

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

April 9, 2019

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilwoman Leanne Phillips-Lowe, Councilman H. William Mulvaney, Councilman Orlando Holland, Councilman James King, and City Manager, Charles Anderson. Director of Economic Development and Community Relations, Trisha Newcomer, Deputy Chief Mike Rapa, Superintendent of Parks and Recreation, Katie Hickey, Director of Finance and HR, June Merritt, and Director of Public Works, Berley Mears, were also present.

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

Mayor Genshaw solicited any changes to the agenda. City Manager Anderson stated that there were none.

Mayor Genshaw called for a motion to approve the minutes of the regular meeting of March 26, 2019. Councilman Mulvaney made a motion to approve the minutes from the March 26, 2019 Council Meeting. Councilman Holland seconded the motion; motion so passed with Councilman Henderson abstaining and all others present voting in favor.

Mayor Genshaw invited the members of the Seaford Community Swim Center (SCSC) forward. Mary Kay Baldwin, President of the SCSC board, was accompanied by Eric Chambers, Vice President, Chanelle Evans, Secretary, and Tracy Torbert, board member. Ms. Baldwin mentioned that they were present in order to thank the City and Council for their continued support of the Seaford Community Swim Center and noted that this past summer was a very successful season with over 450 members at the pool (one of the highest seasons to date) as well as a swim team with almost 50 members. Ms. Baldwin noted that the board wanted to give back to the City in the form of a check for \$3,000 in honor of the continued support that they have received year over year. Mayor Genshaw noted that when the City purchased the property where the pool is located the intention was not to keep the pool, but with the support of volunteers who wanted to see the pool continue it was able to stay open and operating. Mayor Genshaw noted the City's appreciation not only for the donation back to the City but also for all of the hard work, dedication and long hours that are put into keeping the pool operating.

Mayor Genshaw invited Deputy Chief Mike Rapa to the podium for his presentation. Deputy Chief Rapa thanked the Mayor and Council for allowing him to speak and mentioned that the Seaford Police Department's Citizens Police Academy was held February through March and was very successful this year with an outstanding turnout and was received very well by the participants. Deputy Chief Rapa invited David Bosco forward to present a token of appreciation to him and his wife, Amy, of 911 Airsoft, for their support and assistance with the Citizens Police Academy.

Correspondence

There was none.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval a resolution to appoint a Downtown Development District Administrator position as required by the Office of State Planning and Delaware State Housing Authority.

Trisha Newcomer explained that through this request, Council is appointing a position rather than a person to act as Downtown Development District Administrator. She further explained that the Office of State Planning changed the regulations and guidelines to require a position, rather than a person (as people can change at any time), that is responsible for the marketing and the inner workings of the grant program while being that first point of contact for any DDD information. She further explained that since Seaford received our designation through the DDD Program in 2015, she has already been acting in this capacity. Charles Anderson added that this position is a new requirement through State Law and he has asked Ms. Newcomer if she would mind serving in this position and capacity and received her agreement.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson inquired of Ms. Newcomer if she has been involved in administering this position to date or if it would change her position or daily responsibilities. Ms. Newcomer explained that every application for a grant through this program has to come through the City Office in the form of a project conformity in which she then has to go through and approve or deny whether it meets with our guidelines that are set forth by our plan. She noted that to date she would review them and Mr. Anderson would sign off on them as City Manager but going forward the signature would come from the District Administrator. Ms. Newcomer also noted that her daily responsibilities are not affected by the appointment of this position as she has already been performing these tasks; this position is just a formality that is now required by the Office of State Planning.

Mayor Genshaw solicited any further questions; there were none. Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the resolution to appoint the position of the Director of Economic Development and Community Relations, as the City's Downtown Development District Administrator, as required by the Office of State Planning, as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2: Trisha Newcomer, Director of Economic Development and Community Relations, to present options related to the expansion of the City's Downtown Development District for consideration by the Mayor and City Council.

Ms. Newcomer explained that during the recent DDD meeting when the Office of State Planning and Delaware State Housing Authority changed the guidelines, they also changed the City's DDD capacity. The original DDD designation gave the City the ability to designate up to 75 acres of property into the grant program. Our original application did not include that full capacity, only our C-3 Riverfront Enterprise zoned property, because we already had the borders delineated and the turn-around time was very short. After our original application we did request to add Front St on both sides to reach closer to that full capacity at 74.6 acres. The new guidelines set forth allow us

to add on up to another 10 acres to a capacity of 85 acres through a formal process with an application and revised map submitted for approvals through a Cabinet committee presentation. The areas for the DDD typically need to be connected so the recommendation is to add the lot at Soil Service, to round off that section of riverfront property. City Manager Anderson and Ms. Newcomer have previously met with the Palmers, the property owners of this lot, and received interest/approvals from them to be added to the DDD to open up those additional opportunities through the grant program if at any point in the future the property owners want to improve their property. This lot is roughly 5 acres in size which would still leave some room to add more property to the DDD in the future. There have been discussions surrounding adding the train station downtown but the property would need to go through a subdivision in order to be included in the DDD because the parcel sits in the right of way and at this time the lessors of that property are not interested in doing anything to the property. Ms. Newcomer further explained that our request needs to be submitted by June 3rd to hopefully get on the docket for the June 20th committee meeting, there are new districts being brought into the grant program which will receive first priority for the docket.

Mayor Genshaw asked for any questions or comments from Council. Councilman King inquired how the businesses in the current DDD map would be affected by this. Ms. Newcomer explained that their opportunities do not change, we are just opening up those same opportunities to a new parcel and property owners. Councilman King also inquired about an update with the construction plan at Residences at RiverPlace; Mayor Genshaw tabled this discussion until later. Mayor Genshaw asked for any additional comments or questions in regards to adding the 5-acre parcel of land to the DDD; there were none and he asked Ms. Newcomer to move forward and present the request for that addition.

Mayor Genshaw presented New Business Item #3: Trisha Newcomer, Director of Economic Development and Community Relations, to present a recommendation from the Economic Development Committee to provide certain incentives to the property owners along areas of Middleford Road and Sussex Highway in consideration for a grant of easement on their property.

The Economic Development Committee met last on April 1st and discussed the work that is being done on Middleford Rd in regards to the sewer extension project and trying to obtain easements from those property owners. The Committee reviewed options to offer to those property owners in order to acquire easements on their properties for the sewer extension project. The Committee's recommendation to the City is as follows: to provide a sewer lateral on the property for the property owner at the City's cost; permit connection of all improvements on the lot at no cost if the connection is made within 24 months of sewer installation (the date of project "beneficial use" as this would be the date owners could begin to connect, should they desire to do so); after the 24-month period the City would agree to provide a 1 EDU credit to the property at the time of connection; should redevelopment of a property occur after the 24-month period, the property owner/developer has the option of taking any "ask" to the Economic Development committee for fee reduction based on investment or jobs creation; should property be sold, the incentive would be transferable to the new owners with balance of time remaining; this incentive would only apply to the sewer extension proposed, not the existing water mains in the area.

Mayor Genshaw stated that the Economic Development Committee is made up of himself, Charles Anderson, Trisha Newcomer, Councilman Henderson, and Joan Neal. He further stated that the purpose of this incentive is to motivate and incentivize property owners to allow the City the opportunity to run water and sewer to Middleford Rd, with the hopes that those properties would at some point annex into the City limits. Mayor Genshaw further explained that the best opportunity is to lay the pipes at one time and in conversations with the business owners and property owners they stated that they needed another incentive to approve an easement onto their property and disrupt their daily business during the construction period. Mr. Anderson stated that Berley Mears, Director of Public Works, has been point person with this process in trying to acquire these easements, should Council decide to approve this recommendation a formal letter will be drafted and sent out to the business owners and property owners to inform them of the incentive program available to them. The final scope of the project will then be determined based on the easements that are acquired.

Mayor Genshaw asked for any questions or comments from Council. Councilwoman Phillips-Lowe inquired if the committee thinks that this incentive program will work in obtaining the easements. Ms. Newcomer stated that they are optimistic that the outcome of this incentive program will assist in acquiring those needed easements. Mayor Genshaw noted that the challenge is that certain property owners want access to city provided water and sewer and others are not interested, but we are not able to skip and jump between the properties where it is wanted. Mayor Genshaw stated that this is the City's last best effort and if it doesn't have a favorable outcome then the extension will have to be tabled and the City's time and energy will be shifted to focus on something else. Mayor Genshaw further stated that he believes that this sewer extension is very beneficial for the City and the business owners who want to tie in and further increase their values, but their approvals, through those easements, are needed to move forward with the project.

Mayor Genshaw asked for any additional questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman King made a motion to approve the recommendation from the Economic Development Committee to provide certain incentives to the property owners along areas of Middleford Road and Sussex Highway in consideration for a grant of easement on their property, as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: Trisha Newcomer, Director of Economic Development and Community Relations, to present a recommendation from the Economic Development Committee to approve three Rental to Homeownership Incentive applications.

Ms. Newcomer stated that during the Economic Development Committee meeting on April 1st the committee was presented with three additional rental to homeownership incentive applications. Ms. Newcomer stated that all three properties did receive favorable recommendation for approval from the Economic Development Committee.

The first application (2019-0001) received was for 335 N Pine Street; it was used as a rental property for 19+ years. The sellers Bryan, Coulbourne & Coulbourne (Mark Bryan & Gary Coulbourne) qualify for an upfront incentive in the amount of \$2,224.25 (five times the annual property tax amount of \$444.85). The buyers, Paul & Mimi Jones, qualify for the five-year tax abatement program with billings as follows: Year 1-\$0, Year 2-\$88.97, Year 3-\$177.94, Year 4-\$266.91, Year 5-\$355.88, Year 6-\$444.85.

The second application (2019-0002) received was for 603 Hickory Lane; it was used as a rental property for 3 years. The seller O. Wayne Medford qualifies for an upfront incentive in the amount of \$2,233.55 (five times the annual property tax amount of \$446.71). The buyer, Leroy Saylor, qualifies for the five-year tax abatement program with billings as follows: Year 1-\$0, Year 2-\$89.34, Year 3-\$178.68, Year 4-\$268.03, Year 5-\$357.37, Year 6-\$446.71.

The third application (2019-0003) received was for 209 N Bradford St; it was used as a rental property for 12 years. The seller Greg D. Tingle qualifies for an upfront incentive in the amount of \$2,631.90 (five times the annual property tax amount of \$526.38). The buyer, Lois Marie West, qualifies for the five-year tax abatement program with billings as follows: Year 1-\$0, Year 2-\$105.28, year 3-\$210.55, Year 4-\$315.83, Year 5-\$421.10, Year 6-\$526.38.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson inquired what the total number of applications and cash outlay is, in order to get an idea of participation in the program. Ms. Newcomer responded that thus far Council has approved 5 applications with a total cash outlay towards the seller incentives of \$11,694.75. Ms. Newcomer also stated that on average those properties were utilized as rentals for about 13 years.

Mayor Genshaw asked for any additional questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to approve the recommendation from the Economic Development Committee to approve three Rental to Homeownership Incentive applications, as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw reopened the tabled discussion from Councilman King about the construction plan at Residences of RiverPlace. Councilman King requested that Ms. Newcomer reach out to the developer of Residences of RiverPlace and request an update on the construction plan for their downtown location. Ms. Newcomer agreed that she will reach out to the developer for an update and will circulate it to Mayor and Council.

Mayor Genshaw presented New Business Item #5: Councilman Dan Henderson and Superintendent of Parks and Recreation, Katie Hickey, to present a synopsis of the 2019 Main Street Conference.

Katie Hickey and Councilman Henderson approached the podium to provide a synopsis of their trip to the National Main Street Now Conference in Seattle, Washington March 25th-27th. They

each provided a presentation about the various sessions they attended and what they learned and took away from the trip; overall the trip was a great success.

Mayor Genshaw presented New Business Item #6: Present for approval an agreement of sale for lot #7 in the Ross Business Park.

Trisha Newcomer came forward to present the information. Ms. Newcomer noted that the City had been working with Sperry Van Ness to find a potential buyer for Lot #7 in the Ross Business Park. The City's asking price was set at \$40,000 per acre for the 7 acres at the eastern most end of Venture Drive. An offer has been brought forward from Kent Peterson of Park Venture, LLC; of the seven acres on the lot only four is buildable because it is part of the Wellhead Protection Area, and after negotiations he has offered a purchase price of \$130,000 (calculated based on the 4 acres of buildable land at \$32,500 per acre). As part of the agreement, he would receive a due diligence period of 180 days and the purchaser will notify the City in writing prior to commencing construction so that the current farming operations may be terminated. The Venture Drive extension (estimated cost of \$65,000 from Berley Mears, Director of Public Works) will be scheduled by the City of Seaford with the Spring 2020 paving agenda. Ms. Newcomer also stated that she asked Mr. Peterson, from an economic development standpoint, what his plans for the lot would be after purchase. Mr. Peterson informed Ms. Newcomer that he believes he has enough buildable area for approximately 30,000 square feet of buildings and based on his current business ventures in the area his hope is that he could see a potential of 30-40 jobs created in these new buildings.

Mayor Genshaw asked for any questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the offer of purchase for lot #7 in the Ross Business Park and authorize the City Manager to execute a proposed agreement of sale, as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #7: Present for approval an employment agreement for Chief of Police.

City Manager, Charles Anderson, presented the employment agreement for Chief of Police. The new Chief of Police, Marshall Craft, would be sworn in on May 6th, 2019; this is a similar contract to what the City has used before for this position; the contract is for a period of two years. Mr. Anderson introduced Marshall Craft, who was in the audience, and stated that himself, Mayor Genshaw, Police Commissioner, and Town of Millsboro Chief of Police comprised the hiring committee and after completing four interviews chose Mr. Craft as the top candidate for the position.

Mayor Genshaw asked for any questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the employment agreement for Chief of Police, as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #8: Present for approval a second amendment to an agreement of sale between the City of Seaford and Better Homes of Seaford Inc. for the 6.28-acre property located on Bridgeville Highway; SCTM #331-5.00-4.24.

Mr. Anderson noted that the original agreement of sale dates back to 2016 and Mr. Bill Rupp, Executive Director of Better Homes of Seaford Inc, has been working on this project with the City of Seaford since the project's inception. The first amendment to the agreement of sale was approved in October 2018, when the due diligence period was about to expire, and that amendment is set to expire October 2019. Better Homes of Seaford is in the process of confirming funding for this Affordable Housing project, hence the reason for the amendment to agreement of sale. All of the terms and conditions of the agreement of sale will remain the same, the amendment is just extending the timeline of the sale to give Mr. Rupp and his partners time to secure the funding for their project.

Mayor Genshaw asked for any questions or comments from Council; Councilman King asked if Affordable Housing meant Section 8 Housing. Mr. Bill Rupp came forward to respond. Mr. Rupp stated that Affordable Housing, in this project, is not Section 8 housing but is low-income housing for elderly residents; hence they do not receive subsidies from the State of Delaware and approval for residency requires the individual to be between 30% of median income levels and 60% of median income levels; they will pay a set amount of rent that is unsubsidized.

Councilman Henderson inquired if the preliminary site plan has changed at all since it was last brought in front of Council. Mr. Rupp responded that there have been some slight alterations to that plan while working to get approvals from the Sussex Conservation District in reference to the stormwater management system on the site, but nothing major.

Mayor Genshaw solicited any additional questions from Council; there were none. Mayor Genshaw then called for a motion. Councilwoman Phillips-Lowe made a motion to approve a second amendment to an agreement of sale between the City of Seaford and Better Homes of Seaford Inc. for the 6.28-acre property located on Bridgeville Highway; SCTM #331-5.00-4.24, as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #9: Present for approval 2019 health insurance renewal information.

Kris Smith, president of INTEGRA Administrative Group presented the information for the 2019 health insurance renewal including the quote analysis for the 2019-2020 Contract Year. He mentioned that the only changes being made to the current coverage is the prescription benefit manager and therapy coverage (to include physical therapy and chiropractic) will have a \$15 co-pay and 100% coverage beyond that (to be in sync with Delaware State law updates and requirements).

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired further into the benefits committee's decision to move forward with Westport Insurance (Option 10b) rather than to renew again with Unimerica and receive the estimated refund of \$40,307. Mr. Smith further explained that the decision to move forward with Westport Insurance (Option 10b) includes a guaranteed reduction in fixed cost premium increase of \$50,528 whereas Unimerica includes a guaranteed reduction in fixed cost premium increase of \$11,090 and the estimated refund (currently projected at \$40,307) would not come until December 2019 and the amount may reduce with additional claims paid until June 1st. Mr. Smith also stated that Westport Insurance does also have a premium refund program that the City could qualify for if we were to renew with them again next plan year.

Mayor Genshaw asked for any additional questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the 2019 health insurance renewal quote with Westport Insurance (Option 10b) with employee contribution towards the premium remaining at the current percentage, as presented. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #10: Present for approval non-exclusive lease agreements with Cellco Partnership, d/b/a Verizon Wireless, to lease a portion of the water towers, and associated property, located at 1799 Dulaney Street, 295 Cedar Avenue, and 22770 Sussex Highway.

Director of Public Works, Berley Mears, came forward to present the information. Mr. Mears informed Council that Phase 1 of the Environmental Analysis of the three properties has been completed by Verizon and the lease agreements for these properties are ready to be approved and executed. Through the lease agreements, each location will receive \$25,800 annually for a five-year term, with the option to extend for four additional five-year terms up to a maximum of 25 years total. The lease includes a rental increase of two percent each year throughout the full lease term. At this time, Verizon has not determined their installation day; the lease would begin as of the day they begin their installation or January 1, 2021, whichever comes first. If Verizon has not began installation on the locations prior to January 1, 2021 the City of Seaford reserves the right to rent out the locations to another party for the same purpose. There is also an additional clause that if another carrier comes forward with a bona fide offer to lease the sites, Verizon has 6 months to begin their installations or release the properties to be leased by the other party.

Mayor Genshaw asked for any questions or comments from Council. Councilman Mulvaney inquired if the installation by Verizon is going to interfere with the plans to repaint the tower. Mr. Mears stated that this agreement actually accelerates the painting schedules as it would be completed before Verizon installs their equipment. Mr. Mears is planning to put out an RFP to lock down a bid for the painting project before the budget for FY20 is completed.

Councilman King inquired who administered the Environmental Analysis testing and what the results of those tests were in regards to potential radiation from the towers. Mr. Mears stated that Verizon contracted with an environmental contractor of their choice to administer the testing on

the site and he has not received an actual report with results but they informed him that it came back clean. Charles Anderson interjected and stated that Verizon had requested soil sampling for contaminated soils or materials and they found the site to be clean. Mr. Anderson further explained that in regards to electromagnetic frequency radiation there has been no testing or submission of any information. Once entering into the lease agreement, Verizon would need to obtain a permit to complete an EMF background survey and submit all of the data back to the City; there are government regulations for EMF safety that they would need to abide by in regards to EMF exposure from their equipment. The background analysis cannot be completed until all of their equipment is attached and transmitting frequencies and power output are determined, hence the need for the approval to enter the lease agreement before they can move forward. Mr. King inquired if there is still a possibility that this not come to fruition because there is a chance to fail the background analysis surveys. Mr. Anderson stated that Verizon is well-versed in these situations and they would not be moving forward if they did not believe if it would be able to come to fruition as it is a very costly process. Mr. Anderson also stated that there are not many other transmitters near to these locations which would assist in keeping the EMF readings low. Mr. Anderson assured that these transmitters would more than likely not transmit at as high of a range as those utilized by the Police Department and also as the tower gets taller the EMF gets lower. Mr. Anderson noted that the goal of this equipment to be installed on the water towers is to support 5G technology through Verizon for the residents of Seaford.

Councilman Henderson inquired about the property names listed on the paperwork received from Verizon. Mr. Mears responded that he informed Verizon of the correct names for the properties and they do have the correct tax map and parcel information in their agreement. Mr. Mears assured that when he communicates with Verizon now, they have revised their system to reflect the correct property names. Mr. Henderson inquired if the purpose of this equipment is to support 5G technology. Mr. Mears and Mr. Anderson both responded that yes, they have been informed by Verizon that that is the goal for this equipment.

Councilman King inquired if we are assuming the reason for the equipment is for support of 5G service or if they have submitted their plans to back that up. Mr. Mears stated that they have not submitted official plans detailing that that is the reasoning and goal for this equipment. Mayor Genshaw inquired if the technology aspect of the equipment would change the way that the vote was submitted. Mr. King responded that he believes that the type of technology that this equipment would be transmitting would play into the EMF and the height required of the water tower and the radius of residents that it would affect. Mayor Genshaw assured that regardless of the technology that the equipment would be supporting, the background analysis would still need to pass all of the requirements in order to receive permitting to continue operations. Mr. Mears stated that the background analysis process is a very costly process and Verizon does not want to move forward with any of that until they know that the City is willing and approving to move forward with plans to lease the water tower properties to them for this purpose. Mayor Genshaw stated that Verizon is completing similar constructions in other towns as well and he believes that they would not be moving forward if they had reason to believe that it would not come to fruition. Mr. Anderson stated that they would not be permitted to complete construction and continue business unless and until they pass and meet the FCC standards around EMF regulations. Mr.

Anderson stated that the recent deployment with the AMI electric meters had to undergo very similar EMF transmission testing because we were required to stand up a wireless system to read all of our City electric meters; this is a very common practice and never at any time are FCC standards allowed to be violated when it comes to health hazard exposure. Councilman Henderson stated that he has read some basic information about the 5G technology and from his understanding it uses less power, it is less likely to penetrate structures, and is at a lesser power density meaning that there needs to be more access points and line of sight to allow people to access the technology. Mayor Genshaw mentioned that he attended the meeting about 5G technology with AT&T and it is truly a race to see which carrier gains the coverage. Mr. Anderson confirmed that the 5G technology is point-to-point, your cell phone goes to that tower but the back haul of that data will be run typically by fiber, meaning that they are really only transmitting one way (from your phone wirelessly to an antenna and then from that antenna through fiberoptic networks).

Councilman King asked for clarity on what is being approved during this Council meeting. Mr. Anderson stated that the approval from this meeting is to enter into the non-exclusive lease agreements with Cellco Partnership d/b/a Verizon Wireless and giving them permission to occupy our property at and on the water tower sites to mount their antennas and equipment as shown in their submitted plans, should they decide to. Once the lease agreements are approved, Verizon has the due diligence period to complete their studies and advance the project. Mr. Anderson confirmed with Mr. Mears that at the beginning of the request for this water tower space, Verizon was only looking at the Spruce Street tower then decided to expand the agreement to the other two as well. Mr. Anderson clarified that no money changes hands until the antennas are mounted on the water towers, possibly 6 months to a year at the earliest.

Mayor Genshaw asked for any additional questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve the non-exclusive lease agreements with Cellco Partnership, d/b/a Verizon Wireless, to lease a portion of the water towers, and associated property, located at 1799 Dulaney Street, 295 Cedar Avenue, and 22770 Sussex Highway, as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #11: Bids – Clean-up week.

Director of Public Works, Berley Mears, presented the information for the received bids for the annual clean-up week. He stated that two bids were received on April 4, 2019, one from Waste Industries and the other from Republic Services. Mr. Mears stated that the cost per pull is what the bid is based on; Waste Industries \$175.00 per pull and Republic Services \$185.00 per pull. At this time Mr. Mears recommends that the bid be awarded to Waste Industries in the amount of \$175.00 per pull; with a total base bid of \$23,250.00. Mr. Mears stated that the price of services like this has been trending up and this is slightly higher than we have seen in the past, but that was expected. Mr. Mears stated that our local legislators have also provided some funds to help offset the cost of our annual clean-up week.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson inquired if there has been a trend of more tonnage each year as we complete clean-up week. Mr. Mears stated that for an extended period of time the amount collected was trending down year over year but has since gone up over the last two years. Mr. Anderson stated that the amount that is collected during clean-up week seems to trend with the economy.

Mayor Genshaw asked for any questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman King made a motion to award the clean-up week bid to Waste Industries Inc, the low bidder, in the amount of \$175.00 per pull with funding provided by the FY19 budget line item street clean-up week contract, as presented. Councilwoman Phillips-Lowe seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #12: Present for approval the request from Tracy Torbert, City Clerk, to set formal Real Estate Tax Appeals to City Council for May 14, 2019 from 7:00PM until 8:00PM.

Mr. Anderson presented the memo from Tracy Torbert, City Clerk, for the formal property tax appeals. He stated that Ms. Torbert has spoken with PTA/DELVAL (the City tax reassessment contractor) in reference to setting a date for formal property tax appeals (they have already completed informal tax appeals) and they have agreed upon the date of May 14, 2019 from 7:00PM until 8:00PM (as required by the Charter).

Mayor Genshaw asked for any questions or comments from Council; there were none. Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the request from Tracy Torbert, City Clerk, to set formal Real Estate Tax Appeals to City Council for May 14, 2019 from 7:00PM until 8:00PM. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Easter Egg Hunt, Governor Ross Mansion April 13th, at 10:00AM; rain date April 14th, at 2:00PM.
- Telecommunicators week April 15-19, please thank our 911 Center dispatchers for all of the critical and important work.
- SCAT Legislative Breakfast, April 12, 2019, CHEER Center starting at 8:30AM.
- City Offices will be closed on Friday, April 19, 2019 for the Good Friday Holiday.

Municipal Election – April 20, 2019

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

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

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

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

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

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

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

CANDIDATES FILED:

Matthew MacCoy has filed for City Council

Jose Santos has filed for City Council

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police, and EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Rick Stewart:

The President, Vice President, Treasurer, and Chief of the Fire Department will attend a Course on Best Practices and Procedures on May 15, 2019. This course will further acquaint the leadership regarding financial stewardship, accountability, and management for Fire Departments.

President Stewart reported the countermeasures designed to prevent ospreys from nesting on the tower appear to be successful.

The Department is in the process of preparing its FY2019-2020 budget.

Upon correction of some minor details the sale of Engine 87-5 is now final.

The sale of Engine 87-3 is pending receipt of funds from Park City Fire District.

Report from Chief John Wilson:

Total YTD responses:

Fire Responses - 170

EMS Response - 927

Chief Wilson reported one working structure fire during the period since the last report.

All apparatus is in service, and no injuries were reported during this period.

Chief Wilson reports the Brad Taylor is busy with several tasks, but most notably are a transition Wright Express (WEX) for fleet fueling. He is also working with neighboring fire departments on the Mid and Lower Eastern Shore of Maryland to revolve interoperability issues.

The new van is in service; however, it has not been ensigned to date. The old van will be listed for sale in the very near future.

Bids for the new pumper were opened. All three bids were rejected due to being over budget. The committee will revise the specification for cost saving, and an Invitation to Bid will be sent out in the near future.

Seaford Volunteer Fire Department, Inc.

Monthly EMS Report as reported by Tom Lecates

March 2019

Total Number of EMS Runs- 288

Total Number of "Alpha" Calls- 80

Total Number of "Bravo" Calls- 48

Total Number of "Charlie" Calls- 81

Total Number of "Delta" Calls- 73

Total Number of "Echo" Calls- 4

Total Number of "Omega" Calls- 0

(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 has accepted the open full-time position vacated by Josh Joyner.
No reported injuries.

SVFD in the Community:

March 1- Reading Across America at West Seaford Elementary School.

March 15- Salvation Army Fire Prevention at Station 87.

March 29- Seaford Central Elementary Public Safety Day.

Seaford Volunteer Fire Department, Inc.

Monthly Fire Report as reported by Tom Lecates

March 2019

Total number of alarms- 57

Number of alarms within the City- 29

Number of alarms outside the City- 24

Number of assist/stand-bys at other fire companies- 4 / 0

Types and number of Alarms

EMS Assist- 15

Powerlines- 1

AFA- 13

Child in a Vehicle- 1

MVC- 11

Vehicle Fire- 1

Brush/Field Fire- 3

Washdown- 1

Structure Fire- 2

CO Detector- 1

Smoke Invest.- 2

Improper Dispatch- 1

Odor Invest.- 1

Duty Crew Calls Total- 12

Assist other FD- 4

Duty Crew Calls (Friday Nights) -

6

Structure- 4

EMS Assist- 8

AFA- 1

Training:

March 6, 2019- Airbag and Stabilization at Station 87.

March 20, 2019- State Mayday review at Station 87.

Notable Alarms for the Month:

March 8: Assisted Station 71, Blades, with on several trailers on fire at Melson Drive/SR-20.

March 9: Structure fire involving a trailer at 23652 Burton Street, Indian Village.

Seaford Police Department

Police Activity during period of March 25th through April 8th, 2019 as reported by:

Acting Chief Michael Rapa

Criminal

On 03/25/19, A/Sgt Scott stopped a vehicle on Norman Eskridge Hwy near Dover Electric. The female driver was DUI and blew a .209 BAC (Blood Alcohol Content). This is A/Sgt Scott's second DUI for the month of March.

On 03/26/19 B Shift (Scott, Wingate, Thompson) was called to shots fired in the area of Chandler Heights. A/Sgt Scott was first on scene and observed suspects fleeing in a white vehicle. A/Sgt Scott called over the radio to Cpl. Wingate and PFC Thompson of the vehicle's location. A traffic stop was initiated, and 3 suspects were taken into custody. A 9mm handgun was located under front passenger seat by Cpl. Wingate. Another BB gun (which looked like a real handgun) was located in a back-pack in the rear seat. A/Sgt Det. Chambers was called in and received a full confession from one of the suspects. A/Sgt Chambers also advised that Maryland Officers received information from the confessing suspect of other burglaries and thefts in the Cambridge, MD area from the same 3 suspects. It should also be noted that the recovered 9 mm handgun is possibly stolen however; it has not been reported yet.

On 03/30/2019, at approximately 1728 hrs., A-Squad units responded to the Seaford Walmart in reference to Lacon Purnell shoplifting within the store. Purnell was also wanted on 3 hard warrants out of SPD, as well as 3 bench warrants out of various courts. As units attempted to contact Purnell, he fled outside of the store and was eventually apprehended along a woods line north of the Walmart. However, during the apprehension, Purnell forcefully resisted arrest. Pfc. Wyatt received a small laceration to his lip area during the struggle when he was struck by Purnell. Purnell was found to be in possession of shoplifted merchandise as well as heroin and crack cocaine. Purnell was treated at NMH for a cut above his left eye that was a result of the struggle with officers on the ground. Purnell was released from NMH and was committed to SCI, for lack of a \$20,100.00 cash only bail.

April 2nd- Pfc. James conducted a traffic stop of a vehicle. During that stop, the driver was found to have marijuana in his possession. Further investigation revealed a firearm under passenger seat. The passenger confessed to stealing the firearm from the driver's residence.

Telephone Statistics YTD

2019	
Telephone Stats	
Wireline 911	160
Cell Phone 911	505
VOIP	84
Total 911	756
Abandoned 911	103
Total Administrative Calls	2322
Outgoing Admin Calls	575
Incoming Admin Calls	1712
Abandoned Admin Calls	35
Incidents	
Police	1246
Fire	56
EMS	307

Admin

March 26th- Deputy Chief and D/Cpl. Chambers finished removing items for process room for new floor installation

March 27th- Deputy Chief attended prayer gathering at the department and Staff Meeting

March 30th- Deputy Chief attended the Youth Summit and gave a speech on 'Thinking Beyond the Moment.'

April 1st- Deputy Chief, Lt. Flood, A/Lt. Sterner, D/Cpl. Chambers and D/Cpl. Mills moved furniture and equipment back to previous locations after new floor was cured.

April 2nd - Deputy Chief conducted a Civilian Response to Active Shooter Events to members of the Seaford Presbyterian Church from 5:00 pm to 7:00 pm.

April 5th- Deputy Chief and A/Lt. Sterner met with Rees Blahuta from Conduint reference Red Light Camera System.

Training

March 25-26- Pfc. Justice attended ALICE Instructor course.
March 25-29th- Pfc. Wilson attended Victim Services course.
April 1-5th- Sgt. Horn attended her second FBI LEEDA course, which she has one more to obtain her Trilogy Award.
April 2nd- Pfc. Justice attended a conference for Protecting Delaware's Children.
April 5th- A Squad conducted Firearms
April 6-7th- Cpl. Bradley attended the Special Olympics Conference.
Dispatchers attended the Active Assailant Course and are now certified
Dispatcher Durham and Dispatcher Mitchell completed Certified Training Officer class to train new Dispatchers.

Public Relations

April 4th- B Squad members Scott, Wingate, Justice, Thompson, Wilson, Whitaker, Revel, and CID member Mills all chipped in and purchased a \$60.00-year subscription to Xbox Live for local resident/friend- Nori Herrick. Nori has been vocal about the month of April being the year anniversary of her mother's passing. Members of the Police Department know Nori is still in the grieving process and hopes this donation will help with the passing time. It should be noted that Nori is extremely active on her Xbox during her down time.

Cpl. Bradley is working with Jeff Benson from the Seaford School District scheduling a softball game between Seaford Police Department and members of the Seaford School District. A tentative date of June 14th, 2019 has been set for the game.

Councilwoman Phillips-Lowe reported on Public Works and WWTF.

PUBLIC WORKS:

- AMI water meter deployment is from 04/08 – 04/23 for April
- Troubleshoot about 40 AMI meters that are not reading
- Ross Station parking lot project has been paved and striped
- Completed paving bid 2019 and advertised
- Finalized Verizon water tower agreements for approval at City Council meeting on 4/9
- Had training with AMI water meter vendor
- Received bids for clean-up week
- Met with State for Statewide assessment study for water and wastewater needs
- Director is still working on easement acquisitions for Rt.13 and Middleford Rd. projects
- Installed new service to Granny Darmics so that we could shut down water main near McDonalds
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc.
- Down one man

WWTF & COMPOST

- Plant performance is good

- We do have a little compost to sell
- Leachate treatment going well
- No major maintenance issues to report

Councilman Mulvaney reported on the Electric Department.

Crew

Continued renumbering the poles for the circuit changes.

Installed the new tennis court lights and coin boxes.

Read meters.

Set a new transformer at Eastern Shore Metals.

Took down the Christmas lights on High St.

Moved the transformer between Sussex Ave and Hickory Lane to Martin St to get it out of the backyard.

Trimmed trees in several areas of town.

Moved the tools from the old truck 19 to the new truck.

Director

Went to DEMEC for a seminar on substation battery installation and maintenance.

Worked with AUI on pulling in the 750 MCM underground in Ross Business Park to give us redundant feeds for the complex.

Worked on my FY 20 budget.

Did the 3 interviews for the customer service coordinator in the office.

On site with AUI, the loop in Ross Business Park is now complete. We can feed it from 3 direction from 3 different circuits and the park is 750MCM wire so it can be used to tie circuits together.

Upcoming Weeks.

Work with NextGen changing out the AMI meters whenever they have a problem.

Continue remarking poles from the distribution circuit changes.

Continue working on the new circuit 330.

Councilman Holland reported on Administration.

MEETINGS:

- Met with School District team regarding the proposed Market Street sewer replacement project.
- Met with David Baird with the Conservation District regarding funding the proposed living shoreline at Riverview Park.
- Attended the Ross Station ribbon cutting.

OTHER WORK:

- Prepared the Council agenda.
- Worked on the FY20 budget CIP.

- Attended Danny Short's coffee meeting.
- Opened cleanup week bids.
- Participated in Customer Service Coordinator interviews.

Information Technology Report:

- Continued working on Computer Repair
- Research on Grants for projects
- Comm Center desks (Swapping PC's, Pulling Cable, Cable Management, Relocating Supports)
- Setting Up new Security Cam PC's
- IT Roundtable at DEMEC
- Security Camera Network Budget and Discovery Calls with vendors

Administration Report for Council –

- Continue working on AMI deployment.
- Prepare and distribute first draft of FY 2020 Budget.
- Interview for Customer Service Coordinator position.
- Attend Benefit Committee meeting.
- Attend Due Diligence call for DEMEC Bond Closing – Substation & AMI Project
- 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 71 permits and 416 Rental Licenses as of April 08, 2019.

Large Project Statuses:

The Ross Station Event Center – Parking lot pavement completed. Grand Opening Ceremony was held on April 6th.

McDonalds – Framing progressing on track.

Riverplace Phase 2 – Steel is going up.

Chick-Fil-A – Foundation has been poured.

Family Dollar – Utilities are installed. Steel to go up on April 15th.

Planet Fitness – Work has started on this project.

Wawa – Plans are being reviewed.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed routine jobs including spraying around Nylon Blvd & Hooper's Landing, trash pick-up and work orders as well as sanding the picnic tables.

Additional Updates:

Prep for Live for Chocolate meeting & Riverfest meeting.

Prep for softball tournament – April 30th.

Working on schedules for men's softball & spring/summer youth programs.

Food Truck Fridays -starting April 5th (First week canceled due to inclement weather.)

Preparation for the Easter Egg Hunt – April 13th at the Governor Ross Mansion.

Katie also attended various meetings, workshops and attended the National Main Street Now Conference in Seattle WA.

Big Thank You to everyone involved in the Light It Up Blue event which was moved from Gateway Park into City Hall at the last minute due to inclement weather. A lot of team work went into making this event a true success. (Banner, Signs, ribbons to the chairs)

Mayor Genshaw shared a testimonial about economic development in the City of Seaford in reference to Starbucks. The developer and property owner of the property, Steven Himmelfarb, sent a letter about working with City individuals to move Starbucks to the finish line. It read as follows: "Very often in business doing what is best and right is hindered by bureaucracy and catch-all regulations. We owned a closed Pizza Hut. While the location is outstanding, the building was in desperate need of a refresh and the profile of the location and Seaford had improved. Simply said, it was time to take this tired old Pizza Hut from the 1980's and make it compelling for 2019. Starbucks for this site was a win for all parties, and a tenant with cache for the commercial gateway into Seaford's US 13 corridor. Charles Anderson, Trisha Newcomer and the entire Seaford team were instrumental, always available, and proactive in working with Starbucks corporate to secure their commitment for Seaford, and an experienced guide through the approval process. Seaford is ready, willing, and capable of facilitating high quality business investment which leads to a sustainable future for all." Mayor Genshaw noted that we will start capturing these comments and place them into brochures for the City of Seaford for other businesses to hear what a Starbucks would say about Seaford and the people that they are working with to take down that fear. Mayor Genshaw thanked and recognized all of those involved in making this happen because these things don't just happen without a lot of hard work from a lot of people including every employee of the City of Seaford as well as all City elected officials.

Mayor Genshaw wished everybody a blessed Easter holiday.

Councilman Henderson noted that he wanted it recorded that he abstained from the vote to approve the minutes from the March 26, 2019 minutes solely because he was absent from that Council meeting.

Mayor Genshaw solicited a motion to adjourn the regular Council meeting; Councilwoman Phillips-Lowe made a motion to adjourn the regular Council meeting. Councilman King seconded the motion; motion so passed with all present voting in favor. The regular Council meeting was adjourned at 9:05 p.m.

Charles D. Anderson, City Manager