

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

May 26, 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](http://www.seafordde.com/meetinglivefeed)
- On Facebook: [www.Facebook.com/cityofseaford](http://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, Councilman H. William Mulvaney, III and Councilman James King. City Manager, Charles Anderson and Director of Economic Development and Community Relations, Trisha Newcomer were also present.

Councilman King 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 he was requesting the deletion of the executive session scheduled to discuss personnel. Mayor Genshaw called for a motion to accept the amended agenda less the executive session. Councilman Holland made a motion to accept the amended agenda less the executive session. Councilman King seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

The motion so passed.

Mayor Genshaw then called for a motion to approve the Council Meeting minutes from the May 12, 2020 meeting. Councilman Henderson made a motion to approve the minutes from the May 12, 2020 Council Meeting. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

The motion so passed.

Mayor Genshaw stated that he wanted to recognize Councilman Mulvaney as this is his last meeting. He stated his appreciation for his service to the City of Seaford, his friendship, and all that he has done for the City during his time on the Council.

Mayor Genshaw stated that tonight he is presenting the Mayor's Right Choice Award. He explained that the Mayor's Right Choice Award was created to recognize and honor a student for making the right choices; living a drug free life and having a positive influence on our community. He stated that this year's Mayor's Right Choice Award is presented to Adrianna Cannon for her work with down syndrome in our community; including a plaque and a \$500 check. He then read the plaque which stated: "Mayor's Right Choice Award presented to Adrianna Cannon for making the right choices and exhibiting a drug free lifestyle, for being a positive role model for our youth, and for contributing to an improved quality of life in our schools and our community. Presented on this 26<sup>th</sup> day of May by David C. Genshaw, Mayor of Seaford."

**Correspondence:**

City Manager Anderson stated that there was a letter received by the City of Seaford Electric Department and Director of Electric, Mr. Bill Bennett.

April 28, 2020



City of Seaford Electric Department  
Mr. Bill Bennett  
8000 Herring Run Road  
PO Box 1100  
Seaford, DE 19973

C-1  
5-26-20

Dear City of Seaford Electric Department,

First of all, thank you! We are so grateful for the outpouring of support from this community. Our staff is working tirelessly to ensure that patients are safe and cared for while simultaneously anticipating and preparing for what's next.

We are overwhelmed by your support for our team members as they work the front lines against COVID-19. Your gift of an Assortment of Snacks and Water for the staff means so much.

From the encouraging words to the numerous people stepping up to sew masks to keep us safe to the many gestures of kindness for our team, we are reminded of the strength and spirit of the people we serve.

Again, your desire to help us is amazing and most welcome. Thank you for keeping Nanticoke Memorial Hospital in your thoughts.

Sincerely,

*Penny Short*

Penny Short, MSM, BSN, RN  
Senior Vice President, PRHS  
President, Nanticoke Memorial Hospital

*The snacks put  
smiles on many  
faces. Thank you  
so much  
Penny*

### **New Business**

Mayor Genshaw presented New Business Item #1: Bids – Trash Collection. City Manager Anderson stated that the City of Seaford solicited bids for trash collection for City facilities and we received bids from three trash collection companies. He stated that staff has reviewed those bids and the recommendation is to award the bid to low bidder Republic Services. He stated that the bid tabulation was submitted with the monthly breakdown of cost for each department.

Mayor Genshaw solicited any questions from council; there were none. He then called for a motion. Councilman Holland made a motion to award the trash collection bid 2020 to the low bidder, Republic Services, in the amount of \$1,220.09 per month for year one of the contract, as presented.

Councilman Henderson then inquired if the contract is a two-year contract. City Manager Anderson verified that it is a two-year contract, with successful performance in year one. Councilman Henderson then inquired if there is inflation in the cost for year two. City Manager Anderson referenced that the bid was submitted with \$1,220.09 monthly for year one and then slight increase to \$1,256.71 monthly for year two. City Manager Anderson also stated that staff would be reaching out to Republic Services in reference to the SCSC Pool not opening this season, meaning there would be no need for trash service at that location this year, so the City will be working with the vendor to reduce the cost for this year.

Mayor Genshaw solicited any additional questions or comments from council; there were none. He stated that there was a motion on the table and solicited a second. Councilman Henderson seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

The motion so passed.

Mayor Genshaw presented New Business Item #2: Announce the results of the 2020 Municipal Election; held May 16th.

City Manager Anderson read from the Certificate of Election: The Annual Municipal Election was held on Saturday, May 16, 2020. Total number of ballots cast was 594 which included 350 absentee ballots. For Mayor, two-year term, Mayor David Genshaw received 317 votes and Councilman James King received 270 votes. For City Council Member, three-year term, Alan Cranston received 289 votes, Councilman Dan Henderson received 374 votes, and Jose Santos received 376 votes. He further stated that the Certificate was properly executed by the election

committee. Mayor Genshaw thanked all of those who volunteered to serve on the day of election and to the employees for setting up a safe environment and also those who ran for office.

Mayor Genshaw presented New Business Item #3: Present for approval a proposal to process outdoor seating accommodations for restaurants by administrative approval for a sixty-day period in accordance with guidance published by the State of Delaware.

City Manager Anderson stated that himself and Mayor Genshaw participate in weekly calls with the Governor. He further stated that recently the Governor's staff provided a prelude to this process that then came out with clarification from the Office of the Governor. The announcement allows for restaurant businesses to expand their operations into outdoor seating through working with the local jurisdiction related to fire lanes, entrances, and things of that nature. The Delaware Division of Small Business released a publication that further clarifies the process and language of the Governor's announcement. With the parameters and time frames that the establishments are working with, City staff is requesting the ability to work with the individual restaurants. He further explained that if a business were requesting to expand into their parking lot, it would normally require a variance for parking because of zoning code requirements for parking availability. He further explained that businesses would not be allowed to expand into fire lanes or ingress and egress areas and they would still have to comply with noise ordinance. His suggestion is that the Building Official, Economic Development Director, City Manager, Directors of other departments (Public Works and Electric) would work together, if a request is received from a business, an administrative approval for a 60-day period could be provided. He further stated that if problems or complaints arise, staff would work with business owners to modify their approvals. Mr. Anderson stated that the goal is to be as lean and agile as possible to help local businesses in this time of need to reestablish and reopen. He stated that there has already been a request from a downtown business for usage of the parklet that the City invested in a few years ago. He noted that the parklet will get installed for a one-week time frame before being cycled through to other businesses that register for the usage of it. Mayor Genshaw further explained that the goal is to expedite the processing of these requests.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson inquired if there is an estimate of the number of restaurants that might take advantage of this request. City Manager Anderson stated that he does not have an estimate and further explained that there has not been any request made to date, but the guidance document was just issued today, so there is a possibility that there may be requests that are received in the near future. He further explained that the process and approvals will be unique to each business depending on whether they need to utilize public property or their parking lot that is situated in, or near, a residential district. Councilman Henderson further inquired if staff has discussed what would happen if a business requested to utilize City owned or leased property. City Manager Anderson stated that there have been internal discussions around the use of park land and the like and that depending on the request would work with the businesses to try to do something different. He stated that a business might have the option to use the sidewalk in front of their business, as long as they can maintain handicap accessibility etc., however to allow them to set up in a park and

move food through the City to the location would be more difficult but there is a possibility that it could happen.

Mayor Genshaw solicited any additional questions from Council. Councilman King stated that he thinks this is a great idea and inquired if the information has been sent out through mass media to the business owners that this is an option that they have available to them. City Manager Anderson stated that the City has not sent it out yet because approval was needed from Council before any outreach could happen, however the State and the Chamber have sent information out to the public. Mr. Anderson stated that, should Council approve this, the City could do a social media push to get the information out to our local establishments.

Mayor Genshaw solicited any additional questions from Council; there were none. He then called for a motion. Councilman MacCoy made a motion to approve City staff to work with food and drink establishments to provide or expand outdoor seating accommodations for restaurants by administrative approval for a 60-day period in accordance with guidance provided by the State of Delaware on May 19, 2020, 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 Mulvaney voted yes;  
Councilman Holland voted yes;  
Councilman King voted yes.

The motion so passed.

Mayor Genshaw then stated that as businesses do approach the City with requests for expanding and/or providing outdoor seating accommodations it will be brought back to Council so that they are aware of what is happening.

#### **OLD BUSINESS:**

There was none.

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

- Summer Hours (7:00 a.m. until 4:00 p.m.) will being on Tuesday, May 26, 2020 for City Office and Utility personnel.
- Clean Up Week is June 8 – 12 for the City of Seaford residential households only. Go to [www.seafordde.com](http://www.seafordde.com) and click on home then services for the drop-down information on Clean Up week to find out what will and will not be picked up during the week.

#### **COMMITTEE REPORTS**

Councilman MacCoy reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Focused all manpower on picking up L & L, big piles, and sweeping streets for these last two weeks. We caught up by last Friday the 22<sup>nd</sup>.
- Boarded up house for code.
- Cleaned up our yard and made room for materials where County building will be placed.
- Pulled pump at Pine Street lift station for repair.
- Completing essential duties and non-essential duties as we have manpower to complete.
- Operating half-staff due to COVID-19 and back to full staff starting 5/18/20.
- Held multiply meetings in person, zoom, and by conference call.
- 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 by appointment
- Leachate treatment going well but less
- Septage is down
- No major equipment maintenance needed

Upcoming two weeks:

Public Works

- Clean up week starts June 8<sup>th</sup>.
- 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.

Notes from SVFD Fire Chief John Wilson's report:

Alarms to Date (5/26/2020)

- FIRE / RESCUE           271
- EMS                       1276

Significant Calls:

- 5/21/20: (Out of City) Concord Pond road

Apparatus

- All Apparatus are currently in service
- Command 87 returned from collision repair and is in operating order

EMS

- Total COVID patient transported by Seaford EMS is 35
- (2) new employees hired and start dates
  - Brandon Bailey starts June 1st, Brandon comes from Berlin Fire Company and is a Firefighter/ EMT
  - Samantha Lewis starts June 8th, Samantha comes from Laurel Fire Department and is a Firefighter / EMT

Training / Meetings / Business

- Training is still postponed until lift of SOE
- Business Meeting have been held via ZOOM format.

Events

- Several Social Distance Birthday appearances
- Lead Seaford High School Social Distance Graduation drive by at Jays Nest on Saturday, 5/23, Flag Display by Tower 87
- Flag Display with Tower 87 at VFW for Memorial day Celebration on Monday, 5/25

Seaford Police Department

Police Activity during period of Monday May 11, 2020 - Sunday May 24, 2020 as reported by Chief Marshall Craft:

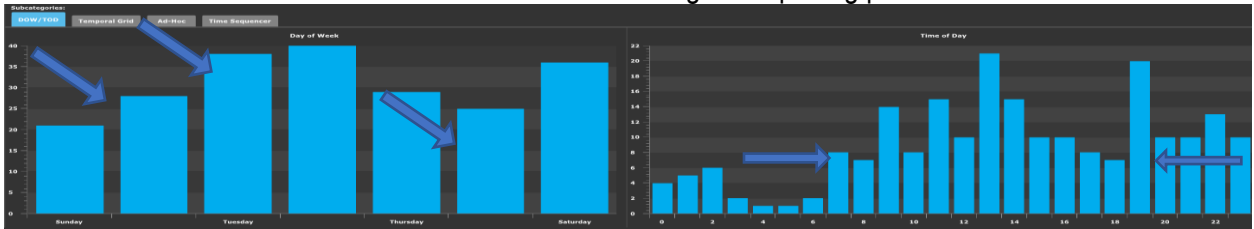
<b>INCIDENTS</b>	<b>2020 YTD</b>	<b>2019</b>	<b>2018</b>
All crimes	2232	6,619	4918
Drug Crimes	85	249	390
Overdose	13	25	23
All Traffic Contacts (E-Tickets)	2724/ (514)	7,819 (1,782)	6387 (3,617)
All DUI	9	42	52
All Crashes	189	584	533
False Alarms	165	494	333

Criminal

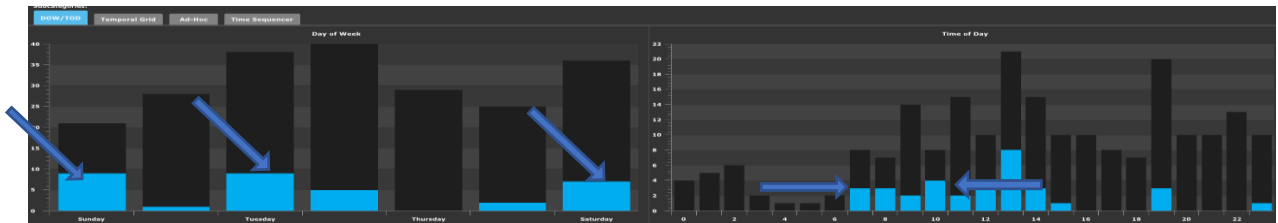
- All complaints: **217** (defendants: **10** adult & **1** Juvenile)
  - Felony: **14**
  - Misdemeanor: **38**
  - Violations: **9**
  - Civil: **2**
  - Other: **154**
- 80.6% Clearance Rate (overall)
- Tuesday, Wednesday & Saturday from 0700-2300 hours (overall crime)



- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 33 **complaints** consisting of Assault, Forgery/Fraud and Theft complaints, Excludes Shoplifting: (.091% clearance rate during this reporting period. Most occurred on Tuesday, Saturday and Sunday from 0700-1400.) \* Significant increase of theft from vehicles that are pending active.

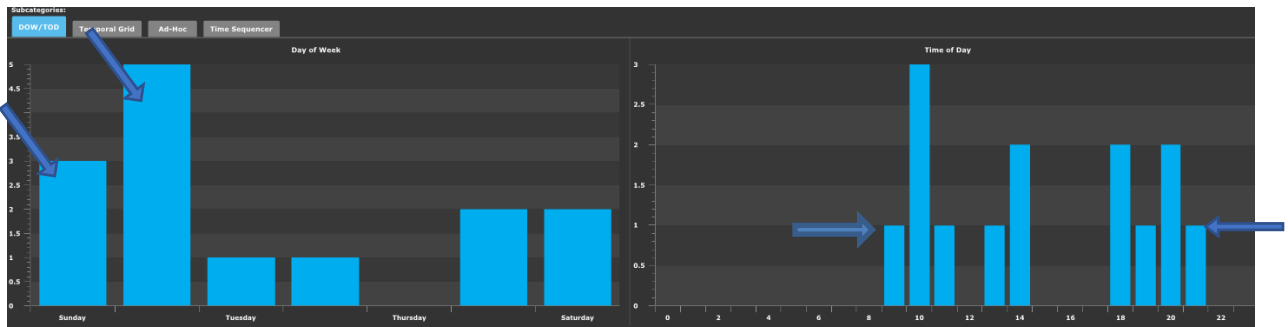


Drug Complaints:

- Drug Crimes: **3**
  - Adult Arrest: **1**
  - Juvenile Arrest: **0**
- Prosecution Declined: **2**
- Search Warrants(s): **0**
- Overdose: **1**

Traffic

- Citations: **253** traffic contacts resulting in **19** citations
  - **4** Distracted driver charges (accident related): **1** Inattentive, **1** red light, **1** stop sign and **1** Fail to Yield.
- DUI: **0** (**0** accident related DUI's)
- Crashes: **14**
  - Injury: **2**
  - Non-Injury: **12**
  - **Additional Information:**
    - Hit & Run: **5**
    - Alcohol/drug related crash: **1** (not DUI)
    - Pedestrian: **1**
  - Sunday and Monday from 0900-2300 Hours (**See Crash chart below**)



### Significant Events:

SPD investigated several incidents related to Theft from vehicles on or about May 18, 2020. Due to the increase in thefts and a holiday weekend, we increased staffing and implemented unconventional enforcement. The theft from vehicle incidents actually increased over the weekend (Saturday May 23 – Monday May 25); however, the initiative was successful. SPD officer apprehended two juvenile suspects on Water Street with money and items that they had stolen from unsecured vehicles at 'The Residences at River Place'.

We currently have approximately 27 related complaints, but anticipate the total number of incidents to be between 30-40 since May 18. Numerous discarded items had been recovered and processed and we are awaiting latent print examination by the State Bureau of Identification. The Juveniles were arrested for numerous related incidents and released after arraignment. Additional details will be provided in the next liaison report.

It should be noted that under '**Additional Crime Data**' we reflect a significant **drop in clearance rate**. This is due to the spike in '**theft from vehicles**' that occurred during this reporting period. The arrests were made on May 26, 2020, which will significantly increase the clearance rate in this category in the next reporting period.

05/15/20, SPD responded to the Pizza King regarding an internal Theft. Investigation revealed that an employee had allegedly stolen and forge company checks totaling approximately \$3,600.00. The investigation is pending active. #71-20-3596.

05/18/20, SPD responded to Nemours Dupont pediatrics, located at 49 Fallon Ave. next to Trinity, for a theft complaint. Investigation revealed that an unknown male entered a secured/enclosed tent, with the use of bolt cutters that was being used for juvenile patient care. The unknown suspect removed a generator, described as a Honda EU3000IS, red in color and valued at \$2,000.00. #71-81-3696.

05/20/20, SPD responded to the Family Dollar for the report of a counterfeit \$100.00 bill. Investigation revealed an employee of the Family Dollar located a counterfeit \$100.00 bill while cleaning up outside. SPD took possession of the counterfeit bill and secured the item in evidence pending submission to the United States Secret Service at a later date. #71-20-3733.

### Admin

- SPD administration maintained regular contact with City Hall

- 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
    - DEMA (A.J. Shaw) every Thursday
- 05/14/20, Greater Sussex COVID Response Zoom Meeting (Chief)
- 05/19/20, Sussex County Chiefs Zoom meeting (Chief)

#### Training

- Continue to follow Attorney Generals guidance related to Governors Declaration of State of Emergency.
- Spring Firearms Training during this reporting period
- Two SPD recruit officers attending DSP Training Academy through daily remote 'Skype' training sessions (Mon-Fri)

#### Event:

- SPD continues to support volunteerism by assisting the Nanticoke Senior Center with meal deliveries to our homebound community members on Mondays, Wednesdays and Fridays.
- SPD worked traffic details to support NMH with COVID-19 testing sites
  - Tue May 12<sup>th</sup> and Tue May 19<sup>th</sup>
- SPD worked traffic details to support Seaford School District and Schell Brothers' 'Project Kudos Bus Through'. The event provides grocery essentials to our community:
  - Tue May 12<sup>th</sup> and Tue May 19<sup>th</sup>
- 05/23/20, Chief and SRO Justice participated in Seaford High School Graduation drive through at Jays Nest to support and celebrate Seniors Class of 2020

Councilman Mulvaney reported on the Electric Department.

#### Since the last report

##### Crew

Did monthly substation checks.

2 employees helped with traffic control for the NMH covid-19 test site at Fred Douglas School on each day.

Trimmed trees on the line feeding Hooper's landing and the Senior Center.

Changed the service over at the Pigman Reserve Center.

Put the Sona tubes in the ground for the support of the transformer rack system.

##### Director

Worked from home for a week.

AMI bi-weekly conference call

Had COVID 19 Unified Command conference calls.

Had a staff meeting.

On site with AUI doing the work at the stormwater pond for Pine St Substation.

Checked on the site work at WAWA.

Had a conference call meeting about the asset management system.

Had a budget meeting with Council.

### Upcoming Weeks.

Install the footers for the transformer rack system  
Work on the New Dolby Lift Station.  
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.  
Start working on the Montessori School.

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.
- Attended the Election.
- Attended the EMS week event.
- Attended the Public Works week event.

#### OTHER WORK

- Prepared the City Council agenda.
- Worked on the FY21 budget and presentation.
- Attended the Election.
- Participated in a conference call with realtor regarding sewer to lots on Nylon Blvd behind Allen's Hatchery.

#### Information Technology Report

- Completed Camera Installations for Phase 1 and 2
- Completed cable runs for speakers and access control door systems. Still need to switch over.
- Continued work on patching and optimizing network
- Network assessment work with Candoris
- Live Streaming
- Continued working on Command Vehicle

Councilman King reported on Code and Parks and Recreation.

Code Department Report:

The Code Department is doing routine inspections for on-going projects, violation inspections throughout the city, performing plan reviews for new permits and closing out old open permits. Letters were issued to residents with rubbish in preparation for the upcoming City Clean-Up Week which is scheduled for June 8<sup>th</sup> through June 12<sup>th</sup>.

The Code Dept. has issued 141 permits as of 5/25/2020 and 2020 Rental License Renewals were distributed. There are 1,608 individual units currently in the City of Seaford (596 Homes & 1,012 Apartments).

No update on the status of large projects was provided as Building Official Mike Bailey was on vacation.

Large Project Statuses:

- Wawa – Project update not available at this time.
- Our Lady of Lourdes Church – Project update not available at this time.
- Herring Ridge – Project update not available at this time.
- Melanie's Ridge – Project update not available at this time.
- Mearfield – Project update not available at this time.

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.

- Working on Gateway Fountain – found problems once it was running – work is still in progress.
- Working on the irrigation systems at the Sports Complex. Troubleshooting was done and the transformer on the irrigation was replaced.
- Completed mower repair and maintenance on several pieces of equipment.
- Created and placed signs about proper social distancing in all parks.
- Researched ways to host sports clinics while maintaining proper social distancing.
- Worked on landscape design for High Street Spring planting for contractors.
- Worked with Spade & Trowel Club to get donated plants to replace stolen ones.
- Contacted all Special Events/Park Rentals through the end of May to cancel.
- Started submission of DDoA Grant for Outdoor Theatre Performance in Fall.
- Submitted ORPT grant for Sports Complex & Oyster House Property.

Mayor Genshaw called for a motion to close the Regular Council Meeting. Councilman MacCoy made a motion to close the Regular Meeting. Councilman Holland seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 7:29 p.m.

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Charles D. Anderson, City Manager