employee incumbents who are below the minimum pay range; the fourth motion is in regards to those employees that are below 85% market median and have more than 5 years in their position with the City; and the last motion is in regards to how this plan effects the police department.

Mayor Genshaw solicited any questions from Council. Councilman King inquired about the difference in recommendations from Segal and City HR personnel. City Manager Anderson responded that the study and recommendations from Segal were from a high level overview of the business structure with no regard to how long a person has held their position, whereas the recommendations from City HR personnel is the result of a more refined analysis with additional parameters or rules, especially in regards to tenure. Councilman King asked for more clarification of where the difference in cost is in regards to the different recommendations from either party and what departments or employees that affected. City Manager Anderson shared that that the biggest differences came from new employees, he stated that if an employee has held their position for less than 5 years then the 85% market adjustment did not apply to those employees in the City recommendations whereas the recommendations from Segal included that adjustment for all employees. He also shared that Dr. Singer's recommendations included a lot of grade changes, especially in the electrical department, where they were all being raised by two pay grades.

Councilman MacCoy inquired that with the portion that is based on years of service being 5 years or more once an individual reaches that 5-year mark would the market adjustment automatically apply to them. City Manager Anderson stated that the plan is to internally look at this adjustment again next budget year, because there are people that within the next few months will be at the 5-

year mark and the information that was provided by Segal can be used to make a recommendation for those individuals that are hitting that tenure based on their performance and how they have progressed in their position.

Councilman King inquired with the raise of minimum wage for new City employees going to \$11.25 per hour if there is going to be a big enough gap in pay that new employees coming in will not be hired in at close pay range to someone that has tenure with the City. Dr. Singer stated that is why they discussed the pay grade separations and looking at the merit adjustments. City Manager Anderson stated that the issue really lies mainly with hiring seasonal employees and bringing them up to that minimum and looking at individuals in those same departments at entry level positions and while difficult they did try to address those issues with these pay adjustments but also the biggest difference between seasonal and full time employees is the benefit package offered to full-time employees. He stated that those issues would need to be looked at on a case by case basis and would be dependent on budget allowances in addition to job performance. City Manager Anderson further explained that while the City has acquired one high performing seasonal employee for the Parks Department, even with ads out we have been unable to attract anymore and the hope is that the higher salary for part-time employees will attract dependable, skilled workers.

Councilman MacCoy inquired about the three employees that are above their maximum pay rate and more information on how that is being handled with these pay adjustments. HR Coordinator, Annette Cole, confirmed that there were previously three employees but with the changes being made to pay scales one of those were addressed already so it is now only two employees above the maximum. Dr. Singer clarified that the 2% pay differential that is worked into the new pay system would be paid out as a bonus check to those employees rather than as a base pay adjustment. Mayor Genshaw further clarified that providing that differential as a bonus rather than a pay increase; the legacy cost of that change is lessened; however, they are still being incentivized with that differential. Councilman MacCoy further inquired if that would be the norm going forward. City Manager Anderson confirmed that is the policy that is already in place since the pay plan was adopted five+ years ago and there are already two employees that are essentially red-circled or capped at their pay, so they receive that incentivized pay through a bonus check and going forward these other employees would be treated the same. Mr. Anderson stated that the hope is that with the pay plan adjustments eventually those employees that are red-circled would be back under their maximum and be included back in the regular pay scale adjustments. Mr. Anderson further stated that for example the recommendation to move the electric department up two pay grades would assist with keeping those employees from being capped out in the future as they normally would without the changes. Mayor Genshaw added that if someone were to start working here at 18 years of age and not move further up the career ladder or like what they are doing, they are more likely to cap out at their pay grade if they work here for 40 years or more. Mr. Anderson further explained that the pay plan will continue to be looked at and adjusted as needed to ensure that the City is attracting employees as well as not inquiring an overabundance of outliers that are paid at or above their pay grade maximum.

Councilman Mulvaney requested clarification on the motions and what each motion covers so that himself and the employees understand what is being voted upon. City Manager Anderson clarified

that there are five motions in total for this agenda item and they will be voted on separately. Councilman Mulvaney further requested clarification about the monetary change to FY20 budget funds and whether they have any bearing on the change to FY21 budget funds other than the future impact of this pay plan change. City Manager Anderson clarified that the items that are being voted on are only in regards to the FY20 budget year starting April 1, through June 30. He further stated that this changes the base pay plan structure, during budget deliberation for FY21 the merit adjustments will be taken into account and voted on at that time in reference to next year's budget funds. Councilman Mulvaney further clarified that this current change is a plan adjustment and the merit adjustments will come with next year's budget. City Manager Anderson further clarified that there are a lot of moving parts going forward that need to be taken into account with any future changes and this adjustment is based on City employment today.

With no further questions, Mayor Genshaw then called for a motion on the first section. Councilman MacCoy made a motion to accept the compensation study report of findings and recommendations, as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then called for a motion on the second section. Councilman Mulvaney made a motion to adopt the new pay plan grades and ranges, this will be a 2% plan adjustment as a non-budgeted expenditure for all general employees and non-union contract employees effective April 1, 2020, as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then called for a motion on the third section. Councilman Holland made a motion to lift all general employee incumbents that are below the minimum of the new pay plan grades and ranges to the minimum of their new pay grade as a non-budgeted expenditure effective April 1, 2020, as presented. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then called for a motion on the fourth section. Councilman King made a motion to lift all general employee incumbents that are below 85% of the market median and have been in the current position for a minimum of five years to 85% of their market median as a non-budgeted expenditure effective April 1, 2020, as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw then called for a motion on the fifth section. Councilman MacCoy made a motion to delay implementation of any of the compensation study recommendations for the union members until contract negotiations are completed, as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

City Manager Anderson again thanked Dr. Singer and City HR personnel, Annette Cole and June Merritt for all of their hard work through this entire process. Mayor Genshaw also thanked the City Council for assisting in the process in making payroll transparent for the employees and reviewing it on a more consistent basis as a group. He further thanked them for being honoring and fair to the employees in regards to payroll and the compensation study. Dr. Singer further thanked City

Manager Anderson as well as Annette Cole and June Merritt for putting in so much work and assisting with everything and making the process run smoothly.

Mayor Genshaw presented New Business Item #3: Chief of Police Marshall Craft Jr., to present for approval a proposed deletion of section 3/790 – Departmental Awards Program (Sections 3/790.05 – 3/791.65) from the General Orders Manual (GOM) in its entirety.

Police Chief Craft stated that he wants to gain approval from Council to delete the Departmental Awards Program and revamp the entire process by getting a committee together to put together a new process and change award names as well as add awards for different things.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman King made a motion to approve the deletion of section 3/790 – Departmental Awards Program (Sections 3/790.05 – 3/791.65) from the General Orders Manual (GOM) in its entirety, as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: Bids – Route 13 North Water Extension.

Director of Public Works, Berley Mears, stated that there were 8 bids in total received for this bid ranging from \$813,000 to \$2,172,000. Mr. Mears explained that the bids were broken down into a base bid with two alternate bids, first was to get the water lines to the new paramedic station, the second was to reach the Chapel Branch, and the third was to bore under the branch to reach the Dolby property, including servicing all of the properties along the way. Mr. Mears further stated that the City has secured funding of \$700,000 (\$500,00 from the State of Delaware through the FY19 Bond and Capital Improvements Act and \$200,000 from Sussex County to provide water services to the Paramedic station), requiring the City to utilize \$113,368.70 from the Water Impact Reserves Fund to complete the project.

Mayor Genshaw solicited any questions from Council. Councilman King inquired where the Water extension stops in relation to this project. Mr. Mears stated that the recommendation is to extend the line as far as possible, under Chapel Branch to Dolby Farm where the new lift station is going to be positioned. He further explained that the Dolby Farm property is the furthest annexed property in the City of Seaford.

With no further questions, Mayor Genshaw then called for a motion. Councilman MacCoy made a motion to award the bid for the Route 13 North Water Extension project to the low bidder, AP Croll & Son in the amount of \$813,368.70 with \$500,000 of funding provided by State of Delaware Bond Bill funds, \$200,000 of funding provided by Sussex County and the remaining \$113,368.70 provided by Water Impact Fee Reserve funds, as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw stated that he will send thanks to Danny Short for his assistance in securing the \$500,000 bond from the State of Delaware and also Mike Vincent for his assistance in securing the \$200,000 from Sussex County. He further stated that this project has been in the works for five+

years and its completion will mean a huge economic impact to Seaford. He thanked Mr. Mears for all of the work that has gone into getting this project to this point.

Mayor Genshaw presented New Business Item #5: Present for approval a proposal from George, Miles, and Buhr for construction phase engineering services for the Route 13 North Water Extension project.

Mr. Mears briefly explained that the purpose of this agreement is for George, Miles, and Buhr to act on behalf of the City of Seaford to be on site everyday and handle all administration for the construction services for the water extension project.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Holland made a motion to approve the proposal from George, Miles and Buhr for construction phase engineering services for the Route 13 North Water Extension project in the amount of \$87,535 with funding provided by Water Impact Fee Reserve funds, as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw inquired of Mr. Mears about the sewer extension from Bridgeville and its completion date. Mr. Mears stated completion date for that project is end of October 2020. Mayor Genshaw inquired of a completion date for the water extension project to Dolby Farm. Mr. Mears stated that the project should be completed in approximately 18 weeks. Mayor Genshaw inquired about the next phase of the sewer extension project. Mr. Mears stated that the sewer extension project from Bridgeville is a force main system and currently there is an application in to secure funding for a gravity sewer main along Route 13 to be completed in the future as the force main system will work but is not ideal.

Mayor Genshaw presented New Business Item #6: Bids – High Street Maintenance.

City Manager Anderson stated that there was only one bid received for the High Street Maintenance from Designscares on March 4th, 2020. The bid tabulation states \$10,400 for each 2020 and 2021 and then a reduction to \$9,600 for 2022. He further stated that the contract is set to start on March 15, 2020 if it is approved by Council. Mr. Anderson stated that the City has worked with Designscares in the past.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman King made a motion to award the High Street Maintenance bids to Designscares, LLC. the low bidder, in the amount of \$10,400 with funding provided by the FY20 budget, as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #7: Bids – Maintenance.

City Manager Anderson explained that this bid is also for maintenance, for all other locations throughout the City, except High Street (parks, Police Station, etc.). He further stated that two bids were received on March 4th, and once again Designscares was the low bidder.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman King made a motion to award the Maintenance bids to Designscares, LLC the low bidder, in the amount of \$29,925 with funding provided by the FY20 budget, as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #8: Bids – Irrigation Replacement for Kiwanis Park.

City Manager stated that a bid opening was advertised to replace the forty+ year old irrigation system at Kiwanis Park that has been experiencing numerous problems throughout the years including main breaks and wash outs. Mr. Anderson stated that there were funds of \$15,000 allotted to complete this project through the FY20 Parks Capital budget line item. He further stated that two bids were received on March 4th for this project and the low bidder was Barton's Landscape & Lawn Co. Inc. for \$17,900. He further mentioned that two other capital purchases for FY20 Parks Capital came in under budget saving the \$2,900 that this project needed for completion.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman King made a motion to award the Irrigation Replacement for Kiwanis Park bid to Barton's Landscape/Lawn Co, Inc, the low bidder in the amount of, \$17,900 With funding provided by the FY20 Capital budget, as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Gordmans Grand Opening, Seaford Village Shopping Center, 9:00 a.m., Tuesday March 17th, 2020.
- Voter registration extended hours at City Hall, Friday March 13th from 4:00 p.m. to 7:00 p.m.

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 Henderson was not present for the meeting, City Manager Anderson and Fire Chief Wilson reported on Fire, Police and EMS.

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

- Alarms to Date (3/7/2020)
 FIRE / RESCUE 132
 EMS 1630
- Significant Calls:
 2/29/20: Arbutus Avenue, Outside Fire, Found (1) FATALITY
- Apparatus
 All Apparatus are currently in service
- EMS
 STILL ACTIVE: Job posting for (1) Emergency Medical Technician /
 Firefighter Position with a closing date of March 15, 2020
 B87 Ambulance Replacement Committee is still working
- Training
 Wednesday, March 18 – 1830 hours – DEC Electrical Safety
- No other activities to report for this period of operation.

Seaford Police Department

Police Activity during period of **Monday February 24, 2020 - Sunday March 08, 2020** as reported by Chief Marshall D. Craft, Jr. (content edited for style).

INCIDENTS	2020 YTD	2019	2018
All crimes	1026	6,619	4918
Drug Crimes	47	249	390
Overdose	4	25	23
All Traffic Contacts (E-Tickets)	1252/ (386)	7,819 (1,782)	6387 (3,617)
All DUI	5	42	52
All Crashes	101	584	533
False Alarms	90	494	333

Police Activity during period of **Monday February 24, 2020 - Sunday March 08, 2020**

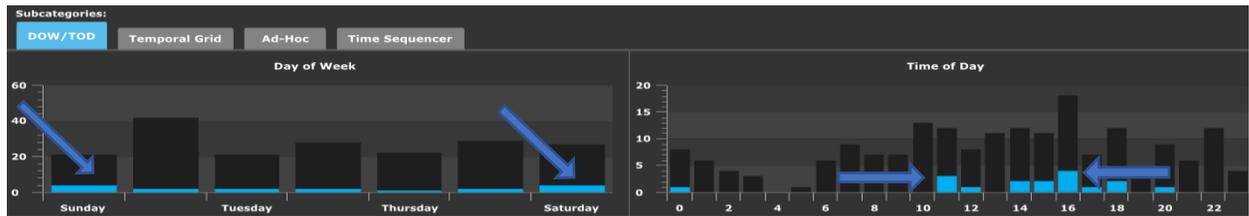
Criminal

- All complaints: 190 (20 defendants: 16 adult & 4 Juvenile)
 - Felony: 5
 - Misdemeanor: 44
 - Violations: 11
 - Civil: 1
 - Other: 129
- 87% Clearance Rate (overall)

- Monday from 0600-2200 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 17 **complaints** consisting of Aggravated Assault, Assault, Stalking, Theft complaints, Rape, Weapons and Strongarm Robbery. Excludes Shoplifting: (54.5% clearance rate during this reporting period. Most occurred on Saturday and Sunday from 1100-2000.)



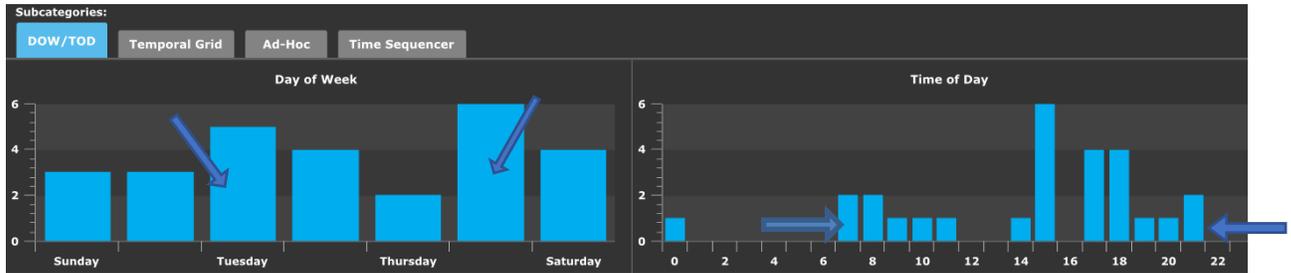
Drug Complaints:

- Drug Crimes: 12
 - Adult Arrest: 10
 - Juvenile Arrest: 0
- Prosecution Declined: 2
- Search Warrants(s): 1
- Overdose: 0 (0 resulting in death)

Traffic

- Citations: 238 traffic contacts resulting in 77 citations
 - 25 Careless, Inattentive or Reckless. 21 Cell phone violations: (24 of these distracted driver violations were accident related)
- DUI: 1 (0 accident related DUI's)
- Crashes: 27
 - Injury: 1
 - Non-Injury: 26
 - Hit & Run: 9
 - DUI related crash: 1

- Tuesday and Friday from 0700-2100 Hours (See Crash chart below)



Significant Events:

- 2/27/20, Criminal Investigations Division (CID) obtained a **search warrant** for a residence on North Street for drug dealing. CID conducted multiple controlled buys of narcotics from the aforementioned residence over a two-month period. 2 wanted persons, 21.1 grams of marijuana, 308 dollars cash, 2 prescription pills, 4.2 grams of crack cocaine were located/seized. #71-20-1648
- 03/01/20, SPD CID and the Fire Marshals office were called out to conduct a death investigation on Arbutus Avenue. Case is Pending the final report from the Medical Examiners office (Division of Forensic Science). 71-20-1744.
- 03/05/20, SPD was dispatched to Meadowood Ct. (Stoneybrook Apartments) for a reported suicidal subject. Officers responded, established a perimeter, conducted an evacuation of nearby apartments and established communications, which resulted in a successful resolution. #71-20-1876.

Admin

- 02/24 - Director Meeting/Liaison Meeting- Chief
- 02/25 - Council Meeting- Chief
- 02/26 - Staff Meeting- Chief
- 02/28 - Planning Session with City leadership, Mayor and Council (All day Event) -Chief
- 03/05 - Recruit Officers Oath of Office - Mayor, Vice Mayor, City Manager, Chief, D. Chief and staff
- 03/06 - Sergeants meeting - Department Admin and all Sergeants

Training

- 03/05 - 'Take Care Delaware' Training completed with all departmental members

Event:

- 02/26 - United Seaford at SPD – Pastoral Group, Chief and Staff

- 03/02 - School Board workshop presentation - Det. Justice/Chief Craft (SRO year end review)
- 03/04 - Det Justice presented to Soroptimist Club (young lady's) – Det. Justice
- 03/04 - 89th Recruit Class Graduation - Chief, D. Chief and Sgt. Miller
 - Ptlm. D. Burgos, Ptlm. C. Matthews, Ptl. J. Matthews and Ptlm. A. Melis
- 03/05 - Community Café - Chief, D. Chief, Staff to include all four new Patrolman

Councilman MacCoy reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Replaced more stop signs throughout the city
- Started Priming soda ash system at Dulany to repaint it.
- Removed and replaced sidewalk at the Manor House lift station
- Removed overgrown bushes at Manor House lift station
- Installed new Arbutus well pump, still off-line as Calgon is coming to change out carbon on vessels.
- Submitted budget and evaluations.
- Started to prepare Church of God and street paving bids.
- All Operators attended the Delaware Rural Water Convention in Harrington
- Attended multiply meetings Planning session, Director's, division, Staff, met with concrete contractor, Mark Chura,
- 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
- We HAVE compost to sell
- Leachate treatment going well but less
- Septage is down
- Repaved leachate area and in front of lab gate to correct drainage issues. This was budgeted.
- 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 Mulvaney Reported on the Electric Department.

Crew

Finished collecting pole data for the GIS system and renumbered poles.

Changed the meters in Ross Substation.

Pulled in underground primary to 2 transformers and made them up at Herring Ridge.

Set a pole and transformer for the upgrade at the Pigman Reserve Center, waiting on the contractor to finish his work before energizing the new transformer.

Trimmed trees around the Pigman Reserve Center.

Helped Gary Andrews change 2 receptacles at the Police department from 120 to 240V.

Director

Had my council liaison meeting.

Had a directors meeting.

Had a staff meeting.

Worked on FY21 CIP for the planning session.

Worked on FY21 budget.

Attended the DelDOT utility conference.

Had a bi-weekly AMI skype meeting.

Attended the planning meeting.

Worked on the pole attachment website for DP&L on Sussex Hwy.

Had a meeting with GMB about Melanie's Ridge electric design.

Had a meeting with IPKeys & AMP about the event log and voltage analysis modules for AMI.

Councilman Holland reported on Administration.

PROJECT UPDATES:

MEETINGS:

- Attended the 2020 planning session.
- Attended the Profile unveiling luncheon.
- Met with a group regarding downtown flags.
- Attended the DLLG dinner meeting.
- Attended the MPO meeting in Salisbury MD.
- Attended the BOA meeting.
- Attended the SCAT steering committee meeting.

OTHER WORK:

- Prepared the City Council agenda.
- Attended DSP graduation and the recruit swearing in.

- Attended several bid openings.
- Met with a coach regarding the City Recreation basketball program.
- Attended Danny Short's coffee meeting.

Information Technology Report:

Administration Report for Council –

- Preparations for FY'21 Budget.
- Attend conference call with the Compensation Study Consultant.
- Attend DEMEC board meeting.
- Attend annual planning session.
- 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 78 permits and 559 Rental Licenses as of March 10th 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 progressing.
- Our Lady of Lourdes Church – Parking lot curbing and base is in. Finishes being installed inside.
- Herring Ridge – Curbing installed. Road base is in.
- Melanies Ridge – Utility work has started.
- Mearfield – First duplex has been set.

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.

- Created and installed new cigarette containers onto the fences at the softball fields.
- Signed up a total of 100 kids for Spring Soccer. (total around 170)
- Held a meeting with Denise Crockett regarding student volunteers.
- Fixed the broken flag pole at Kiwanis Park.
- Held all-star games along with foul shot & 3-point shoot-out contests for basketball league on the evening of 3/3 -3/5 (profit of \$255)
- Prep for upcoming events in April (Light it Up Blue & Easter Egg Hunt).
- Bids openings for Kiwanis Park Irrigation Replacement, Park Maintenance & High Street Maintenance.
- Fixed & painted rocking horse at Jay's Nest. (reinstalled)

- Katie also attended various meetings and workshops.

Mayor Genshaw called for a motion to close the Regular Meeting. Councilman Mulvaney made a motion to close the Regular Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The Regular Meeting closed at 8:24 p.m.

Charles D. Anderson, City Manager

/JJ