

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

April 14, 2020

7:00 P.M.

Mayor David Genshaw stated that in accordance with the Proclamation issued by Governor Carney and Lieutenant Governor Hall-Long issued on March 13, 2020, the City Council meeting will be closed to the public and the meeting will be streamed via live feed.

To view a live meeting visit one of the links below:

- On our website: www.seafordde.com/meetinglivefeed
- On Facebook: www.Facebook.com/cityofseaford
- On YouTube: <https://www.youtube.com/channel/UCmTD6-NSvIMwIMLwLSg3FUCzIA>

Please identify yourself before speaking or asking questions so members of the public are able to hear comments of the members of the public body.

All votes will be by roll call vote.

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 Orlando Holland and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer and Director of HR and Finance, June Merritt were also present.

Councilman Henderson 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 Planning Session on February 28, 2020. Councilman Henderson made a motion to approve the minutes from the February 28, 2020 Planning Session. Councilman MacCoy seconded the motion; the motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the Council Meeting minutes from the March 10, 2020 meeting. Councilman Holland made a motion to approve the minutes from the March 10, 2020 Council Meeting. Councilman King seconded the motion; Councilman Henderson abstained due to his absence from the meeting. The motion so passed with Councilman Holland, Councilman King, Councilman MacCoy voting in favor and Councilman Henderson abstaining.

Correspondence:

City Manager Anderson stated that there was none. Mayor Genshaw stated that he has Proclaimed April as Autism Awareness Month. The City will be lighting up Gateway Park blue and he encourages everyone else to show their support of those families and individuals that are affected.

New Business

Mayor Genshaw presented New Business Item #1: Mr. Chris Simms with Smart Utility Management to present for approval 2020 Power Cost Adjustment Clause (PCAC) relevelization options and utility revenue recommendations.

Mr. Simms stated that the City of Seaford has not increased operating margins for the expressed purpose of covering increases in payroll, employee benefits, insurance, supplies and other expenses since July 2010. Since then, the last two rate increases were performed back in 2016 and 2017 to specifically cover the debt service on the new bond for the infrastructure improvements.

Excluding power supply costs, debt service payments and transfers to the general fund, the remaining operating expenses in fiscal year ending 2011 were \$1,529,058 and are budgeted to be \$1,876,158 for fiscal year ending 2020. This represents an increase of \$347,100 in these remaining operating expenses over this time span while the adjusted operating margins have only increased organically by \$124,763 due to customer growth over that same time period. Therefore, this increase in operating expenses has outpaced the increase in operating margins from growth by approximately \$222,337.

Mr. Simms pointed out that customers have received reductions through the PCAC in 2018 and 2019. The reduction that was passed through with the DEMEC rate was passed along to the customers. It was about 7% in 2018 and about 4% in 2019.

In order to reduce this significant annual deficiency in operating margins relative to operating expenses, the City recognizes the need to increase its Gross Operating Margins ("GOM") in order to offset the larger increase in operating costs over the past decade. Fortunately, due to a decrease in the 2020 DEMEC rate, the City has the opportunity to increase GOM without increasing retail rates to residents.

If the City were only to relevelize its PCAC without increasing GOM, then the PCAC would be reduced by **(\$0.00083)/kWh** from the current credit of **(\$0.01380)/kWh**. Based on the forecast retail sales kWh for fiscal year ending 2021, this would have resulted in a reduction in retail rates to residents of **(0.7%)** or **(\$88,322)** for the year. In order to reduce the GOM inadequacy relative to operating expenses, rather than reducing retail rates at this time, the City desires to maintain the overall revenues in the current retail rates.

Therefore, as opposed to reducing the PCAC **(\$0.00083)/ kWh**, the PCAC will remain the same and the embedded rate for collection of power supply costs in base rates will be reduced by the **(\$0.00083)/kWh** from \$0.088223/kWh to \$0.087393/kWh. Since the retail rates in the tariff are unchanged in this step, the result is that the City will collect **(\$88,322)** less in power supply costs and \$88,322 more in GOM on an annual basis going forward.

The total forecasted GOM for FYE 2021 is \$5,601,418. Included in that GOM total is \$655,070 to be set aside for the current capital improvement bond debt service and an out of period power

supply cost refund of **(\$127,521)** to customers in the PCAC; therefore, the City should prepare its margin of \$5,073,869. This adjusted figure represents the residual revenues, over and above power supply costs, the set aside for debt service and transfers to the General Fund, available to the City to pay all other electric system operating costs (payroll, benefits, repairs, maintenance, insurance, utilities, reserves, etc.)

Mayor Genshaw solicited any questions from Council. Councilman King asked if the \$350,000 in debt services could be explained of how that was it was arrived at that figure? Mr. Simms shared the following chart of how it was calculated.

City of Seaford

Operating Expenses & Operating Margin Growth FYE 2011 - 2020

	(A)	(B)	(C)	(E)	(F)
		Fiscal Year Ending 2011 Actual	Fiscal Year Ending 2020 Budget	Change from FYE 2011 to FYE 2020	Avg. Annual Change FYE 2011 to FYE 2020
1	Other Revenues	(\$67,134)	(\$117,972)	(\$50,838)	(3.0%)
2	Payroll & Other Costs	\$895,738	\$1,018,339	\$122,601	1.4%
3	Repairs and Maintenance	\$169,034	\$103,539	(\$65,495)	(5.3%)
4	Insurance	\$256,534	\$260,469	\$3,935	0.2%
5	Utilities	\$57,075	\$40,000	(\$17,075)	(3.9%)
6	Other Supplies and Expenses	\$217,811	\$571,783	\$353,972	11.3%
7	Operating Expenses Subtotal	\$1,529,058	\$1,876,158	\$347,100	2.3%
8					
9		Fiscal Year Ending 2011 Actual	Fiscal Year Ending 2020 Budget	Change from FYE 2011 to FYE 2020	Avg. Annual Change FYE 2011 to FYE 2020
10	Adj. Budgeted Operating Margin	(\$4,760,947)	(\$4,885,710)	(\$124,763)	0.3%
11					
12	Change in Operating Expenses Less Operating Margin Growth from 2011 to 2020			\$222,337	

Mr. Simms added that the chart does not include the PCAC cost or the transfer of general funds. In line 1 that included contract work that the City does for developments, etc.

Councilman King asked if it could be discussed how the cost per kWh for the City compare to those of our peers? Mr. Simms shared the following chart showing comparisons with DPL rates.

City of Seaford
 Residential Rate Comparison with DPL

Residential Rate Comparison with DPL
 Budget V1 PCAC: No Change

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
	Seaford Budget V1 Rates with 2020 PCAC		DPL Current Rates		Retail Sales (kWh)	Seaford 2020 Rates	DPL Current Rates	Amount DPL is (less)/more than Seaford	
1	Min. Bill	\$15.00			0	\$15.00	\$11.86	(\$3.14)	(20.9%)
2	Cust. Charge	\$10.00	\$11.70	Cust. Charge	50	\$17.25	\$18.04	\$0.79	4.6%
3	First 45 kWh	\$0.160000	\$0.038046	Dist. Charge	100	\$23.84	\$24.22	\$0.37	1.6%
4	Next 705 kWh	\$0.145572	1.41%	DSIC	150	\$30.44	\$30.39	(\$0.05)	(0.2%)
5	Over 750 kWh	\$0.128631	\$0.057443	Summer SOS	200	\$37.04	\$36.57	(\$0.47)	(1.3%)
6			\$0.060690	Winter SOS	300	\$50.23	\$48.92	(\$1.32)	(2.6%)
7			\$0.059608	Annualized SOS	400	\$63.43	\$61.27	(\$2.16)	(3.4%)
8			\$3.875626	Transmission SOS	500	\$76.62	\$73.62	(\$3.00)	(3.9%)
9	Green Energy	\$0.000178	\$0.000356	Green Energy Fund	600	\$89.82	\$85.97	(\$3.85)	(4.3%)
10			\$0.000095	Low Income Charge	700	\$103.01	\$98.32	(\$4.69)	(4.6%)
11			\$0.008534	Renewable Portfolio	800	\$115.36	\$110.67	(\$4.69)	(4.1%)
12			(\$0.003373)	EDIT from TCJA	900	\$126.86	\$123.02	(\$3.84)	(3.0%)
13	2020 PCAC	(\$0.01380)	(\$0.002565)	PCA	1,000	\$138.36	\$135.38	(\$2.99)	(2.2%)
15					1,250	\$167.12	\$166.25	(\$0.86)	(0.5%)
16					1,500	\$195.87	\$197.13	\$1.26	0.6%
17					1,750	\$224.62	\$228.01	\$3.39	1.5%
18					2,000	\$253.37	\$258.89	\$5.51	2.2%
19					2,500	\$310.88	\$320.64	\$9.76	3.1%
20					3,000	\$368.38	\$382.40	\$14.01	3.8%
21					3,500	\$425.89	\$444.15	\$18.26	4.3%

Notes:

- 1) DPL DE SOS rates recently became effective on January 1, 2020
- 2) DPL Rates for this class include a 175 hours usage determinant for Transmission Costs

Mr. Simms then shared the following chart showing comparisons with DEC rates.

City of Seaford
 Residential Rate Comparison with DEC

Residential Rate Comparison with DEC
Budget V1 PCAC: No Change

	(A)	(B)	(C)	(D)	(A)	(B)	(C)	(D)	(E)
	Seaford Budget V1 Rates with 2020 PCAC		DEC Current Rates		Retail Sales (kWh)	Seaford 2020 Rates	DEC Current Rates	Amount DEC is (less)/more than Seaford	
1	Min. Bill	\$15.00			0	\$15.00	\$14.00	(\$1.00)	(6.7%)
2	Cust. Charge	\$10.00	\$14.00	Cust. Charge	50	\$17.25	\$19.72	\$2.47	14.3%
3	First 45 kWh	\$0.160000	\$0.024140	Dist. Charge	100	\$23.84	\$25.44	\$1.59	6.7%
4	Next 705 kWh	\$0.145572	\$0.069390	Summer SOS	150	\$30.44	\$31.16	\$0.71	2.3%
5	Over 750 kWh	\$0.128631	\$0.064390	Winter SOS < 700 kWh	200	\$37.04	\$36.87	(\$0.16)	(0.4%)
6			\$0.049090	Winter SOS > 700 kWh	300	\$50.23	\$48.31	(\$1.92)	(3.8%)
7					400	\$63.43	\$59.75	(\$3.68)	(5.8%)
8					500	\$76.62	\$71.19	(\$5.44)	(7.1%)
9					600	\$89.82	\$82.62	(\$7.19)	(8.0%)
10	Green Energy	\$0.000178	\$0.000178	Renewable Portfolio	700	\$103.01	\$94.06	(\$8.95)	(8.7%)
11	2020 PCAC	(\$0.01380)	\$0.024000	PCA	800	\$115.36	\$104.48	(\$10.88)	(9.4%)
12					900	\$126.86	\$114.90	(\$11.97)	(9.4%)
13					1,000	\$138.36	\$125.31	(\$13.05)	(9.4%)
14					1,250	\$167.12	\$151.36	(\$15.76)	(9.4%)
15					1,500	\$195.87	\$177.40	(\$18.47)	(9.4%)
16					1,750	\$224.62	\$203.45	(\$21.18)	(9.4%)
17					2,000	\$253.37	\$229.49	(\$23.88)	(9.4%)
18					2,500	\$310.88	\$281.58	(\$29.30)	(9.4%)
19					3,000	\$368.38	\$333.66	(\$34.72)	(9.4%)
20					3,500	\$425.89	\$385.75	(\$40.14)	(9.4%)

Notes:
 1) DEC DE SOS rates became effective on March 1, 2019

Mr. Simms added that the blue highlighted areas on each chart shows what the average customer uses. He pointed out that the larger the customer, it is more beneficial to be on City of Seaford's lines due to a rate block structure.

Councilman Henderson asked if the electric committee has considered adjusting customer charge? Mr. Simms stated that he does not see a need to make a change to the customer service charge at this time. Since there is no change in the rates, that can be looked at in the coming months to make a change. Councilman Henderson stated that he agreed this may not be the appropriate time to make a change, however, he would encourage the committee to look at the customer charge in a revenue neutral way in the future.

Councilman MacCoy asked if this relevelization process is looked at every 10 years? City Manager Anderson stated that this information is reviewed each year as part of the budget process. A recommendation is then made by our consultants. However, it was 10 years ago that the electric rates were raised. Mr. Simms added that the PCAC has to relevelized every 12 months according to the City's ordinance.

Councilman King asked what the revenue generated from this department and what the transfer of funds looked like. City Manager Anderson stated that any gross operating margin from this department is used to offset general fund. It is approximately \$3.2 million each budget year. Over the last period of time, that transfer has decreased due to costs increasing. This is a way to get that going in the right direction at no cost to the residents. Over the 10-year period, costs are increasing at a rate of 3 to 1 over increases in revenues in that ten-year period.

Mayor Genshaw then called for a motion. Councilman MacCoy made a motion that in lieu of reducing the City's PCAC due to the lower 2020 DEMEC wholesale power rate, that the Embedded Rate (Base) in the Electric Tariff be reduced from a charge of \$0.088223 per kilowatt hour to a charge of \$0.087393 per kilowatt hour. This ~~<\$0.000830>~~ per kilowatt hour reduction in the Embedded Rate (Base) without changing retail base rates will decrease the collection of wholesale power supply costs by approximately ~~<\$88,322>~~ per year and increase the City's Gross Operating Margin by the same \$0.000830 per kilowatt hour or \$88,322 per year. As a result of these equally offsetting adjustments, there will be no overall change and/or impact to customers' rates. The current 2019 PCAC of ~~<\$0.01380>~~ per kilowatt hour will remain the same for 2020 and the current electric rates in all matters will remain the same. The Seaford electric customer will see no change in the cost of electricity as a result of this change in the Embedded Rate (Base). The only consequence of this change is for the City to retain the reduction in wholesale power supply costs as opposed to passing it through to customers via the PCAC. The City of Seaford's Electric Fund has not increased operating margins for the expressed purpose of covering increases in the cost of payroll, employee benefits, insurance, supplies, equipment, materials and other expenses since July 2010. This ten (10) year period since July 2010 saw significant increases in these operating expenses net of customer growth of approximately \$222,000 per year. Therefore, this \$88,322 increase in Gross Operating margin will only partially offset the current erosion of Operating Margin but will help to avoid continued operating revenue attrition. Councilman Henderson seconded the motion.

Mayor Genshaw then called for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

Mayor Genshaw presented New Business Item #2: Present for approval revisions to the Fee and Rate Schedule to revise the energy supply cost and the base figure for escrow calculations effective May 1, 2020. City Manager Anderson stated that it covers two changes that are related to the electric presentation that was given earlier. It will change the current energy supply cost and escrow calculations.

Mayor Genshaw called for any questions or comments; there were none. He then called for a motion. Councilman King made a motion to approve the revisions to the Fee and Rate Schedule to revise the energy supply cost to \$0.06879/Kwh and the base figure for escrow calculations to \$0.087393/Kwh effective May 1, 2020 as presented. Councilman Holland seconded the motion.

Mayor Genshaw then called for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

Mayor Genshaw presented New Business Item #3: Bids – Demolitions. City Manager Anderson stated that there were four bids received with East Coast Structural Movers being the low bidder. The recommendation from the Building Official is to award the bid to the low bidder. City Manager Anderson stated that the three locations that were budgeted this year were 811 Hurley Park Drive, 331 North Street and 200 N Front Street.

City Manager Anderson shared a letter from the property owner of 331 North Street. The letter stated that they would pay all of their back bills and money owed to the City in the amount of \$1,879.08. They have also been working with a licensed contractor, Wright Construction to get a work plan in place. The contractor has agreed to come with the property owner to City Hall to obtain a building permit once approval is given from the City. City Manager Anderson stated that he; as well as the Building Official, have spoken with Mr. Bolden over the past few weeks. He is asking for consideration from the City Council to not proceed with the demolition of the property. The property caught fire about five years ago and has been in this condition since then. The City has not had a lot of contact with the Bolden's over the years until it got to this point in the process.

Mayor Genshaw asked if there was any timeframe given when all of the past due debt would be paid in full? City Manager Anderson stated that in his conversations, he has said that he can pay the bills due at any time. There has not been a timeframe given for the construction. A building permit would be required to be issued which would have a time frame associated with it. Councilman King asked if the funds were already allocated to demolish Hatton Hall? City Manager Anderson stated that was correct; there was \$130,000 budgeted for demolitions in the FY20 budget. Councilman King asked what the timeframe was for the demolitions to be completed. City Manager Anderson stated that we will have to work with the contractor to get insurance information, purchase order issued, contract executed and mobilization. He believes it will be completed in about 2-3 months. He added that these demolitions are being done as a code action. The property owners could file an injunction which would get the courts involved.

Councilman King asked if these property owners came in with a plan to rehab their property, would the City move forward with the demolition or put it on hold? City Manager Anderson stated that the City has tried to work with the previous and current property owner of 200 N Front Street to bring the property up to code. Once City Council makes a decision, staff will move forward with the contract. It would be a City Council action to stop that contract and we could also be legally liable once we execute a contract with the contractor.

Councilman MacCoy asked if the City has a previous relationship with East Coast Structural Movers? City Manager Anderson stated that we have not worked with them in the past, however, the Building Official has checked their references and they all came back good.

Councilman Henderson asked if it was felt that the property owner of 331 North Street was making a good faith effort? City Manager Anderson stated that Mr. Bolden came in to meet with him twice and is interested in keeping the property. He feels that it is good that he is working with a licensed contractor to help him with the process. Councilman Henderson asked how it would work if Mr. Bolden paid the bills to get in good standing with the City. He added that he believes that Mr. Bolden should be given an opportunity to rehab the property. He also stated that he believes a time frame should be given to Mr. Bolden. City Manager Anderson stated that property owners that are in condemnation are required to provide a workplan identifying the repairs of the items on the condemnation list. Based on the workplan, a building permit is issued where a time frame can be provided.

Mayor Genshaw asked if there was a timeframe that could be put together to provide the homeowner? City Manager Anderson stated that staff could work with the property owner to establish timelines with him. First, all of the back bills would need to be paid to move the project move forward. If at any time, a milestone was not met then the property would be put back on the demolition list. City Manager Anderson reminded everyone that the bids are good for 30 days.

Councilman Holland asked if Mr. Bolden planned to have the property as a rental? City Manager Anderson stated that it was previously a rental prior to fire; he assumes that it would be a rental again.

Councilman King asked about the City's expectations and process of what has happened over the last five years while this property was condemned. City Manager Anderson stated that once a property is placed into condemnation, there is a process that occurs. The code department makes contact with the property owner telling them what they need to do in order to bring the property back up to code. For the North Street property, the owner has not paid property taxes in five years and the City boarded up the property at least twice due to the fire and vandalism that has occurred. The code department puts a list together of all of the properties that are condemned. Each year, the City budget money for demolitions for properties that are condemned. The properties on the list are prioritized by the Code Department. Therefore, properties such as 331 North Street can stay on the list for a long time since it is a stable house.

Councilman Henderson stated that the property owner has written a letter for consideration and he believes that he should be given the opportunity to repair the property.

Councilman King made a motion to table this business item. Mayor Genshaw called for a second; there was none.

Councilman Henderson made a motion to delete location #2 in the amount of \$13,081.00 and award the balance of the bid to East Coast Structural Movers, Inc. in the amount of \$67,517 for the two identified locations with funding provided by the FY20 Code Department budget. Staff will follow up with the property owner of 311 North Street to put a schedule in place for the property owner to rehabilitate the property. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #4: Bids – Seaford Police Department Renovations. City Manager Anderson stated that on April 8th the City received seven bids for the project. Whayland Company was the low bidder in the amount of \$665,000.00. GMB, the City Engineer did an evaluation of the bid and they are recommending to award the bid to Whayland Company in the amount of \$665,000.00. City Manager Anderson stated that the bid includes roof replacement and locker room renovations which are very much needed. The bid did come in slightly over budget; the amount budgeted was \$625,000.00. It was reviewed by the Director of Finance and the recommendation is to move forward with the recommendation as provided by GMB.

Mayor Genshaw asked for any questions or comments from Council. Councilman Holland asked if these repairs were from the water damage? City Manager Anderson stated that there has been water damage that has occurred over time in the basement. This is mostly for the locker room area, however, there will be flooring replaced in the roll call room. Councilman Henderson asked about the deducts and alternatives; he pointed out that the contract could be reduced if there are no change orders or contingencies. Councilman MacCoy asked if the contract came in for less than the loan amount; what would the remainder of the funds go towards? City Manager Anderson stated that the City would not take out the full amount of the loan; we will only take out what is needed. Councilman King asked what the time frame for the project was? City Manager Anderson stated that it is about an 8-9-month project. We will need to bring in temporary showers due to the locker room being renovated. The lockers will also be moved to another location. There is a lot of coordination that has to be completed for this project and the building is not able to be shut down for any period of time.

He then called for a motion. Councilman Henderson made a motion to accept the bid for the Seaford Police Department Renovations from the low bidder, The Whayland Company, in the amount of \$665,000; with funding provided by loan proceeds as proposed in the Police Capital line item in the FY20 budget as presented. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #5: Present for approval a request from the Sussex County Engineering Department to construct a 40' x 44' garage at 8000 Herring Run Road (the City Utility Building). City Manager Anderson that stated through the negotiations with the Unified Sewer District project, the City agreed to assist with the County with locating a building in Western Sussex County. A plan was shown of the proposed building that would be constructed by Sussex County. The size of the building would be 40' x 44'; the Directors of Public Works and Electric have both reviewed the drawing. The entrance that is proposed on the drawing does currently exist and there is approximately 55 feet between our current building and this proposed building. The County would not have any access to our facility; the fence would come up to both sides of the building.

As part of the agreement, if the County were to walk away from the building, it would become the City's. The building will have a two-bay garage with an office inside of it. The intent of the building is for storage for a vac truck. This would be used if there is a sewer problem on the west side of the County, they will dispatch people to use this piece of equipment if needed. Another agreement that was made that the City would be able to borrow this piece of equipment if needed.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked if there was a land lease? City Manager Anderson stated that there is an agreement in place as part of the Unified Sewer District project. There is no exchange of funds, however, if they do walk away from the building then the City would take possession of the building. They will build the building and maintain the electric, sewer and water charges.. Councilman MacCoy asked if there was an estimated cost for construction of the building? City Manager Anderson stated that we do not have one since the County will be paying for the construction of the building.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the request from the Sussex County Engineering Department to construct a 40' X 44' garage at 8000 Herring Run Road (the City Utility Building) as presented. Councilman King seconded the motion.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #6: Present for approval 2020 health insurance renewal information. Director of HR & Finance, June Merritt stated that staff is recommending that the quote from Nationwide be accepted; they came in at a better rate for us this year based on claims. She added that the City is looking at an increase of 0.03%; claims history this past year was good. Another recommendation is to maintain the employee contribution percentage toward

the premium. It is being recommended to remain at the same percentage as the prior year. This would mean the largest increase for employees would be \$0.03/mo for the EE/Family plan.

Mr. Kris Smith from Integra was teleconferenced in to present the information. Mr. Smith on behalf of the staff at INTEGRA, thanked the City of Seaford for their continued confidence in his organization as the administrator of the City's employee benefit programs.

Integra submitted a request for proposals from four carriers that are rated A or better by the A.M. Best rating agency. Mr. Smith stated that they presented the top two carrier quotes to the City: Westport Insurance Company (Incumbent) and Nationwide Life Insurance Company (Nationwide). Based on the teleconference meetings he had with the City's management team, and a thorough review of the current and expected claims experience, the recommendation is to accept the Nationwide Option 4a offer for the 2020/2021 benefit plan year. This change is a financial one and will have no impact on the employees or their benefits. The current Prescription Benefit Manager, EnvolveRX, has contracted with a specialty pharmacy coupon vendor called PillarRx. PillarRx enables the City to receive manufacturer coupons on high cost specialty pharmacy medications. This program will allow for additional pharmacy savings and will not cost the member any more out of their pocket than currently for their medications. There are no other benefit plan changes being recommended at this time.

The current benefit plan costs have run slightly above projections to date but are trending lower on an aggregate basis as we approach the June 1st renewal date. Due to the no increase on the premium costs by moving to Nationwide and the addition of the PillarRx coupon program, the 2020/2021 renewal costs are projected to increase by .03% after a .74% increase last plan year. This percentage is below the 2020 Segal Health Plan Cost Trend Survey which forecasts medical inflation trend to be 6.8%.

Nationwide's Premium Rewards Program is included in their proposed offer. It offers a refund of premium if Nationwide's paid claim costs are lower than what they have budgeted in the premium during the benefit plan year (possible refund of approximately \$24,500 if claims run well). The City would need to renew with Nationwide next renewal year to qualify for this premium refund benefit. The City will not be receiving a premium refund from Westport Insurance Company this year due to the claim experience.

The retiree benefit program is insured through the Hartford Group Retiree Insurance Trust. The renewal for the Medicare eligible retiree program is January 1, 2020. For the 2020 plan year the increase to the rates was 4%. The 2020 retiree member rate is \$497.39. The retiree dental and vision benefits are administered by INTEGRA.

The Life Insurance is currently through Sun Life effective 9/1/19. The Sun Life contracted rates are firm for 2 years and will be subject to change 9/1/2021.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson asked if the other points such as Swift MD and Medtipster were add-on to the plans or separate

stand-alone from the plan? Mr. Smith stated that they are separate programs that are added on based upon these programs being in place. He added that these rates that are provided include these programs being in place. Councilman Henderson stated that we are ineligible to receive a renewal credit from Westport due to claims experience. He asked if there was a penalty if we do not renew with Westport? Mr. Smith stated that is correct, it was estimated that the City would not receive that credit. Therefore, it is the best option to change carriers at this time. With no further questions or comments, Mayor Genshaw then called for a motion. Councilman MacCoy made a motion to approve the health insurance renewal quote from Nationwide Insurance Option 4a with the employee contribution toward the premium remaining at the current percentage as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #7: Berley Mears, Director of Public Works recommendation to postpone Clean-up week. The proposed new date is June 8-12, 2020. City Manager Anderson stated that with the current COVID-19 Pandemic, Mr. Mears is requesting the date to be changed from May 11-15 to June 8-12. He added that with this date change, it will move it out past the current Governor's State of Emergency timeframe.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman MacCoy made a motion to approve the Director of Public Works recommendation to postpone Clean-up week until June 8-12, 2020 as presented. Councilman Henderson seconded the motion.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business #8: Mayor Genshaw to appoint Mrs. Virginia Hastings to the election committee to replace Mrs. Sharon Drugash as she is unable to participate on the reschedule election date. Mayor Genshaw stated that due to the date change of the election, Mrs.

Drugash is not able to assist due to a prior commitment. Mrs. Hastings has agreed to assist with the election to replace Mrs. Drugash.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman Henderson made a motion to accept the recommendation of Mayor Genshaw to appoint Mrs. Virginia Hastings to the election committee to replace Mrs. Sharon Drugash as presented. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

The motion so passed.

Mayor Genshaw presented New Business #9: Present for approval a resolution authorizing the preparation and submission of an application to the Department of Natural Resources and Environmental Control, Financial Assistance Branch, for participation in the waste water planning advance program to receive up to \$28,000 to develop a preliminary engineering report and an engineering information document necessary to extend a twelve (12) inch gravity sewer main north on Sussex Highway (Route 13). City Manager Anderson stated the resolution is required so that the City can participate a project planning advance to receive up to \$28,000.00. This money would be used to get the proper engineering done for the extension of 4,550 linear feet of 12' gravity sewer main north on Route 13 (Sussex Highway) to serve existing annexed property. City Manager Anderson added that this would serve existing annexed properties. A contract was recently executed to extend water service using a bond bill and money from Sussex County. The City has submitted for a loan through the DNREC Financial Assistance Program. As part of their work, they need the engineering information completed prior to them authorizing the loan. This would allow the City to get this funding with no charge to us. However, once we enter into a contract, this money will be rolled into the loan. If we decide to not do the project, we would be responsible to pay the money back. City Manager Anderson stated that if this approved, GMB will do their portion of the work by summertime.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson if it was planned to have some bond bill money towards this project as well? City Manager Anderson stated that we are not; that money was used towards water installation. Councilman Henderson asked if there is an engineering estimate? City Manager Anderson stated that there is one, however, he is not sure of the exact estimate number.

Mayor Genshaw then called for a motion. Councilman MacCoy made a motion to approve the resolution authorizing the preparation and submission of an application to the Department of

Natural Resources and Environmental Control, Financial Assistance Branch, for participation in the waste water planning advance program to receive up to \$28,000 to develop a preliminary engineering report and an engineering information document necessary to extend a twelve (12) inch gravity sewer main north on Sussex Highway (Route 13) as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman King voted yes.

The motion so passed.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- There were none

CITY OF SEAFORD

Municipal Election Date Has Been Revised – New Date:

May 16, 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., April 24, 2020 (Date Revised)**. 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:

- Replaced more stop signs throughout the city
- Finished Dulany painting.
- Arbutus well pump is on-line.

- Advertised Church of God paving bid.
- Property clean-ups for Code.
- Melanie's Ridge tied in water main on 13A.
- Completed Sanitary Survey from Delaware Public Health.
- Filled some potholes around the City.
- Replaced sewer service to Subway.
- Repaired water leak on Dunkin's service.
- First round of weed spraying is complete.
- Operating half-staff due to COVID-19
- Held multiply meetings in person before pandemic and via conference call during pandemic.
- 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
- Submitted NPDES permit renewal application.
- No major equipment maintenance needed

Upcoming two weeks:

Public Works

- Work on replacing signs
- 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:
No Report for this period.

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

Alarms to Date (4/10/2020)

- FIRE / RESCUE 201
- EMS 907

Significant Calls:

- 4/7/20: (in City) 407 N. Arch Street, Small Kitchen Fire

Apparatus

- Tower 87, Out of Service for 3 weeks now, found several issues after DOT inspection
- Engine 87-5, just returned to service, Found defective part in rear housing.

EMS

- Been Postponed until COVID 19 is lifted. STILL ACTIVE: Job posting for (1) Emergency Medical Technician / Firefighter Position with a closing date of March 15, 2022
- B87 Ambulance Replacement Committee is still working (still in progress)
- Several EMS Standard Operating Guidelines are being update due to COVID 19 as per CDC and Public Health recommendations
- (1) Career EMT on Home Isolation due to COVID 19 outside encounter

Training / Meetings / Business

- Training and meetings have been Postponed due SOE COVID 19 Declaration
- Several restrictions are in place for guest and outside activities for COVID 19
- Meeting and Business by Appointment only
- SVFD and several other West Side Sussex fire Departments, EMS, and Police spent about 1 and ½ hours at night shift change showing appreciation to our Community Hospital. They were very moved and appreciative

Monthly EMS Report – As reported by 2nd Assistant Chief Tom Lecates
March 2020

Total Number of EMS Runs- 301 (199 in City limits)

Total Number of “Alpha” Calls - 82

Total Number of “Bravo” Calls- 62

Total Number of “Charlie” Calls- 82

Total Number of “Delta” Calls- 70

Total Number of “Echo” Calls- 4

Total Number of “Omega” Calls- 1

(Alpha calls are the least severe with a non-emergency response. Echo calls are the most severe. Omega Calls are a service call.)

Additional information from the month:

Dale Brown open full time position has not been filled due to the COVID-19 out-break.

Additional employee has been added from 0800-1800 hours due to the COVID-19 out-break.
 COVID-19 has kept us busy.
 No reported injuries.

SVFD in the Community:
 March 7th: Controlled burn of brush on Hill Road.

Monthly Fire Report – As reported by 2nd Assistant Chief Tom Lecates
 March 2020

Total number of alarms- 64
 Number of alarms within the City- 34
 Number of alarms outside the City- 24
 Number of assist/stand-bys at other fire companies- 4 / 2

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2400-0100	1							1
0100-0200	1							
0200-0300							1	
0300-0400							1	
0400-0500				1				
0500-0600				1				
0600-0700								
0700-0800			1			1	1	
0800-0900					2	1		
0900-1000	1	1			1		2	
1000-1100	1	1	1				1	
1100-1200				1				
1200-1300						1		
1300-1400	1	1			4			
1400-1500		1	1	1	1	1		
1500-1600				1	1	1		

1600-1700		2			1
1700-1800	1	2			1 1
1800-1900	1		1	1	3
1900-2000				1	2
2000-2100					2
2100-2200		2			2
2200-2300	1			1	2
2300-2400					

Types and number of Alarms

AFA	9	Odor Invest.	
MVC	14	Powerlines	2
EMS Asst.	8	Public Service	
Appliance Fire		Rescue	
Brush/Field Fire	4	Service Call	4
Child Locked in Veh.		Smoke Invest.	2
CO Detector	2	Stand-By	2
Chimney Fire		Structure Fire	2
False Alarm		Trash Fire	3
Fire Police Asst.	2	Vehicle Fire	2
Fuel Spill	2	WashDown	2
Gas Leak		Woods Fire	
Improper Dispatch			
Landing Zone Req.			
Manure Fire			

Assist other Fire Dept/Co	4	Duty Crew Calls	6
Structure	1	Friday Duty Crew Calls	2
MVC		EMS Asst.	
Water Rescue		Fire Police Asst.	3
Brush/Field Fire	1	Child Locked in Veh	
Powerlines		Public Service	3
Vehicle Fire	1	Smoke Invest.	
EMS Asst.		Powerlines	
Fire Police Asst.	1	Trash Fire	
		AFA	

Training:

03/04/20- Forcible Entry at Station 87 on new prop.

Notable Alarms for the Month:

March 13th- Outbuilding fire behind 602 Oak Road.

March 18th- Vehicle fire at 617 Pennsylvania Ave.

March 19th- Fire at Stoneybrooke Apts., candle set curtains on fire.

14 out of 94 alarms were MVC.

Police Activity during period of Monday March 09, 2020 - Sunday April 12, 2020

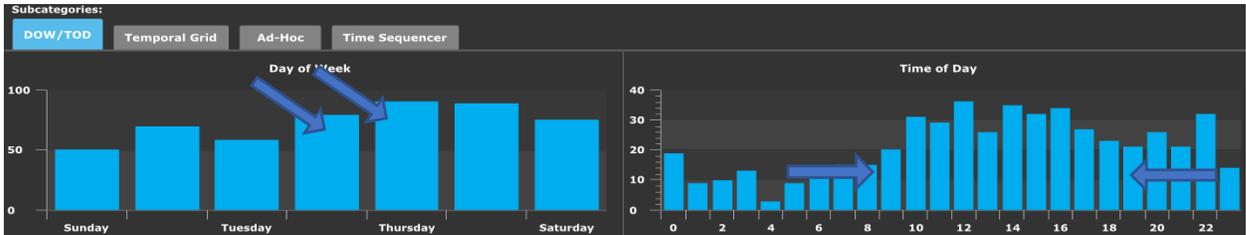
Criminal

INCIDENTS	2020 YTD	2019	2018
All crimes	1572	6,619	4918
Drug Crimes	71	249	390
Overdose	10	25	23
All Traffic Contacts (E-Tickets)	1917/ (336)	7,819 (1,782)	6387 (3,617)
All DUI	7	42	52
All Crashes	140	584	533
False Alarms	123	494	333

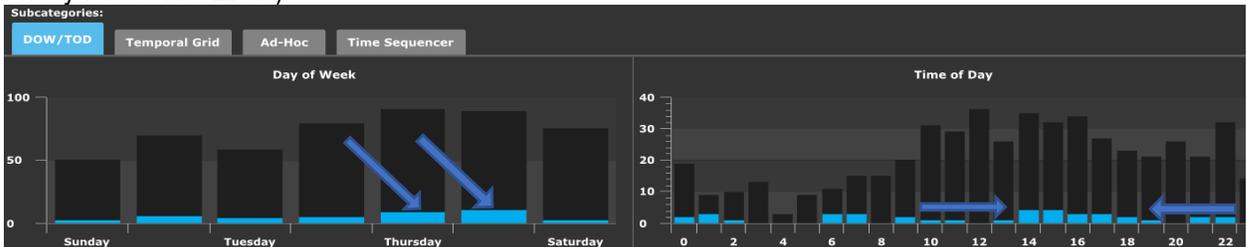
Criminal

- All complaints: 511 (defendants: 47 adult & 5 Juvenile)
 - Felony: 23
 - Misdemeanor: 105

- Violations: 20
- Civil: 1
- Other: 362
- 89% Clearance Rate (overall)
- Thursday and Friday from 0900-2200 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 39 complaints consisting of Aggravated Assault, Assault, Burglary, Theft complaints, Rape, Strongarm Robbery and Vehicle Theft. Excludes Shoplifting: (59% clearance rate during this reporting period. Most occurred on Thursday and Friday from 1400-2200.)



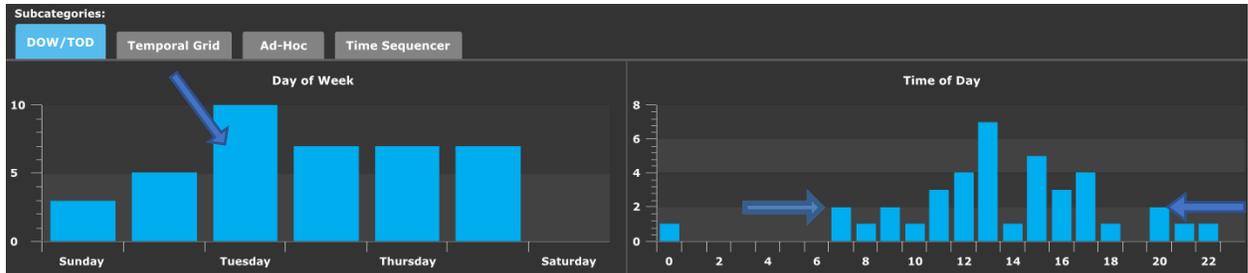
Drug Complaints:

- Drug Crimes: 24
 - Adult Arrest: 21
 - Juvenile Arrest: 0
- Prosecution Declined: 3
- Search Warrants(s): 1
- Overdose: 6

Traffic

- Citations: 610 traffic contacts resulting in 46 citations
 - 8 Careless, Inattentive or Reckless and 2 Cell phone violations: (9 of these distracted driver violations were accident related)
- DUI: 1 (1 accident related DUI's)
- Crashes: 39
 - Injury: 5
 - Non-Injury: 34
 - Hit & Run: 8

- DUI related crash: 1
- Pedestrian: 1
- Tuesday from 0700-2000 Hours (See Crash chart below)



Significant Events:

- 03/13/20, SPD observed D-Thomas Jenkins, BMN32, how was a known local fugitive, walking on Front Street. Upon contact, D-Jenkins fled on foot and eventually dove through a window of a residence located on Collins Avenue. Officers entered the residence in fresh pursuit and apprehended D-Jenkins as well as drug evidence consisting of 28 bags of heroin and a crack pipe. SD-Jenkins was committed to SCI. 71-20-2106.
- 03/16/20, SPD responded to High Street for a domestic related robbery. Investigation revealed that S-Melvin Williams, BMN38, had stolen the victim's rental vehicle from a residence in Maryland. The Victim located S-Williams on High Street where an argument ensued. S-Williams then entered into the victim's vehicle and attempted to steal her wallet, but she was able to regain the wallet after a brief struggle. S-Williams then stole the victims cell phone and fled the scene. Investigation is ongoing. The incident was captured on video. #71-20-2170.
- 03/17/20, SPD officer(s) conducted a traffic stop on US 13 and the operator of the vehicle pulled into a business parking lot. One of the occupants of the vehicle (D-Khalil Dukes) provided a false name and then fled on foot. The officer gave chase and apprehended D-Dukes after a brief struggle. D-Dukes was committed to SCI regarding prior active warrants. #71-20-2197.
- SPD responded to Elm Drive for a suspected overdose. The victim was transported to NMH. Prosecution declined. #71-20-2261.
- 03/19/20, SPD made contact with Dawn White, WFN47, regarding two active Capiases, in the area of N. Market Street, when she fled on foot. SPD officer(s) gave chase and, after a brief struggle, she was apprehended and arrested. White was later committed to SCI on her active capiases. #71-20-2252.

- 03/26/20, SPD responded to State Street for a report of an unconscious male, later determined to be an overdose. #71-20-2405.
- 03/28/20, SPD conducted a death investigation on E. Popular Street. A female victim was found unresponsive in a residence. The investigation is pending a report from the medical examiner's office. #71-20-2452.
- 04/04/20, SPD officers investigated an alleged Unlawful Sexual Contact of a minor that occurred in a field adjacent to the Big Lots building and behind Woodland Mills. The investigation is ongoing. 71-20-2643.

Admin

- 03/09 - Staff Meeting / Compensation study - Chief
- 03/10 - Delaware Chiefs Meeting - Chief
- 03/10 - Council Meeting- Chief
- 03/11 - Compensation Study meeting
- 03/13 - Staff Meeting (Governor announced State of Emergency) - Chief
- 03/16 - Facebook Live (Mayor, City Manager, myself, Fire Chief, NMH President and SSH Superintendent)
- 03/17 - Sussex County Chiefs (Conference Call in lieu of meeting) - Chief
- 03/18 - Prebid meeting (SPD renovation meeting) - City Manager, Chief / DC
- 03/19 - Staff meeting - Chief
- 03/20 - City Hall ref. Facebook live with City Leaders
- 03/23 - DSP Academy Conference Call regarding start date (changed to May 18) - Chief
- 03/24 - Unified Command meeting at SVFD (development of Unified Command) - Mult. People
- 03/26 - SALLE & EIDE meeting by Video - Chief
- 04/03 – Staffed PPE supply donation site at Del-tech with multiple agencies – Ssgt. Sterner, Recruit Quinterao and Chief
- Note.
 - Chief of Police attended the following regularly scheduled conference calls regarding COVID-19:
 - City of Seaford Unified Command with City Officials, SVFD, and SPD every Monday and Thursday beginning March 24th.
 - DEMA (A.J. Shaw) every Thursday at 1230 beginning March 19th.

Training

- COVID-19 information from Public Health, Best Practices for Law Enforcement Officers regarding PPE gear, Roll call discussions regarding donning and doffing of PPE gear, as well as, frequent departmental emails related to person, equipment, patrol vehicle and building disinfecting during COVID-19 State of Emergency.

- Governors State of Emergency modification orders and proper charges should enforcement become necessary.
- CDC webinar - D.C. Rapa

Event:

- COVID-19 preparation since the middle of March 2020. New directives related to PPE gear, disinfecting personnel, equipment, vehicles and building. New directive on Health Screening on all employees and/or anyone requiring access to the building. Modified work schedules for all SPD personnel. Directives on proper charges and reports related to alleged violations of the Governor's state of Emergency, as well as, a Unified Command structure consisting of the City administration, SVFD, SPD, SSD and the NMH.
- 3/24 – SRO Justice (SPD) and SRO Joey Melvin (GPD) both collaborated to publish a video reading 'Green Ham and Eggs' on U-Tube.
- SPD supports autism awareness all year, but during the month of April, our officers will be wearing a ball cap with the SPD autism patch to show our continued support.
- 04/10 -1 SPD joined many other 1st. responders with showing our gratitude to salute all of our medical professional partners at the Nanticoke Memorial Hospital during their shift change between 1800-1930 hours.

Personal Comment:

I would like to show my appreciation to Chief Craft, and Chief Wilson, for their leadership, initiative, and dedication in the development of the Continuity of Operations and Incident Action Plans for our city. These plans are designed to provide structure for a unified command for our leadership to effectively respond to the COVID-19 pandemic. It is also helpful in coordinating resources across our community. Their ability to collaborate with their respective departments, other city departments, and our community partners in the execution of these plans are key to assuring public safety during this pandemic. This undertaking is another example of the leadership role the City of Seaford Police Department and the Seaford Volunteer Fire Department that sets Seaford above other municipalities in our region.

Councilman Mulvaney was absent from the meeting but submitted a report for the Electric Department.

Since the last report

Crew

Installed an Itron test electric meter.

Test pitted the duct bank at Pine St substation for stormwater.

Dug in the conduit to loop the primary at Herring Ridge.

Cut down 2 trees for Parks & Rec.

Greg Brooke & Nick went to DEMEC for a meeting about the Navajo Nation trip. They leave May 2 and return May 9.

Took down the Christmas lights on High St.

Did the monthly substation checks.

Ran underground primary and secondary wire to the new houses on Poplar ST.

Finished the primary loop at Herring Ridge.

Ran the conduit back to circuit 330 in Mearfield to complete that loop for phase 2A.

Had a quarterly meeting with the Mayor and City Manager.

Pulled in the primary wire and checked the phasing to complete the loop feed for Mearfield.

Blake finished and submitted the Federal EIA-861 report.

PERIOD ENDING
4/12/2020

Crew

Greg Brooke & Nick Smart took linemen test.

Unloaded the fiber for Sussex Hwy.

3/23 we had an outage on circuit 280 due to a car accident, the circuit was off for about 1 hour affecting approximately 700 customers.

Ran a temporary service at the NMH Cancer Center for a tent and temporary office trailer.

Installed and wired 3 new lights at the Jays Nest.

Has an outage in Woodside Manor on 4-5 caused by a lead burning off at the connection. 20 people off about 1 hour.

Had an outage on Nylon Blvd & Woodlawn Ave caused by secondary wires coming down. 20 people off for about 2 ½ hours.

Period ending 3/22/2020

Director

Had my council liaison meeting.

Had a directors meeting.

Had a staff meeting.

Had a meeting with Crown Castle about measuring poles for the new fiber on Sussex Hwy.

Had an all employee meeting about the pay comparison study.

Had a meeting at DEMEC with Greg & Nick about the Navajo Nation trip.

Had the monthly construction meeting.

Had a conference call about the event log & voltage analysis for AMI.

Had a conference call about mutual assistance for DEMEC members concerning the coronavirus.

Had a staff meeting concerning the corona virus.

Had a conference call concerning the customer portal for AMI.

PERIOD ENDING
4/12/2020

Director

Worked from home for a week.

AMI bi-weekly conference call

Met with Jim Watson from NMH about temporary service for portable office trailers.

Took the tablets back to Salisbury University that we were using to collect the GIS system.

Had COVID 19 Unified Command conference calls.

Met with the contractor doing the directional drilling in Mearfield 2.

Met with Lipinski Engineering to survey the fiber extension map.

Talked with the electrician for the Dolby Lift station.

Upcoming Weeks.

Work on the New Dolby Lift Station.
Relocate 3 poles on Bridgeville Hwy for the entrance at Melanie's Ridge
Continue changing the lights on Sussex Highway to LED.
Finish trimming trees in Williams Pond Park.
Work with the school on the lights in front of Central Elementary school.
Install 3 new lights on the Venture Drive extension.
Start working in Mearfield 2 installing primary wire and transformers.

Councilman Holland reported on Administration:

PROJECT UPDATES:

MEETINGS:

- ✓ Participated in several calls with the Mayor and the Governor – COVID-19 related
- ✓ Participated in several unified command calls with SPD and SVFD.
- ✓ Conferenced call with Mark Chura regarding the Montessori School project.

OTHER WORK:

- ✓ Prepared the City Council agenda.
- ✓ Attended bid opening for the PD renovation and Clean-up week trash.
- ✓ Attended the Pre-bid meeting for the Sussex Highway water main project.

Information Technology Report:

- ✓ Fixed connection issues with users working remotely
- ✓ Upgraded/added additional licenses to AnyConnect and Office 365
- ✓ Prep Work for Security Camera Installation at PD (Installing Switches, running cables, etc.)
- ✓ Prep Work for PD Remodel and working on revising plans for Access door and Squack box installations in conjunction with camera installs
- ✓ Stripping and outfitting command vehicle with AV and connections for Phone and fiber
- ✓ Working with AMP/IPKeys on AMI Project and server installations

Administration Report for Council –

- Work on FY'21 Budget.
- Attend conference call with Integra Administrative Group – health insurance renewal.
- Attend multiple conference calls for unified command.
- Assist with COVID-19 information dissemination & policies.
- Assist various areas of the Administration Dept. due to minimum staffing levels.
- 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 110 permits and 559 Rental Licenses as of April 13, 2020. Rental license renewals were sent out for 2020. There are 14 outstanding rental invoices from 2019. There are a total of 1,608 individual units currently in the City of Seaford.

Large Project Statuses:

- Wawa – Site work progressing.
- Our Lady of Lourdes Church – Almost completed.
- Herring Ridge – Road and sidewalks installed.
- Melanie's Ridge – Water and sewer in phase #1 complete.

- Mearfield – First duplex has been set.

Parks & Recreation Departments Report:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department completed routine jobs including mulching, spraying, grass cutting, trash pick-up and work orders. Katie also reported that her departments have been doing a lot of work around COVID -19 prevention.

- Removed swings and basketball hoops from Nutter Park.
- Spring soccer has been cancelled, and reimbursement is underway.
- Lacrosse clinic has been cancelled, and reimbursement is underway.
- Posted signs at all of the playgrounds for temporarily closure due to the COVID-19 pandemic.
- Removed additional trash barrels from parks to help decrease potential exposure to staff.
- Posted to the Men's Softball Facebook page, and sent out messages that the fields are closed down at this time.
- Placed banner, blue bows and signs at Gateway Park for Autism Awareness Month.
- Hosted March monthly Seaford Tomorrow Meeting (via Zoom).
- Katie also attended various meetings and workshops.

Mayor Genshaw called for a motion to close the Regular Council Meeting. 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 8:50 p.m.

Charles D. Anderson, City Manager