

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

June 9th, 2020

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, Councilman Matt MacCoy, Councilman Orlando Holland, Councilman H. William Mulvaney, III, and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Building Official, Mike Bailey, Director of Finance, June Merritt and were also present.

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

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

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on May 26th, 2020. Councilman Mulvaney made a motion to approve the minutes of the Regular Meeting on May 26th, 2020. 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 called for a motion to approve the May 19th, 2020 Budget Workshop minutes. Councilman MacCoy made a motion to approve the minutes from the May 19th, 2020 Budget Workshop. Councilman Mulvaney 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 abstained
The motion so passed.

Judge Jennifer Sammons came forward to give the Oath of Office to Dan Henderson and Jose Santos for the position of Councilman and David Genshaw for the position of Mayor.

Mayor Genshaw held a vote for the Vice-Mayor Position. Council voted to have Councilman Dan Henderson hold the Vice-Mayor Position for 2020-2021.

Mayor Genshaw appointed new Council Liaison positions. Councilman Santos will report on Administration and IT, Councilman Holland will take over Parks and Recreation and Code, Councilman MacCoy will move to the Electric Department, Councilman King will move to Public Works and Wastewater and Councilman Henderson will continue to report on Police and Fire.

Correspondence:

None

New Business

Mayor Genshaw presented New Business Item #1: Mr. Fred Pearson with PTA/DELVAL to present the formal tax appeal recommendations for Council action.

There were five properties to make recommendations, based on this year's property tax appeals. Recommendations for those appeals are as follows.

1. 803 Griffin Street-

a. The property owner purchased the property in May of 2019 for \$55,000.00 and feels that the assessment is too high based on the price he paid for the property.

b. Recommendation per Mr. Pearson: When the property was purchased, the property was unlivable. The owner has made some improvements to make the home livable. The recommendation is to decrease the assessment to \$65,000.00 from \$85,200.00.

Mayor Genshaw solicited any additional questions or comments from Council; there were none. He then called for a motion. Councilman Holland made a motion to approve the recommendation from Mr. Fred Pearson with PTA/DELVAL to increase the tax assessment for 803 Griffin Street (Tax Map Parcel 3-31-5.19-185.03) to \$65, 000.00 from \$85,200.00, as presented. Councilman King seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

2. Sussex Highway – TMP # 331-4.00-019.00 -

a. The property owner questioned the improvement value of \$40,000.00 on his property. The property has no improvements and is only land.

b. Recommendation per Mr. Pearson: No change to the current assessed value for the land. After reviewing additional Commercial values, this parcel is equally valued. The zoning was also checked for the property and was at least 50 acres is zoned commercial.

Mayor Genshaw solicited any additional questions or comments from council. Councilman King asked Mr. Pearson if he could elaborate on any of the improvements made to the property. Mr. Pearson explained that there were no improvements made to the property; therefore, no value was added to the land value assessment. With no other questions, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the recommendation from Mr. Fred Pearson with PTA/DELVAL to make no change to the current assessment for TMP # 331-4.00-019.00. Councilman King seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

3. 724 Thompson Street-

a. The property was purchased on June 7, 2019. The property owner feels that the assessed value is too high based on the age of the home.

b. Recommendation per Mr. Pearson: The home is in fair to poor condition. The recommendation is to decrease the assessment to \$50,000 from \$63,100.

Mayor Genshaw solicited any additional questions or comments from council; there were none. He then called for a motion. Councilman MacCoy made a motion to approve the recommendation from Mr. Fred Pearson with PTA/DELVAL to decrease the tax assessment for 724 Thompson Street (Tax Map Parcel 431-5.00-392.00) to \$50,000.00 from \$63,100, as presented. Councilman King seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

4. 22395 Sussex Highway – TMP 331-5.00-116.00

a. The property owner purchased the two properties on July 22, 2019, for the amount of \$1,700,000. The purchase price was based on this property having a value of \$975,000.00. This building has a commercial lease that is triple net and requires the Tenant to reimburse the landlord for all taxes. With the taxes being so high, it is creating a hardship with finding tenants to occupy the space.

b. Recommendation per Mr. Pearson: Currently, Dollar Tree leases this building. There is one year left in the lease and then the property owner will have to negotiate a new lease. After reviewing the property, the recommendation is to decrease the land value from \$880,500 to \$853,000 and the improvement value from \$1,211,400 to \$701,400. This would mean that the total assessment would be \$1,554,400.

Mayor Genshaw solicited any additional questions or comments from council; there were none. He then called for a motion. Councilman King made a motion to approve the recommendation from Mr. Fred Pearson with PTA/DELVAL to decrease the land value of 22395 Sussex Highway (TMP 331-5.00-116.00) from \$880,500 to \$853,000 and the improvement value from \$1,211,400 to \$701,400; with total assets being decreased from \$2,061,100.00 to \$1,554,400.00, as presented. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

5. 22945 Sussex Highway – TMP 331-6.00-009.04

a. The property Owner purchased the two properties on July 22, 2019, for \$1,700,000. The purchased price as based on this property having a value of \$725,000. This building has a commercial lease that is triple net and requires the Tenant to reimburse the landlord for all taxes. With the taxes being so high, it is creating a hardship with finding tenants to occupy the space.

b. Recommendation per Mr. Pearson: The suites in this complex have poor visibility from the highway as they sit back behind the Dollar Tree building. After reviewing the property, the recommendation is to decrease the land value, due to the acres not being correct, from \$1,612,300.00 to \$573,700.00 and decrease the improvement value from \$1,123,300.00 to \$365,200.00

Mayor Genshaw solicited any additional questions or comments from council; there were none. He then called for a motion. Councilman Santos made a motion to approve the recommendation from Mr. Fred Pearson with PTA/DELVAL to decrease the tax assessment for 22945 Sussex Highway (TMP 331-6.00-009.04) to decrease the land value from \$1,612,300 to \$573,700 and decrease the

improvement value from \$1,123,300.00 to \$365,200.00, with a total assessment decrease from \$2,735,600.00 to \$938,900.00, as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

Councilman Henderson asked City Manager Anderson to elaborate on the reduction in revenue for the City from these property tax reductions. City Manager Anderson explained that the reduction in anticipated tax revenue for FY21 was \$8,049.50.

Mayor Genshaw presented New Business Item # 2: Buck Consultants to present the General Employee Pension Plan valuation results for the 2019 plan year and plan information.

Director of Finance, June Merritt introduced Jeff Walton, David Kershner, and Bob Wright of Buck consultants via phone. Jeff Walton covered the highlights of the Plan Valuation Results for 2019. He noted that Funded Ratios were as follows:

Market Value of Assets: 68.9% compared to 68.1% in 2018.
Actuarial Value of Assets: 70.4% compared to 69.9% in 2018

Unfunded Actuarial Accrued Liability
\$4.3 million in 2019
\$4.2 million in 2018

Actuarially Determined Contribution (net of employee contributions)
\$463K in 2019 (15.7% of pay)
\$456K in 2018 (15.9% of pay)

He noted that the City is moving in the right direction as far as increasing the funded percentage of the plan. The percentage of funding was in the mid-fifties around 2013 and has increased to over seventy percent as of 2019.

Councilman King noted the market value differs from the actuarial value and asked how that affects the plan overall. Mr. Kershner explained that the City only earned 4% of the expected 7% and asked if Councilman King was interested in how that affected the contribution requirement for the employees; Councilman King confirmed. Mr. Kershner explained that this increased the unfunded liability by \$275,00.00. He continued that this unfunded liability is being amortized over a 30-year period. Councilman King asked what would happen if the City continued to miss the 7% mark in the coming years and if Buck Consultants would reevaluate that projection. Mr. Kershner explained

that a valuation is completed each year to adjust for changes in funded ratios. Bob Wright concluded with the Qualification Statement and Disclosures for the valuation results.

Mayor Genshaw solicited any additional questions. Councilman Henderson asked Director of Finance, June Merritt if the City is currently meeting its contribution requirements. Mrs. Merritt confirmed, and Mr. Kershner from Buck concurred that within the past several years there has not been an instance where the required contributions weren't made.

Councilman Henderson continued and asked why the figures shown only go back to 2013, and how the smoothing of figures was accounted for after the absorption of the retired police force into the pension plan in 2008. Mrs. Merritt explained that the smoothing is constantly happening from one year to the next as the valuation is completed.

Mayor Genshaw presented New Business Item #3: Buck Consultants to present the estimated financial impact of potential plan design changes for the General Employee Pension Plan.

Jeff Walton explained the potential plan design changes for the pension plan that would apply to employees hired on or after January 1, 2021. These included but are not limited to the following potential changes:

- Change the final-averaging period from 3 to 5 years
- Cap service at 30 years (currently no cap on service)
- Increase the employee contribution from 5% to 7%

These changes take into account the following assumptions in regards to the new hires as of January 1st, 2021:

- 70% male and 30% female
- Entry Age: 22 years old
- Salary at hire: \$30,000
- No additional gain/loss is expected to emerge over the entire projection period
- All other assumptions are the same as those used in the July 1, 2019 Valuation

The change from an averaging period of 3 years to 5 years would create a saving to the city of \$6000.00 per year compared to the current \$500.00 by 2041. By reducing the cap on service time to 30 years, the city could see a savings of \$66,000.00 by the year 2041. Finally, an increase in employee contributions from 5% to 7% could allow for a savings of \$62,000.00 by 2041.

Mr. Kershner added that these savings would not be seen immediately because the figures are only affected by those hired after January 1st, 2021.

Mayor Genshaw asked if the City were to go along with this design change, would it need to be brought back to Council for final approval. City Manager Anderson explained that Staff would work with Buck Consultants and create an amended plan and bring it back to Council with an implementation date.

Councilman Henderson asked if the City would see an even larger saving beyond the 30-year period projection since the new hires starting in 2021 will have reached their 30-year cap by that point. Mr. Kershner of Buck Consultants explained that you would see an increase in savings; however, the projections are actually calculated based on individual employees and the cost for the plan through their retirement. Councilman Henderson then asked if the present plan has been factored into the proposed new plan. Mr. Kershner confirmed that it was.

Councilman King asked Director of Finance, June Merritt and City Manager Anderson if the City was to adopt and implement these plan changes, do they believe it would have any negative impact on staffing or hiring. City Manager Anderson explained that there could be some issues with employees having different plans, but the staff will have to manage those issues if the process moves forward.

Mayor Genshaw presented New Business Item #4: An update regarding the request to suspend the demolition of 331 North Street and request approval to proceed with the code action due to lack of progress shown by the property owner.

Building Official, Mike Bailey came forward and explained that the demolition of the property at 331 North Street was given a 10 day stay at the April 14th, 2020 Council Meeting. Mr. Bolden was required to pay all back taxes on the property and submit a plan to bring it the property back into code compliance. Mr. Bolden was able to bring the property taxes current; however, he was unable to meet the 10-day deadline for submitting plans, therefore it is requested that Council allow the City's contractor East Coast Structural Movers to proceed with the demolition.

City Manager Anderson noted that the City believes the demolition contractor would honor the original price for of this project, should approval be received from Council to proceed. However, if the contractor finishes their current projects within the city, and demobilizes, it is not guaranteed the same price will be available.

Mayor Genshaw asked how long this property has been on the list for demolition. Mr. Bailey explained that there was a fire at the property in late 2014 and the property was condemned at that point. The code department then issued a Demolition order in March of 2016.

Mayor Genshaw solicited any questions from Council. Councilman King asked Mr. Bailey why the plan submitted to the Code Department from Mr. Bolden was unacceptable. Mr. Bailey explained that the plan was very minimal and only addressed the fire damage, not the other structural issues that have come about since the property has been vacant.

Councilman Holland then asked what additional items would need to be added to the plan in order for it to be acceptable. Mr. Bailey explained that there is an addition on the back of the home with severe water damage, which was not included in the proposed plan.

Councilman Henderson asked if it would be appropriate for Mr. Bolden to make a statement; Mayor Genshaw concurred. Mr. Bolden explained that he has had some trouble with obtaining reliable

contractors in the past; however, he is still interested in bringing the property back into compliance with the City codes if he was able to get more time.

Councilman Santos asked if the property were to be demolished, how much Mr. Bolden would have to pay the City. City Manager Anderson explained that the City has the bid from East Coast Structural Movers in the amount of \$13,081.00. If demolition moves forward, the City would execute the contract and a bill would be sent to Mr. Bolden. If that bill went unpaid, there would be a lien placed on the property. Councilman Santos asked if that bill would need to be paid upfront. City Manager Anderson explained that a payment plan could be arranged but the typical practice is if a bill remains unpaid for four years, the property is then taken to Sheriff's sale.

Councilman King asked Mr. Bolden if the property was his personal home or if it was an income property. Mr. Bolden explained that he would like to make the necessary repairs so that his step-son could live in the home. Councilman King then asked how long Mr. Bolden thought it would take to bring the home up to code. Mr. Bolden stated he believed if issued a 6-month permit, he could have the repairs completed by Thanksgiving.

Councilman King asked Mr. Bolden if he would be able to provide a more detailed plan for repairs to the City. Mr. Bolden confirmed that he could.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman Henderson made a motion to grant Mr. Bolden an additional 30 days to present a plan to Council, and if a sufficient plan is not presented, the property would be placed back on the list for demolition.

Councilman MacCoy asked the reasoning for the 30-day time frame. Councilman Henderson noted that the time frame essentially gave Mr. Bolden a calendar month to complete a sufficient plan.

Councilman Santos Seconded the motion, Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

Mayor Genshaw presented New Business Item #5: Present for approval the appointment of Records Officers and Authorized Agents for FY21 to the Delaware Public Archives.

City Manager Anderson explained that Tracy Torbert, himself, Trisha Newcomer, and June Merritt have been selected as the Records Officers and Authorized Agents for FY2021 Delaware Public Archives.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman MacCoy made a motion to approve the appointment of Records Officers and

Authorized Agents for FY21 to the Delaware Public Archives, as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

Mayor Genshaw presented New Business Item #6: Bids – Portable Toilets.

City Manager Anderson came forward and noted that on June 3rd two bids were received for various portable facilities throughout the City, and the recommended low bidder is Aero Sanitation Services in the amount of \$13,832.50. He noted that the City has used this company in the past and they have provided acceptable service.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman King made a motion to approve the bid from Aero Sanitation Services in the amount of \$13,832.50 for year one for portable toilet services at various city locations, as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

Mayor Genshaw presented New Business Item #7: Bids – Stein Highway Church of God Paving.

Director of Public Works, Berley Mears came forward and explained that Representative Danny Short provided funds to the City to repave and stripe the Church of God parking lot. The City received four bids for the project, with Terra Firma Delaware being the low bidder at \$63,713.71. Mr. Mears noted that the funds received from Representative Short were slightly above the bid amount so Mr. Mears recommended getting a quote to upgrade to thermal striping, which is estimated to be an additional 3 to 4 thousand dollars.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman MacCoy made a motion to approve the bid from Terra Firma of Delaware in

the amount of \$63,713.71 for the Stein Highway Church of God Paving, with funding provided by CTF Funding, as presented. Councilman Santos seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

Mayor Genshaw presented New Business Item #8: Bids – Renovations for 400 High Street Office Building

City Manager Anderson came forward and explained that in 2019, the City renegotiated the lease with the tenant, George Miles & Buhr (GMB), at 400 High Street. As a stipulation of the lease, GMB requested additional space in the building. It was requested they have to ability to expand operations into the second floor of the building. The City did pursue the project associated with this expansion and received two bids for the renovation. The first bid from BRS Consulting, Inc for \$57,000.00 and second from The Whayland Company, LLC for \$83,000.00. Judy Schwartz of GMB reviewed the bids and recommended the City award the project to the low bidder, BRS Consulting, Inc. Funding for the project is to come from GMB Rent Reserves.

Mayor Genshaw solicited any questions from Council; Councilman Santos asked what the City's initial estimate was for the renovations. City Manager Anderson stated that the City initially estimated a cost of around \$40,000.00.

With no other questions, Mayor Genshaw called for a motion. Councilman Holland made a motion to award the bid for renovations for 400 High Street Office Building to the low bidder, BRS Consulting, Inc, in the amount of \$57,000.00, with funding provided by GMB Rent Reserves, as presented. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

Mayor Genshaw presented New Business Item #9: Present for approval the FY2021 Budget.

City Manager Anderson came forward and first thanked the Finance Director and all of the other Directors for putting this year's budget together and Council for attending the Budget Workshops on May 19th and June 2nd, 2020. He noted the proposed budget does not include an increase in water, sewer, electric, or user fees. Also included in the budget are new revenues from the Lowe's water tower attachment and 6 months of revenues from the Unified Sewer District Operation are included in the Sewer budget. There are investments in infrastructure, human resources, and plans to continue increases in reserve accounts.

City Manager Anderson reviewed the FY2021 Revenue, Expenditures, Capital requests, and status on Reserve Accounts. He also discussed staffing considerations for the Police Department, Economic Development, and Administration departments.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman King made a motion to approve the FY2021 Budget, as presented. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos abstained;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

Mayor Genshaw presented New Business Item #10: Berley Mears, Director of Public Works to present a plan for smoke testing portions of the City sewer network for inflow and infiltration (I&I) identification and elimination.

Director of Public Works, Berley Mears came forward and explained the City is currently performing smoke testing that started June 3rd. The purpose is to identify and fix inflow and infiltration in the City's sewer system in order to create a greater capacity at the City's Waste Water Plant. He noted that the total cost to the City for the service is \$57,360.00 with \$20,000.00 contributed from Sussex County. Mr. Mears explained that once an infiltration site is identified, the City must make those residents aware so that they can correct the problem.

Mayor Genshaw asked how businesses and residents will be notified. Mr. Mears explained the company performing the smoke testing will compile a list of properties with issues and the City will be responsible for notifying the residents.

Mayor Genshaw solicited any questions from Council; Councilman Santos asked if translators were available in case there is a language barrier. Mr. Mears explained that notices on the testing were translated into Spanish and Haitian Creole and the City does have employees at the Call Center who can translate in both languages as well.

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

Mayor Genshaw presented New Business Item #11: Present for approval a funding plan for Phase I of the Oyster House Park project along the Nanticoke River.

City Manager Anderson requested that this item be tabled as the City does not have the information back from the Chesapeake Conservancy at this time but would like to bring it back to the next Council Meeting.

Mayor Genshaw called for a motion to table New Business Item #11. Councilman Henderson made a motion to table New Business Item #11, Councilman Holland seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

Mayor Genshaw presented New Business Item #12: Present for approval a proposal to donate labor and equipment costs for electrical infrastructure modifications and installations for the Phase I Oyster House Park project along the Nanticoke River.

Director of Economic Development and Community Relations, Trisha Newcomer came forward and explained that in February of 2020, Council approved the Master Plan for the Oyster House Park. The City is currently working with Landscape Architectural Services and Chesapeake Conservancy to move into the first phase of the project. This phase includes the Riverwalk extension, new underground electric service, replacement of bulkhead, gangway, and pier. The estimated cost of this portion of the project is approximately 1.3 million dollars. Included in that figure is the electrical costs. After working with the Director of Electric, it is requested Council approve a donation of electrical labor and equipment by the City's Electric Department. This would allow for a cost savings of around \$30,333.04.

Mayor Genshaw solicited any additional questions or comments from Council; Councilman King asked what happens if the resources aren't raised to continue with the project; would it be on hold. Mayor Genshaw explained that at this time there is enough funding to complete this portion of the project. He noted the completion of this phase will allow the partners involved to have something to present in order to procure more funds to continue the project into the next phase.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve a proposal to donate labor and equipment costs for electrical infrastructure modifications and installations for the Phase I Oyster House Park project along the

Nanticoke River, an estimated amount of \$30,333.04, as presented. Councilman Santos seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Santos voted yes;
Councilman Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes.
The motion so passed.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Clean-Up Week is June 8 – 12 for the City of Seaford residential households only. Go to 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 Henderson reported on Fire, Police and, EMS.

Seaford Volunteer Fire Department, Inc.(Report from President Matt Read):

- President Read explained the addition of 2 EMS positions. One position filled a vacancy. The other position was added to handle increased call load and to prevent scratches.
- To better handle the increased call load during 18:00-0:00 hours there is a proposal to add additional crew for coverage during that time period.
- There is still a less than desirable return rate for calls so this is a concern. Additionally Medicare and insurance allowances are not keeping pace with personnel costs. This continues to be a challenge for the Department.

Notes from SVFD Fire Chief John Wilson's report:

Alarms to Date (6/8/2020)

- FIRE / RESCUE 293
- EMS 1382

Significant Calls:

- 6/6/20: (Out of City) Thompson Parkway, Structure Fire, fire to the rear of multi-family residence, no injuries reported

Apparatus

- All Apparatus are currently in service

EMS

- Total COVID patient transported by Seaford EMS is 38
- New employees have started and are going through field training process

Training / Meetings / Business

- Training will resume on June 17th, we do not have a topic as yet.
- Business Meeting will resume on June 24th in our Hall to have social distancing among the members.
- High Band repeater was moved from Seaford Center to Fire Station 87. Sussex County government ran new antennas and new wires to the control unit. 6/8/20 Tower climbers finished project.

Events

- Several Social Distance Birthday appearances
- Assisted Seaford Police with Peaceful Protest rally at Gateway Park 5/31/20

Monthly Fire Report - As reported by 2nd Assistant Chief Tom Lecates

May 2020

Total number of alarms- 45

Number of alarms within the City- 23

Number of alarms outside the City- 18

Number of assist/stand-bys at other fire companies- 3 / 1

Training:

No training due to COVID-19.

Notable Alarms for the Month:

May 6- Vehicle fire in the parking lot of Save-A-Lot.

Monthly EMS Report - As reported by 2nd Assistant Chief Tom Lecates

May 2020

Total Number of EMS Runs- 252 (125 in City limits)

Total Number of "Alpha" Calls - 54

Total Number of "Bravo" Calls- 71

Total Number of "Charlie" Calls- 58

Total Number of "Delta" Calls- 65

Total Number of "Echo" Calls- 2

Total Number of "Omega" Calls- 2

(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:

SVFD hired two full-time FF/EMTs (Brandon Bailey and Samantha Lewis)

Brandon Bailey comes with a vast amount of training in fire and EMS. He volunteers at Berlin, MD, and Kentland, MD. He has begun work on June 1, 2020.

Samantha Lewis comes with a vast amount of training in fire and EMS. She volunteers at Laurel, DE. She will begin on June 8, 2020.

Both candidates/new hires will complete the FTO process on EMS and fire. Both are placed on a probationary period.

No reported injuries.

SVFD in the Community:

Birthday drive-bys celebrations throughout the month of May.

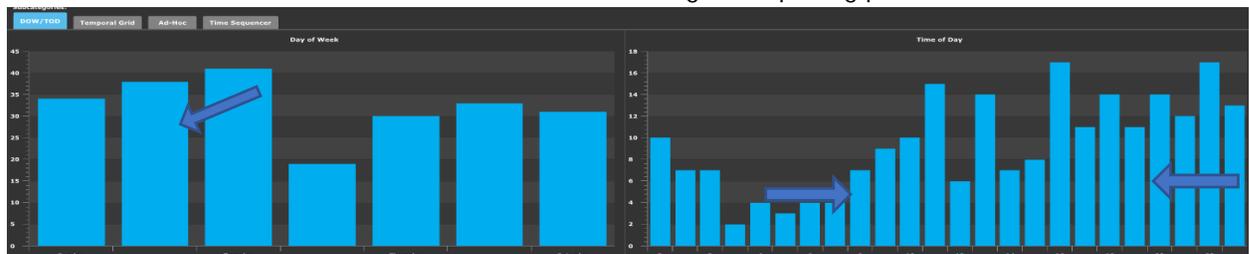
Police Activity during period of Monday, May 25, 2020 - Sunday June 07, 2020

INCIDENTS	2020 YTD	2019	2018
All crimes	2466	6,619	4918
Drug Crimes	90	249	390
Overdose	16	25	23
All Traffic Contacts (E-Tickets)	3039/ (528)	7,819 (1,782)	6387 (3,617)
All DUI	10	42	52
All Crashes	205	584	533
False Alarms	193	494	333

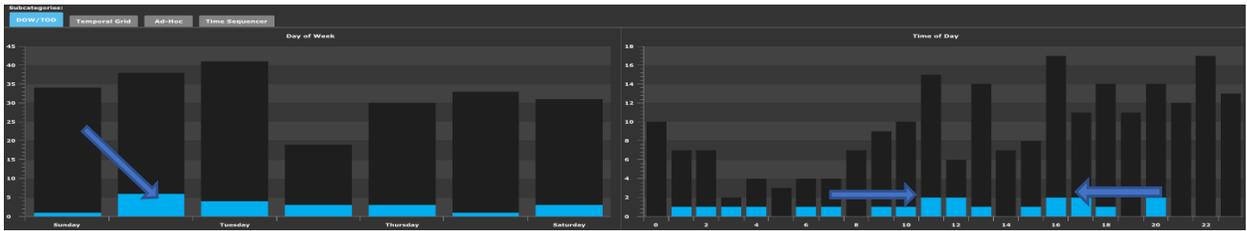
Police Activity during period of Monday, May 25, 2020 – Sunday, June 07, 2020

Criminal

- All complaints: **226** (defendants: 13 adult & 2 Juvenile)
 - Felony: **8**
 - Misdemeanor: **41**
 - Violations: **9**
 - Civil: **1**
 - Other: **167**
- 89.4% Clearance Rate (overall)
- Sunday, Monday and Tuesday from 0800-2300 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 21 complaints consisting of Assault, Burglary, Forgery/Fraud and Theft complaints, Excludes Shoplifting: (.33% clearance rate during this reporting period. Most occurred on Monday from 1100-2000.) * Two juveniles were arrested for several thefts from vehicles during the last reporting period. Warrants are still being developed for the bulk of the remaining cases that came in. Approximately 100 charges pending between the two suspects.

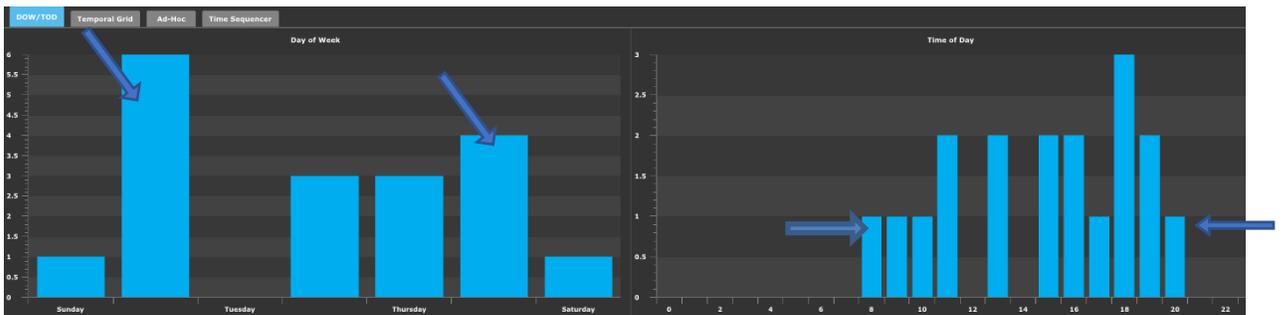


Drug Complaints:

- Drug Crimes: 5
 - Adult Arrest: 4
 - Juvenile Arrest: 0
- Prosecution Declined: 1
- Search Warrants(s): 0
- Overdose: 3

Traffic

- Citations: 281 traffic contacts resulting in 21 citations
 - 2 Distracted driver charges (accident related): 2 Inattentive
- DUI: 1 (0 accident related DUI's)
- Crashes: 18
 - Injury: 0
 - Non-Injury: 12
 - Additional Information:
 - Hit & Run: 4
 - Alcohol/drug related crash: 0 (not DUI)
 - Pedestrian: 0
 - Monday and Friday from 0800-2000 Hours (See Crash chart below)



Significant Events:

05/27/20, SPD responded to Meadow Bridge apartments for a reported burglary in progress. Investigation revealed that two females had responded to Meadow Bridge to fight the RP/victim because she was seen with one of the defendant's ex-boyfriend. Officers located both defendants at the scene. A search incident to arrest revealed both defendants in possession of a concealed dangerous weapon(s) (hammer, taser, OC spray) and marijuana. Defendants were arrested for

Trespass, CCDI, Disorderly conduct, and possession of Marijuana. Subjects were later released after arraignment. #71-20-3928.

06/07/20, SPD responded to Meadow Bridge apartments for a domestic situation that resulted in the male party kicking his girlfriend's apartment door multiple times and causing damage to the same. The defendant was issued a criminal summons for disorderly conduct and criminal mischief. #71-20-4234

05/26 through 06/07, SPD responded to numerous reported fights in progress and/or large crowds being reported at several locations (Meadow Bridge, Pine, North & Clarence, 3rd & Market, and Seaford Village Shopping center). It was determined that the large crowds at Meadow Bridge were attributed to the production of a music video, a large crowd at Seaford Village were reportedly spinning tires and other reported fights had dispersed prior to our arrival. No reported victims.

06/04/20, SPD conducted a traffic stop on High Street, which resulted in the driver being taken into custody for active capiases, possession of drug paraphernalia, and several traffic charges. The driver was later released on an unsecured bond. #71-20-4161.

06/01/20, SPD responded to Royal Farms on Market St for a reported disorderly subject. Investigation revealed the subject had punched a vehicle in the parking lot, had possession of drug paraphernalia, and used a false name upon police contact. He was arrested on related charges and later released at arraignment. #71-20-4097.

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
 - Chief attended regularly scheduled Director and Staff meetings
 - 05/14/20, Greater Sussex COVID Response Zoom Meeting (Chief)
 - 05/19/20, Sussex County Chiefs Zoom meeting (Chief)
 - 06/02/20, Zoom Meeting/discussion panel on Race & Policing in Sussex County (Chief)
 - 06/04/20, Communication Support Technician interviews (Chief, D.C. and City Manager)
 - 06/05/20, Zoom meeting with Sussex County Chiefs, Chief

Training

- Continue to follow Attorney General's guidance related to Governor's Declaration of State of Emergency.
- 06/01/20, Two SPD recruit officers are now attending DSP Training Academy on site

Events:

- 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 Seaford School District and Shell Brother's 'Project Kudos bus through'. The event provides grocery essentials to our community:
 - Tue June 2, 2020
- 06/06/20, SPD participated in Western Sussex Boys and Girls club 'Merit Graduation' ceremonies. Congratulations to all.

Personal Note:

Special Thanks to the following departments and agencies that helped to ensure a smooth and peaceful march on May 31, 2020, for United We Stand, Divided We Fail:

- **Seaford Police Department**
- **Seaford Volunteer Fire Company**
- **Sussex County Paramedics**
- **Blades Police Department**
- **Delaware State Police**
- **DeIDOT**
- **Statewide UAV team**
- **Public Works**

These assets were brought to bear within 48 hours' notice. We owe our departments, and our partner agencies a debt of gratitude for their preparedness, coordination, and cooperation in the assurance of public safety and the safety of the participants. Of which I was one.

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 Memorial Day event.
- Participated in the meeting regarding the protest/march event.
- Attended the smoke testing meeting.

OTHER WORK:

- Prepared the City Council agenda.
- Worked on the FY21 budget and presentation.
- Attended the bid opening for the renovations of 400 High Street (GMB Office) project.
- Responded to a water complaint at the school district fields on School Lane.
- Participated in a conference call regarding peninsula Cleaners electric bill.
- Participated in a conference call with the Governor's office regarding utility disconnects.
- Participated in a meeting with staff regarding the upcoming employee awards ceremony.

Information Technology Report:

- Completed Network Assessment
- Work Configuring Video Storage server
- Work at SPD installing cameras and running cabling
- Work on relocation of Mobile Vision to Linux VM
- Meeting Livestream

Councilman MacCoy reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Clean-up week started Monday, June 8th.
- Replaced some signs.
- Focused on picking up L & L prior to clean-up week.
- Reinstalled rebuilt pump at Mears lift station
- Work has been on-going for the Sussex County Unified Sewer District projects.
- Smoke testing started.
- Prepared all equipment for clean-up week.
- 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

- Catch up on some projects once clean-up week is behind us.
- 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 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. Code Department employees are assisting with Clean-Up Week.

The Code Dept. has issued 158 permits as of 6/8/2020 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 – Water and sewer is installed.
- Our Lady of Lourdes Church – Finished and ready for the final inspection.
- Melanie's Ridge – Curbing and roadwork is finished; waiting for DELDOT entrance installation.
- Mearfield 2 – First duplex almost finished. The second permit application is in for review.

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 – Work is still in progress. Met with Steve Cannon regarding the leaks.
- Painted basketball backboards and rims to put back into Nutter Park on June 1st.
- Reached out to Milford Parks & Rec, as well as Wicomico County Parks & Rec, on adult sports for Phase One opening to form a plan of action for Seaford.
- Completed mower repair and maintenance on several pieces of equipment.
- Reopened all playgrounds including swing sets and basketball courts to the public on June 1st.
- Contacted all flag football coaches about hosting a meeting for the upcoming season to get a plan going for a clinic if games are not permitted.
- Researched state rules and regulations for hosting softball leagues and tournaments.
- Hosted a zoom meeting about youth field hockey.
- Fixed valve boxes on the Field of Dreams football field. Still have some irrigation issues.
- Worked on the irrigation at the sports complex, City Hall, and the police station.
-

Councilman King gave a special thank you to the Building Official, Mike Bailey, and Superintendent of Parks and Recreation, Katie Hickey and their employees, and noted that it has been an honor to serve as liaison for both departments for the past two years.

Mayor Genshaw called for a motion to close the Regular Council Meeting. Councilman Holland 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 9:21 p.m.

Charles D. Anderson, City Manager