

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

June 11, 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, Councilman Matthew MacCoy, Councilman H. William Mulvaney, Councilman Orlando Holland, Councilman James King, and City Manager, Charles Anderson. Director of Economic Development and Community Relations, Trisha Newcomer, Police Chief, Marshall Craft, 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 Henderson 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 reminded everyone that there will be an executive session after tonight's meeting to discuss personnel.

Mayor Genshaw called for a motion to approve the minutes of the Budget Workshop meeting on May 21, 2019. Councilman Holland made a motion to approve the minutes from the May 21, 2019 Budget Workshop. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw called for a motion to approve the minutes of the regular meeting of May 28, 2019. Councilman Henderson made a motion to approve the minutes from the May 28, 2019 Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw invited Director of Public Works, Berley Mears up to introduce his new employee, Sean O'Brien. Mr. Mears stated that Mr. O'Brien started on May 16<sup>th</sup> and has been a great addition to the Public Works department.

**Correspondence**

There was none.

**New Business**

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

Mr. Eric Piner came forward to present the information. There were four appeals heard at the May 14, 2019 Council meeting.

The first appeal was for 301 Oak Road owned by Mr. Preston Littleton. Mr. Littleton felt that his new assessed value is above current market value. Mr. Piner reviewed the property again and feels that it is probably 4-7% above the market value. Therefore, the recommendation is to increase the physical depreciation from 30% from 25%. This would change the assessed value from \$182,800 to \$173,277.

Mayor Genshaw asked for any questions or comments from Council. Councilman King asked what was used to recalculate the value? Mr. Piner stated that he looked at the neighborhood, square footage and the age of the home.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to approve the recommendation of Mr. Eric Piner from PTA/DELVAL related to the tax appeal for 301 Oak Road, owned by Mr. Preston Littleton to increase the physical depreciation to 30% from 25% and to change the total assessed value from \$182,800 to \$173,277. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mr. Piner then presented the second appeal, 22873 Sussex Highway; also known as Applebee's. The property owner felt that the new assessed value is above current market value. Current assessed value (2019) is \$1,400,700. Real estate analysis submitted suggested market value of \$1,000,000. Some of the figures used in the analysis seem to be on the low side. In particular the gross rent multiplier appears to be low (\$15.25) for a quality sit down restaurant. The recommendation for this property is no change to the current assessed value.

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 recommendation from Mr. Eric Piner of PTA/DELVAL related to the tax appeal for 22873 Sussex Highway, owned by KSW Seaford, LLC and appealed by Mr. Clark Mann to not change the current assessed value for the property located at 22873 Sussex Highway also known as Applebee's. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mr. Piner presented the third appeal, Lynn Baynum – four unimproved commercially zoned parcels located on Sussex Highway. Mr. and Mrs. Baynum feel their four parcels are assessed above current market value. An appraiser was hired to conduct a market analysis of the four parcels. The analysis emphasized the surrounding properties listed for sale and their similarities with the subject property. Those similarities include the topography and the location which is located on the outer limits of the City away from the busier commercial activity of Sussex Highway. In this area of Sussex Highway there appears to be less demand for commercial property. The land in this area is currently being used for agricultural purposes and there is currently no public sewer on the property. There is a ravine which runs through the front portion of the property which would add extra cost to development. Parcel 448, which is the largest of the four parcels is oddly shaped with very narrow road frontage.

The recommendation for these parcels is to add an adjustment factor of 55% to bring the assessment in line with surrounding undeveloped commercial land until such time as the subject property is developed. This would include the installation of public sewer lines on the property. Once the property is developed the adjustment is to be removed. The value for each of the four parcels is as follows:

Parcel 445 - 44,431 sq. ft. @17.50 = 777,500 (value prior to informal appeal)  
-55% = \$349,894

Parcel 446 - 43,995 sq. ft. @17.50 = 769,900 (value prior to informal appeal)  
-55% = \$346,461

Parcel 447 - 38,768 sq. ft. @ 17.50 = 678,400 (value prior to informal appeal)  
-55% = \$305,298

Parcel 448 - 39,760 sq. ft. @8.75 =347,900 -55% = 156,555

3800 sq. ft. @17.50= 66,500 -55%= 29,925

5.32 acres @ 75,000 = 399,000 -55% =179,550

Total value for Parcel 448 - \$366,030

Total new assessed value for all parcels - \$1,367,683

Mayor Genshaw asked for any questions or comments from Council. Councilman King asked how the numbers compare to the appraisal that was presented at appeals and the new recommended assessed values being given tonight? Mr. Piner stated that the recommended values are slightly lower than what was given on the appraisal. Councilman MacCoy pointed out that there is a significant decrease in the assessed values and asked if this was common? Mr. Piner stated that he has seen this happen before; especially in commercial properties.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the recommendation from Mr. Eric Piner of PTA/DELVAL related to the tax appeal for TMP # 3-31-6.00-445.00, 446.00, 447.00 & 448.00 owned by Mr. and Mrs. Lynn Baynum to add an adjustment factor of 55% to bring the assessment in line with surrounding undeveloped commercial land until such time as the subject property is developed. This includes the installation of public sewer lines on the property. Once the property is developed, the adjustment is to be removed. The new assessed value for each of the four parcels is as follows:

Parcel 445 - 44,431 sq. ft. @17.50 = 777,500 (value prior to informal appeal)

-55% = \$349,894

Parcel 446 - 43,995 sq. ft. @17.50 = 769,900 (value prior to informal appeal)

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5.32 acres @ 75,000 = 399,000 -55% =179,550

Total value for Parcel 448 - \$366,030

This would change the total assessed value for the four parcels from \$2,851,300 to \$1,367,683.

Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mr. Piner presented the fourth appeal, Barbara Durham commercially zoned property located on Bridgeville Hwy. and Sussex Hwy.

The property owner believes the 2019 assessment is over market value based on an appraisal for \$1,145,000 dated 5 March 2016. This appraisal includes all four parcels. This property is located near the Baynum property and is subject to the same economic conditions that the Baynum property is experiencing with low commercial demand. The parcel also lies below the road and currently is being used for agricultural purposes. It has been for sale for quite some time with the original listing at \$1,800,000 but being lowered to the appraised value of \$1,145,000 (3.50 sq. ft.) several years ago. Three of the parcel's front on Bridgeville Hwy. and each parcel is currently valued at \$3.00 a square foot. Considering these three parcels don't front Sussex Hwy. (considered a more desirable commercial location) \$3.00 a sq. ft. appears to be a fair price per square foot and is backed up by the appraisal submitted by Ms. Durham. The appraisal indicated a fair market value of \$3.50 per sq. ft. for the three parcels. The parcel that fronts Sussex Hwy. with an acreage of 3.710 is divided into two separate columns for valuation purposes. the First column, 81,608 sq. ft. @ 11.00 = \$897,688. The remaining sq. ft. of 80,000 @3.00 = \$240,000.

The recommendation is due to its location near the Baynum property and with similar impediments, giving the same adjustment (-55%) to parcel 193.05 which fronts Sussex Hwy. and only to the first column with 81,608 sq. feet. The breakdown would be as follows:

- Parcel 193.05 81,608 @11.00 -55%= \$403,960 (Change).
- Parcel 193.05 80,000sq. ft. @3.00 = \$240,000 (no chg.)
  - Total value for Parcel 193.05 \$ 643,960
- Parcel 193.09 54,014sq. ft. @3.00 = \$162,000 (no chg.)
- Parcel 193.10 55,321 sq. ft. @3.00= \$166,000 (no chg.)
- Parcel 193.11 56,192 sq. ft. @3.00= \$168,600 (no chg.)
  
- Total New Assessment for all parcels: \$1,140,560

Mayor Genshaw asked for any 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. Eric Piner of PTA/DELVAL related to the tax appeal for TMP # 3-31-3.00-193.05, 193.09, 193.10 & 193.11 owned by Ms. Barbara Durham to change TMP # 3-31-3.00-193.05 by 55% for the area that fronts on Sussex Highway and only to the first column with 81,608 square feet and no change for TMP # 3-31-3.00-193.09, 193.10 & 193.11. The breakdown of parcels would be as follows:

- Parcel 193.05 81,608 @11.00 -55%= \$403,960 (Change).
- Parcel 193.05 80,000sq. ft. @3.00 = \$240,000 (no chg.)
  - Total value for Parcel 193.05 \$ 643,960
- Parcel 193.09 54,014sq. ft. @3.00 = \$162,000 (no chg.)
- Parcel 193.10 55,321 sq. ft. @3.00= \$166,000 (no chg.)
- Parcel 193.11 56,192 sq. ft. @3.00= \$168,600 (no chg.)
  
- Total New Assessment for all parcels: \$1,140,560

Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2, Present a recommendation from the Oyster House RFP review committee. City Manager Anderson stated that the committee consisted of himself, Councilman King, Trisha Newcomer and Katie Hickey. City Manager Anderson noted that Mr. Matt Spong from LAS Architectural Services, LLC was present tonight.

The committee met on May 30, 2019 to review the two proposals that were received. Both of the firms that submitted proposals were found to be well qualified and credible. The unique objectives necessitated by the City's needs required the firms to present innovative solution to the outlined criteria.

After the review of proposals, the committee unanimously recommends the City award the Oyster House Master Plan contract to the firm of Landscape Architectural Services, LLC, for the required services. City Manager Anderson added that they have partnered with GMB and have put together a great team. They have also worked with the City in the past on projects and have done great work. He also mentioned that their scope of work was spot on for what we were looking for with this project. They also added in a cost for them to submit for permits that staff is looking at getting the funds to do.

Councilman King added that it was a great proposal that was submitted.

Mayor Genshaw asked for any questions or comments from Council. Councilman Henderson asked if the amount of the proposal, \$60,210 would consume all of the grant money? City Manager Anderson stated that we used the donation of land for value so it is a dollar for dollar grant. We also have \$65,000 in grant funds and an additional \$25,000 for reimbursement for the property. He added that staff would like to do the additional \$10,000 for the permitting; however, funds will need to be found to move that forward.

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the City Manager to enter into a contract for services related to the development of a Master Plan for the Oyster House Park project with the firm of Landscape Architectural Services LLC, for \$60,210 with funding provided by ORPT grant proceeds as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3, Present for approval a proposed contract for services related to the development of a Master Plan for Oyster House Park. City Manager Anderson stated that the price submitted was not to exceed \$60,210 and to obtain the permitting was an additional not to exceed amount of \$10,000. If Council approves this tonight, a contract will then be prepared.

Councilman Mulvaney asked if the contract would include the additional \$10,000 for the permits. City Manager Anderson stated that he would like to issue a purchase order for phase 1 and then expand if the money is found for the permits phase of the project.

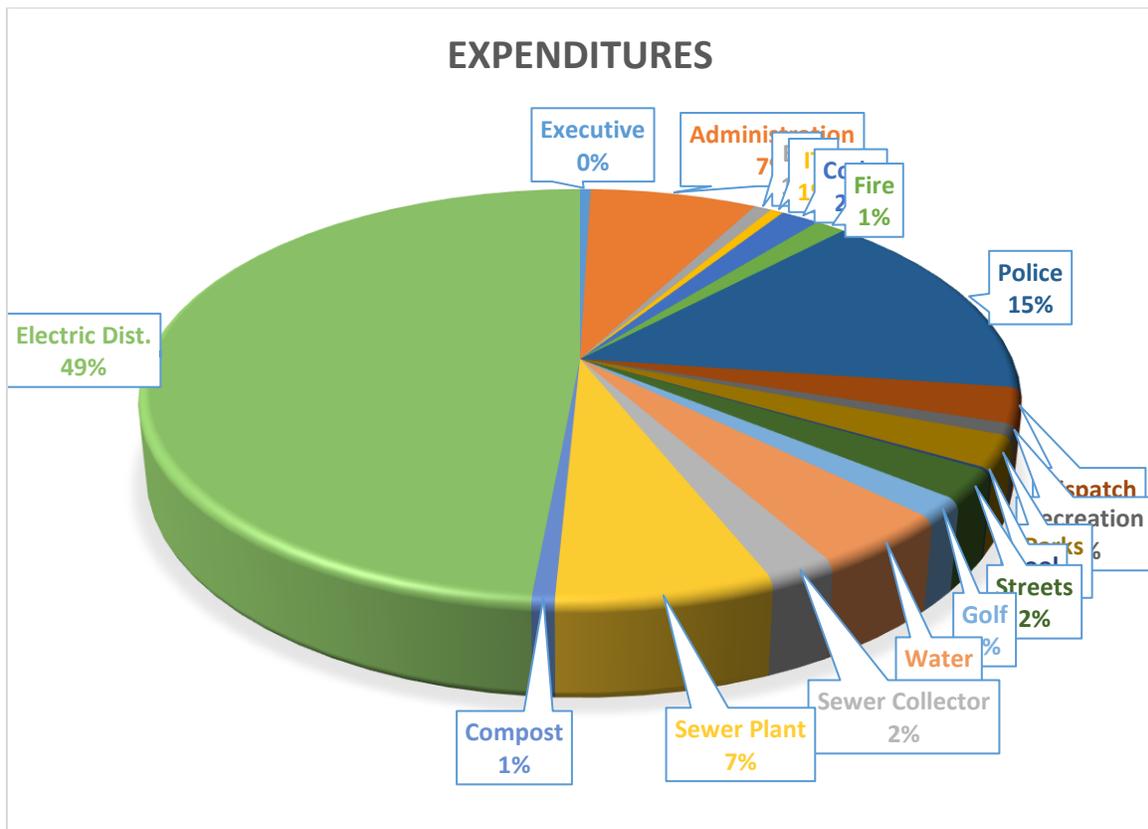
Mayor Genshaw asked for any questions or comments from Council; there were none. Councilman King made a motion to approve the City Manager to enter into a contract for services related to the development of a Master Plan for Oyster House Park with the firm of Landscape Architectural Services LLC, for \$60,210 with funding provided by ORPT grant proceeds as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4, Present for approval FY 2020 budget. City Manager Anderson came forward to present the information.

There were two budget workshops held with the Mayor and City Council on May 7<sup>th</sup> and 21<sup>st</sup>. There were several collaborative budget balancing options presented for consideration with input from staff, Mayor and City Council.

City Manager Anderson then showed total revenue from FY17 through FY20. The total revenues were as follows: \$14,319,2017.00 (electric fund), \$6,676,699.00 (general fund), \$2,799,667.00 (water fund) and \$1,603,665.00 (sewer fund).

The expenditures were then shown:



City Manager Anderson then highlighted the capital investments for the FY20 budget. In the Administration department, two additional HVAC units will be replaced at City Hall in the amount of \$18,044; there are seven total that require replacement. There will also be four computers and one monitor replaced based upon IT Warranty and replacement schedule in the amount of \$8,800. The security camera server based on upon IT recommendations will also be replaced in the amount of \$15,000. A security camera storage server will be purchased that serves as storage for all cameras on the network in the amount of \$68,173.

In Economic Development and IT, a website redesign is budgeted in the amount of \$25,000; this was budgeted in FY19 and was started but not completed. This will improve functionality and

usability of the website and allow a greater user interface experience. There is also \$20,000 budgeted for cyber security consultation that will identify vulnerabilities in the new network configurations and provide for the highest level of customer data security.

For the Code department, a comprehensive plan update is budgeted for an estimated \$20,000. The existing comprehensive plan expires in January of 2020; the plan development and certification are expected to take about 18 months. There are also demolitions budgeted in the amount of \$145,000; the properties proposed are located at 200 Front Street, 708/710 Third Street and 331 North Street. There is also a complete zoning re-codification budgeted in the amount of \$16,000.

In the Police department, building renovations are budget in the amount of \$650,000. This will be paid for with loan proceeds. The loan term will be 10 years with an estimated interest rate of 5.0% making the annual payment \$82,731.12. These renovations will include the engineering, site work, gym/main building roof replacement, locker room and lobby renovations. The police department will also continue to move forward with the leased vehicles from the contract that was previously approved by City Council. New uniforms for the officers are also included in the budget in the amount of \$46,000. There is also \$4,000 to replace two computers. For the dispatch center, there is \$3,000 to replace two chairs that will have a 12-year warranty.

In the Parks and Recreation department, it is budgeted to replace the irrigation at Kiwanis Park with an estimated cost of \$15,000. The irrigation at Kiwanis Park has had re-occurring problems for several years. The temporary fixes are not lasting, causing a lot of drainage issues and flooding throughout the park. There is also \$7,000 to refurbish utility (soccer) field one at the Sports Complex, \$2,200 for computer and printer, \$3,680 for tailgate lift assist and trailer, \$10,5110 for Jay's nest lighting and \$5,000 for Christmas lights.

In the Electric department, it is budgeted to replace the 2009 Ford Escape in the amount of \$35,000. The proposal is to replace it with an extended cab pickup. There is \$50,000 for a storage rack for wire and transformers, \$15,000 to replace the underground cable at Roses and the end stores of SVSC, \$24,000 to replace underground cable at Crossgate Village, \$34,000 to install fiber optic cable north on Sussex Highway to the new Dolby Farm lift station, \$10,000 to replace batteries in Ross Substation and \$50,000 to renew infrastructure at Martin Farms (year 2 of 5).

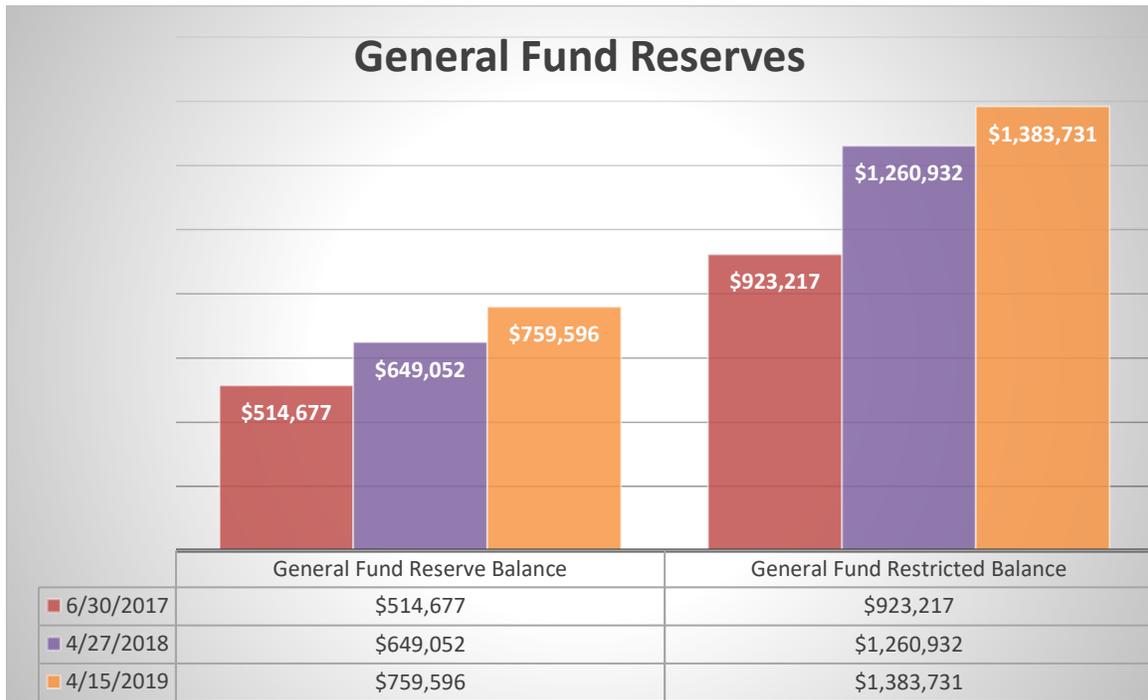
In Public Works, the Spruce Street Water Tower repainting is budgeted. This project is currently in the engineering phase and it is anticipated to be bid before June 30<sup>th</sup> and may allow a budget adjustment. This project estimate is \$550,000; there was \$100,000 set aside in reserves in FY19. The financing assumptions are as follows: 5-year term, interest rate of 5% and nine months of payments are anticipated in the FY20 budget in the amount of \$76,429.

In Wastewater, electric alterations for (2) new blower installations in the amount of \$10,000, three new computers for \$6,000, FE 1 & 2 mixer replacement for \$10,000 and replace secondary waste pump drive at \$6,000.

In the Fire department, the existing emergency generator and automatic transfer switch was installed in the early 1990's. The ATS has limited replacement parts. In the FY18 budget, there was \$3,000 to perform a feasibility study for replacement. Currently, the load shedding occurs during generator run and the SVFD has expressed a need to carry the entire building. Based on engineering evaluation, the preliminary budget is \$186,529. This is year 2 of 4 of the capital reserves set aside in the amount of \$50,000.

City Manager Anderson then showed the total capital requests from FY17 through FY20.

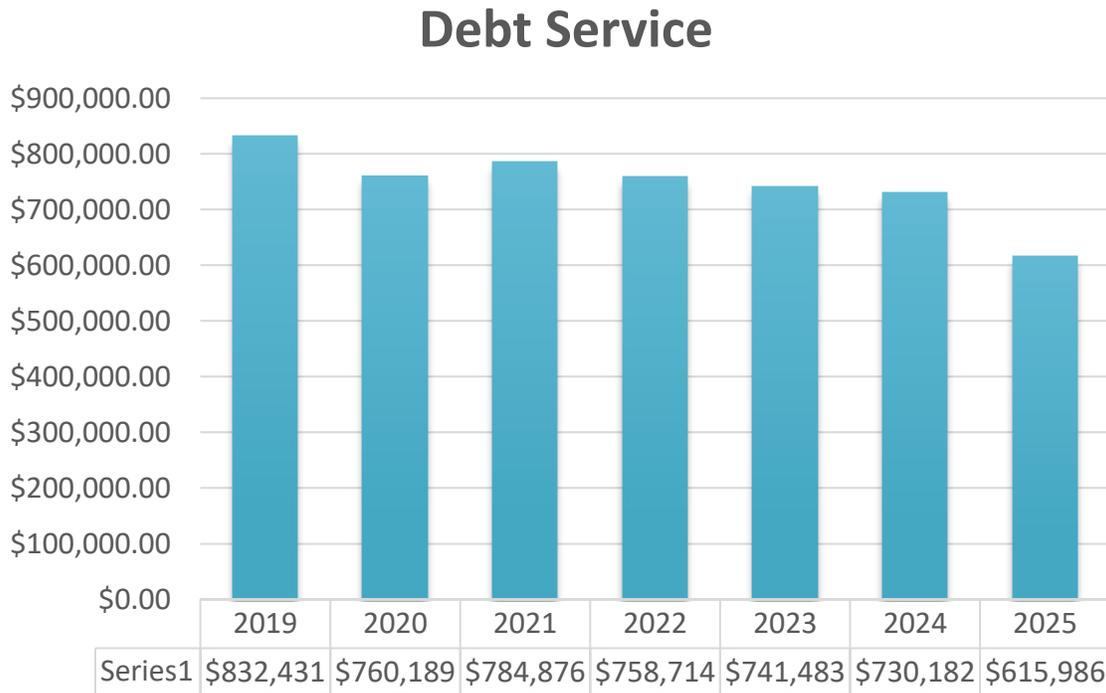
The reserve accounts status for general fund reserves was then shown:



City Manager Anderson then shared the reserve transfers:



City Manager Anderson then shared the debt service:



City Manager Anderson reviewed the charges for service from FY13 through FY19. Property taxes have not been raised since FY14; water and sewer were not increased in this budget.

There are no additional positions in the FY20 budget. The total payroll projections with recommended merit and plan adjustments for FY20 is \$5,369,779. There is an increase of

\$148,614 for general employees for FY20 wage increased and \$65,383 for FOP wage increases by contract.

City Manager Anderson then reviewed some of the FY20 budget highlights. The City is continuing to keep user rate and fees low with no increase in water, sewer or electric rates. The City property tax rate remains without an increase for the seventh year. The FY20 budget invest in City facilities, infrastructure and technologies to better serve our customers. Website improvements will enhance the customer experience and the implementation of a cyber security consultation will keep their information secure in the on-line world of today. No additional employees are added in the FY20 budget; existing employees and services to the residents, businesses and visitors are maintained at a high level. The City continues to maintain healthy levels of reserves to operate its utilities. The budgetary goals are to foster economic development opportunities and investments in customer service.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman Holland made a motion to approve the FY2020 budget as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #5, Bids – Pine Street Substation transformer disposal. Bill Bennett, Director of Electric came forward to present the information. Mr. Bennett stated that the Pine Street substation has been decommissioned and the last thing to do is remove the old substation transformer. There were two bids received with G & S Technologies in the amount of \$2,511.00, as the high bidder. The bid received from Solomon Corporation was for the City to pay them \$5,425.00 to remove the transformer.

Director of Electric, Bill Bennett is recommending to award the bid to G & S Technologies in the amount of \$2,511.00 with a payment to the City.

Mayor Genshaw asked for any questions or comments from Council. Councilman King asked if he understood correctly that the one bidder wanted the City to pay them. Mr. Bennett stated that was correct.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to dispose of the Pine Street substation transformer to G&S Technologies for \$2,511 as presented. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #6, Present for approval a proposal to revise the current Spruce Street water tower logo to the new brand logo. Mr. Berley Mears, Director of Public Works came forward to present the information. In the budget that was just approved, there is money included to get the water tower repainted. Mr. Mears stated that this project has been

accelerated due to the contract with Verizon. As part of the project, the removal of the current logo will be completed which will allow the application of the new logo.

Mr. Mears showed pictures of three different logo designs with our new brand.

Mayor Genshaw asked for any questions or comments from Council. Councilman Mulvaney asked if the price would be the same? Mr. Mears stated that there may be a minimal difference.

Mayor Genshaw then called for a motion. Councilman MacCoy made a motion to approve water tower logo #2 be applied to the Spruce Street water tower upon renovation and repaint to occur later this year as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #7, Request approval for a non-budgeted expenditure from the FY19 Parks Department Building and Grounds line item for costs associated with the proposed installation of a bench to be located in front of 300 High Street. City Manager Anderson stated that Councilman Henderson approached staff about the possibility of placing a bench outside of Every Fiber Coffee shop, which recently opened.

Trisha Newcomer, Director of Economic Development and Community Relations and Berley Mears, Director of Public Works worked together to look at the possibility of the bench installation. A bench was hit during a vehicle accident so the thought was to move that bench along with a trash can down in front of Every Fiber Coffee. Staff thoughts are that it would serve more people being placed at the Coffee Shop. The cost of the bench is \$1,145.00 and it is hoped for those funds to be reimbursed through the insurance claim. The trash can will be relocated from the southwest corner of High Street and Pine Street in front of the recently demolished Thomas R. Young building.

To install the bench, additional work is required to keeping the path of mobility accessible to all patrons (i.e. wheelchairs, motorized scooters, strollers, etc.). Staff will need to have the stump in the flower bed out front removed, as well as 8" of soil. It will then allow it to be filled with 4" of stone (supplied by Public Works) and backfilled with concrete. The total cost to complete this work, including the concrete, its installation, equipment rental and anchors is approximately \$910.00.

City Manager Anderson added that the plan is to place the bench against the building to face High Street.

Mayor Genshaw asked for any questions or comments from Council. Councilman MacCoy asked about the time frame of the insurance claim being processed and if we had any reason to think we may not receive the money? City Manager Anderson stated that the claim has already been submitted and the bench has been ordered. He added that we should be receiving the funds any day now.

Mayor Genshaw then called for a motion. Councilman King made a motion to approve a \$910 non-budgeted expenditure from the FY19 Parks Department Buildings and Grounds line item for costs

associated with the proposed installation of a bench to be located in front of 300 High Street as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #8, Present for approval a Notice of Conciliation and Secretary's Order between the Department of Natural Resources and Environmental Control and the City of Seaford related to performance-based interim effluent limits for copper at the Seaford Waste Water Treatment Plant Facility; and request authorization for execution of the Order by Mayor Genshaw. Director of Public Works, Berley Mears came forward to present the information. The City has been working with DNREC to revise our copper limit outlined in the NPDES permit. One of the options was to get this conciliation order from DNREC which buys us some time until the end of our current permit and gives us a limit that is well within what we are able to meet. The permit is also retroactive to the beginning of the permit.

Mr. Mears stated that he feels that this is the best outcome and all of the money that we have spent for our consultant has helped us to get to this point.

City Manager Anderson added that Mr. Mears and his team have done a great job attending multiple meetings, etc. We would not be able to get to this point without our consultant that helped us with the technical aspects.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman MacCoy made a motion to approve the Notice of Conciliation and Secretary's Order between the Department of Natural Resources and Environmental Control and the City of Seaford related to performance-based interim effluent limits for copper at the Seaford Waste Water Treatment Facility; and to give authorization for execution of the Order by Mayor Genshaw as presented. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #9, Mayor Genshaw to make annual committee appointments: Economic Development, Electric, Parks and Recreation, Planning and Zoning, Operations, Antique Fire Truck Restoration and Emergency Preparedness. The recommended committees are as follows:

Economic Development

- Mayor David Genshaw – Chair
- Councilman Dan Henderson
- Charles Anderson
- Trisha Newcomer
- Joan Neal

Electric Committee

- Councilman Bill Mulvaney – Chair
- Sharon Drugash

- Dave Downes
- Charles Anderson
- Bill Bennett
- Scott Pickinpaugh
- Virginia "Gigi" Hastings
- Lex Grier

#### Parks & Recreation

- Councilman James King – Chair
- Charles Anderson
- Trisha Newcomer
- Tina Hurley
- Katie Hickey
- Bobby Holston
- Vince Evans
- Debbie Buttridge
- Norma Ortiz
- Javier Leyva

#### Planning & Zoning

- Wayne Sammons – Chair
- John Leverage
- Mike Bailey
- Stacie Spicer
- Rick Peterson
- Al Temple
- Matthew Shaffer
- Mark Grassett
- Jose Santos (appointed at 5/14/19 Council meeting)

#### Operations

- Councilman Matt MacCoy – Chair
- Charles Anderson
- Berley Mears
- Judy Schwartz
- Frank Raskauskas

#### Antique Fire Truck Restoration

- Councilman Dan Henderson – Chair
- Barry Calhoun
- Mike Vincent
- Randy O' Bier

- John Botdorf
- Boyd Taylor
- Rick Marvel
- Ron Marvel
- Mark O'Bier
- Wayne Rigby
- Byron Taylor

#### Emergency Preparedness

- Mayor David Genshaw – Chair
- Charles Anderson
- Trisha Newcomer
- Pat Ryan
- Marshall Craft
- Jack Wilson
- John Leverage

Mayor Genshaw called for any questions or comments from Council; there were none. He then called for a motion. Councilman Henderson made a motion to accept the annual committee appointments for the Economic Development, Electric, Parks & Recreation, Planning & Zoning, Operations, Antique Fire Restoration and Emergency Preparedness as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #10, Present for discussion a USDA opioid awareness grant opportunity to assist with the purchase of a police department (purple) vehicle. Chief Craft stated that this USDA grant was originally applied for in August of 2018. He would like to continue to push the grant forward. In the current grant, it is specified to purchase a Ford Explorer, however, he is able to modify the grant. He would like to get a vehicle that is more eye catching to the community since it will be used for community events and events for youth.

This is a requirement of the grant to bring this forward in a public setting to answer any questions.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman Henderson made a motion to permit staff to submit the necessary documentation for a USDA opioid awareness grant opportunity to assist with the purchase of a police department (purple) vehicle as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

#### **OLD BUSINESS:**

There was none.

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

- Sussex Montessori Campaign Kick-Off, June 13, 2019 from 5:00 p.m. until 7:00 p.m. at 24960 Dairy Lane

### **COMMITTEE REPORTS**

Councilman Henderson reported on Fire, Police, and EMS.

#### **Seaford Volunteer Fire Department, Inc.**

##### **Report from President Rick Stewart:**

Work on the FY2019-2020 budget is nearing completion.

Engine 87-3 was picked up by its transport to Montana on June 9, 2019.

President Stewart announced that the Blades Volunteer Fire Company experienced the loss of one of its life members, Wayne Merritt. A Fireman's Funeral will be held on Wednesday, June 12th at 11 AM at the Blades Fire Hall, 200 E. 5th St, Blades, DE, where friends may call from 10 to 11. Burial will be in Delaware Veterans Memorial Cemetery, Millsboro

##### **Report from Chief John Wilson:**

YTD (6/10) there have been 1512 – EMS calls and 276 - Fire Alarms.

All units are in service as of this writing. Seaford Volunteer Fire Department remains the busiest fire department in Sussex County, and it is the second busiest department in EMS responses. The Lewes Fire Department holds the distinction of being the busiest department in EMS responses. The new pumper engine is in its engineering phase. Submittals are nearing completion for review by the department. Once released for fabrication delivery of the new apparatus should be expected in late 2019 or early 2020.

Many thanks to the Blades Fire Department for the use of its Engine 71-9 during the recent service outage of Engine 87-2.

The following individuals were recently recognized at the Phoenix Awards held on May 11, 2019 at the Ellendale Volunteer Fire Company:

Seaford Volunteer Fire Department employees: Jason Hudson, David Haymond, Janet Sansone, Larry Whaley, and Todd Reilly

Seaford Police Department: Sergeant Chris Miller and Patrolman Joe Palm

Seaford 911 Center: Taylor Walls.

The following article was taken from the Sussex County website:

## Cardiac survivors, emergency responders honored at annual Phoenix Awards ceremony



**[Ellendale, Del. - May 15, 2019]** – Thirty-nine people who survived near-death cardiac events in 2018 have a new lease on life, thanks to the combined efforts of first responders, 911 dispatchers and ordinary citizens who worked together, when seconds counted, to save them. On May 11, 2019, the Sussex County Phoenix Club Awards Ceremony was held at the Ellendale Volunteer Fire Company to recognize those who survived near-death cardiac events last year, and to honor the men and women who helped to save them. Each year, nearly 420,000 out-of-hospital cardiac arrests occur in the United States, with bystanders and emergency responders facing the daunting task of trying to save those individuals from succumbing to death.

The Sussex County Ambulance Association and Sussex County Emergency Medical Services honored 39 cardiac arrest survivors and 287 rescuers, including first responders, emergency operations specialists and civilians, who helped save lives in 2018. Recipients were each presented with Phoenix awards, symbolic of the mythological bird that is reborn. The ceremony recognized those who participated in what the American Heart Association calls the “Chain of Survival” for a victim of cardiac arrest. This includes early notification by 911 dispatchers with instructions on how to perform CPR, early CPR and early use of an Automated External Defibrillator (AED), followed by early advanced care and transport to a cardiac care facility.

Visit [www.facebook.com/SussexCountyEMS](http://www.facebook.com/SussexCountyEMS) to view photos of the Phoenix Awards event.

### Media Contact

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### **Seaford Volunteer Fire Department, Inc. Monthly Fire Report - May 2019**

Total number of alarms- 54  
Number of alarms within the City- 22  
Number of alarms outside the City- 28

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

**Types and number of Alarms**

- |                       |                                    |
|-----------------------|------------------------------------|
| EMS Assist- 13        | Trash Fire- 1                      |
| MVC- 12               | Smoke Investigation-1              |
| AFA- 10               | Train Derailment- 1                |
| Powerlines- 4         | Fire Police Asst.- 1               |
| Structure Fire- 2     | Landing Zone- 1                    |
| Odor Investigation- 2 | Vehicle Fire -2                    |
| Assist other FD- 4    | Duty Crew Calls Total- 5           |
| Structure Fire- 3     | Duty Crew Calls (Friday Nights)- 1 |
| Vehicle Fire- 1       | EMS Asst.- 2                       |
| Fire Police Asst.-1   | Assist other FD- 1                 |
| Powerlines- 1         |                                    |

Sat	Sun	Mon	Tue	Wed	Thu	Fri
2400-0100						
0100-0200	1					
0200-0300						
0300-0400		2				
0400-0500						
0500-0600						
0600-0700	1		1			
0700-0800			1		1	
0800-0900						1
0900-1000						
1000-1100					1	
1100-1200	1	1				2
1200-1300						
1300-1400				1	1	2
1400-1500	1				2	1
1500-1600		1				
1600-1700			1			2
1700-1800		2	1	1	3	4
1800-1900		1			2	2
1900-2000		1		1	1	
2000-2100			2		2	
2100-2200						

2200-2300	2	1
2300-2400	1	2

## Monthly Fire Report

### Training:

May 1, 2019- Vehicle Extrication at Murray Motors which was cut short due to the two working structure fires.

May 15, 2019- Walk-through at Mountaire Grain Plant on W. Stein Hwy near Neals School Road.

### Notable Alarms for the Month:

May 1- Two working structure fires (811 Hurley Park Drive & 413 Arch Street) simultaneously in with the Arch Street fire was a fatality.

May 7- Grain car derailment at S. Porter & Nanticoke, SVFD on scene to confirm no injuries.

### Seaford Police Department

Police Activity during period of May 28 through June 10, 2019:

#### Criminal

On May 24, 2019, Pfc. Jones observed a vehicle fail to stop for a stop sign at Collins Avenue and North St. Upon stopping the vehicle and contacting the female operator who refused to comply with requests for her paperwork. After numerous verbal attempts to have subject comply, Pfc. Jones attempted to remove subject from the vehicle, but she forcefully resisted arrest. The subject was subsequently taken into custody and charged with several criminal and traffic offenses. She was arraigned before a Justice of the Peace Magistrate and released on \$3,150.00 unsecured bond.

On May 26, 2019, Pfc. Jones was dispatched to the Virginia Crest residential complex in reference to a suspicious white male in the area. Pfc. Jones contacted the male in question, and a computer check revealed that subject was wanted by the Wicomico County Maryland, Sheriff's Office, for violation of probation. Subject was taken into custody and transported to SPD for processing. Pfc. Jones obtained an out of state fugitive warrant against the subject, and he was committed to SCI, where he awaits extradition back to Wicomico County, Maryland.

On 05/29/2019, at approximately 0953 hrs., A-Squad member Cpl. Russell was dispatched to the area of High St. and S. Pine St., for a report of a suspicious female. It was reported that the female was loitering in the area. Female in question, who was identified as Deborah L. Small, 49 years of age. Small was in fact loitering in the area of some abandoned buildings located on S. Pine St. Cpl. Russell discovered that Small was wanted by Harford County, Maryland, on a violation of probation warrant. After confirming that the authorities in Harford County, Maryland would

extradite, Small was taken into custody and transported to the Seaford Police Department for processing. Cpl. Russell obtained an out of state fugitive warrant and Small was committed to the Delaware Department of Corrections, where she awaits extradition to Harford County, Maryland.

On 05/29/2019, at approximately 1613 hrs., A-Squad units were dispatched to the area of Sussex Hwy. and Tharp Rd., in reference to a vehicle operator overdosing on narcotics. Upon arrival, officers discovered the subject, 24 years of age, behind the wheel of an idling vehicle which was in a n/b lane of travel on Sussex Hwy. The subject was groggy and had a syringe and crack pipe laying on his lap. Subject was transported to NMH by Station 87 EMS. S/Cpl. Linville obtained a blood search warrant for the subject's blood, he was processed, arraigned and charged with DUI drugs, possession of heroin, and 2 other traffic charges before being released on his own recognizance by the magistrate.

On 05/30/2019, at approximately 1500 hrs., A-Squad member S/Cpl. Linville was dispatched to the area of Stein Hwy., and Bradford St., in reference to a juvenile throwing rocks at passing vehicles. A vehicle was struck with one of these rocks and the vehicle owner stopped to call the police while keeping an eye on the male juvenile suspect who had thrown the rock. The victim's vehicle received damage to its right front fender as a result of the thrown rock. The victim pointed out the suspect, who was now walking on the Davelli's bagel café property. S/Cpl. Linville contacted the suspect and informed him that he was being detained for damaging the victim's vehicle. The suspect replied "It wasn't just me that was throwing rocks." The suspect was taken into custody and transported to SPD for processing. The juvenile suspect's aunt was contacted and she responded to SPD. The suspect was advised of his Miranda rights, but refused to answer any questions about the incident. The suspect was charged with criminal mischief under \$1,000.00, conspiracy third degree, and hindering prosecution. The suspect was released to his aunt pending a future appearance in the Sussex County Family Court.

On Friday, May 31, 2019, Pfc. McKinnon responded to Hampton Circle reference a 90-year-old female subject not breathing. Pulse was checked and there was none. Pfc. (McKinnon) began CPR and continued until EMS arrived on scene. The CPR continued until a DNR was located. It appears the death was natural and the patient was declared deceased at the scene.

On June 2, 2019, at 0237 hours, Sgt. Miller observed three juveniles traveling on bicycles. None of the juveniles had helmets or bike lights on. A safety check revealed a circular saw, scroll saw, flashlight, a black handgun style bb pistol. Additionally, a pill bottle belonging to someone else was located, suggesting that the juveniles had potentially committed a burglary. The juvenile boys were returned to their listed guardians. Investigation continues.

.16 grams of heroin (24 baggies) were seized by C Squad.

<b>May 2019 Phone Stats</b>	
Wireline 911	123
Cell Phone 911	666
VOIP	87

<b>Total 911</b>	<b>877</b>
Abandoned 911	75
<b>Total Administrative Calls</b>	<b>1873</b>
Outgoing Admin Calls	640
Incoming Admin Calls	1822
Abandoned Admin Calls	51
<b>INCIDENTS</b>	
Police	<b>1391</b>
Fire	53
EMS	219

**Admin**

The shifts have been attending elementary school field day programs and interacting with the children from each school.

Chief participated in Unified Seaford prayer the morning of May 29 before attendance at staff meeting.

Chief has been working on the SRO position and Purple Car initiative.

May 31, 2019 – Chief attended the Seaford High School Commencement Exercises.

June 1, 2019 – The Mexican Mobile Consulate visited the Western Sussex Boys and Girls Club Chief Craft, Lt. Flood and M/Cpl. Chambers were on hand to answer any questions the attendees had.

June 4, 2019 – Chief Craft and DC Rapa attended the School Board workshop, discussing the SRO position and power point presentation.

June 5, 2019 – Officers attended the Central Elementary and Middle School Special Olympics games and handed out the medals to the recipients.

Chief and Deputy Chief attended the 'BRIDGES' meeting at the Cross house.

Chief attended a Kiwanis meeting at the manor house as a guest speaker.

June 6, 2019 – Chief and Deputy Chief Rapa met with Chris Couch of the Boys and Girls Club regarding the early closing of an event they hosted and  
 A follow-up meeting regarding the Youth Police Academy followed along with a representative from SN4C.

June 7, 2019 – Cpl. Justice conducted an active shooter presentation at a Flow Smart event.

June 9, 2019 - Sgt. Miller participated in a Special Olympics award ceremony at Seaford High School.

Sgt. Miller was recognized for saving a life last year with the Phoenix Award.

## **Training**

Pfcs. James and Wyatt attended Field Officer Training May 28-30.  
Sgt. Sterner, M/Cpl. Chambers, Karen Manso, Anita Bell, and Donna Massey attended Excel Training on June 3.

On 05/29/2019, A-Squad member Pfc. Jones attended the field day activities at the Frederick Douglass elementary school. Pfc. Jones intermingled with several students, parents, and teachers. He also engaged in a few rounds of tug of war.

On 05/28, 05/29, and 05/30/2019, A-Squad member Pfc. Wyatt attended a 24 hour Field Training Officer class at the Delaware State Police training academy. Pfc. Wyatt, along with Pfc. James will train the 2 new SPD recruits when they graduate from the training academy in August 2019.

DUI trial testimony training classes, 'Cops in Court', was conducted by the Attorney Generals Office and hosted by SPD for municipal departments on June 4 and 11, 2019. Six police departments were represented.

Councilman MacCoy reported on Public Works and WWTF.

## **PUBLIC WORKS:**

- There are approximately 30 meters left to exchange for AMI which we are doing in-house
- Troubleshooting problem meters
- Installed 15 Storz nozzles as we do annually
- Cleaned catch basins in Virginia Commons
- Shipley Center sewer extension project has started
- Performed a couple property clean-ups for Code
- Performed some required maintenance at 534 pump station
- Repaired a few street signs
- Weed sprayed another round
- Tull Drive extension is out to bid
- Arbutus pump is down awaiting a near mixer gear box
- 534 North well pump motor has been replaced and it is back on-line
- I am still working on easement acquisitions for Rt13 and Middleford Rd. projects
- Attended multiply meetings
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

## **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**

Took the flags down from Memorial Day.

Trimmed trees in several locations.

Had several trees come down during a storm May 30 about 5:45 PM and we had problems in 4 areas. Hickory Lane had a large branch come down that pulled down a house service, nobody lost power and we fixed that the next morning. Willey ST had a couple of large branches hanging on her house service, no loss of power and we are fixed that the next day. McKean ST had a tree come down on a house service and the house lost power, we fixed that last night and they were off about 2 hours. Woodside Manor between Rosetree and Magnolia had a large branch come down that pulled down the primaries and secondaries, this affected houses on those streets, East Ivy Drive and Stein Hwy from CFM to the old cigarette outlet. All of those except one transformer got reenergized in about 3 ½ hours, we had to splice and pull up the primary wire and neutral wire. We then pulled up and spliced the secondary wire, refuse the transformer and got those houses back on in about 4 ½ hours. We got done about 11:45 that evening.

Started collecting the data on the pad mount switchgear for the asset management program.

### **Director**

Had a call about the optimization report for the AMI project.

Out with the crew during the storm Thursday May 30.

Attended the DP&L Docket 50 meeting. A system reliability report from DP&L for their system and covers planned improvements that they have on the books.

Worked on tool inventory

Set up a meeting with the Library about solar.

### **Upcoming Weeks.**

Continue remarking poles from the distribution circuit changes.

Start collecting the data on the pad mount transformer.

A video was then shared that was done by the students of Seaford High School of Councilman Mulvaney reviewing the monthly utility bill.

Councilman Holland reported on Administration.

### **MEETINGS:**

- ✓ Attended the City Managers meeting.
- ✓ Attended the DEMEC Board Meeting.
- ✓ Attended the transformer bid opening.
- ✓ Attended a Unified Sewer District Contract #2 pre-construction meeting.

- ✓ Attended Danny Short's coffee meeting.
- ✓ Attended the BOA meeting.
- ✓ Met with several developers and land owners regarding potential projects.
- ✓ Attended the RFM meeting for the Oyster House Park project.

**OTHER WORK:**

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

**Information Technology Report:**

- Work with PD to Resolve Air Card issue, Upgrade windows 7 machines to windows 10 and fix network issues
- Review Website Proposals
- Work with amp to review website access issues
- Coordinate fiber work to be completed
- Work on safety meeting coordination

**Administration Report for Council:**

- AMI deployment – almost complete.
- Continue working on FY 2020 Budget – going to council on June 11th.
- Review of tax reassessment values from assessor.
- Attend all meetings mentioned above.
- Preparing for the end of the fiscal year – working with auditors for preliminary fieldwork.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman King reported on Code and Parks and Recreation:

Code Department Report:

Building Official Mike Bailey reports that the Code Department is doing routine inspections for on-going projects, Violation inspections throughout the city and performing plan reviews for new permits.

The Code Dept. has issued 110 permits and 553 Rental Licenses as of June 10, 2019. (Invoices mailed out for the rentals that did not apply for the License. (62 Invoices still unpaid.)

Large Project Statuses:

\*McDonalds – Final Inspections completed.

\*Riverplace Phase 2 – Framing is going up.

\*Chick-Fil-A – Framing completed. Parking lot to be paved this week.

- \*Family Dollar – Building is up. Working on the Interior.
- \*Planet Fitness – Opened!
- \*Wawa – Tea Tyme Property demo to start soon.
- \*Starbucks – New Roof in on. Working on the interior.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Department has completed routine jobs including mulching, spraying, grass cutting, trash pick-up and work orders.

- \* Prep for 1<sup>st</sup> Saturday. 6/1
- \* Prep for Men's slow pitch softball & Tournament.
- \* Registration updates 13 tennis & 12 Field Hockey – clinics start 3<sup>rd</sup> week of June.
- \* Attend / set up Food Truck Friday. 6/7
- \* Worked on Riverfest sponsorships and advertising. (July 13th)
- \* Worked on social media, advertising, and logistics for Riverfest.
- \* Repaired / testing irrigation at Sports Complex.
- \* Katie also attended various meetings, workshops.

Mayor Genshaw solicited a motion to adjourn the regular Council meeting to go into executive session; Councilman Henderson made a motion to adjourn the regular Council meeting to go into executive session. Councilman Holland seconded the motion; motion so passed with all present voting in favor. The regular Council meeting was adjourned at 8:15 p.m.

Mayor Genshaw called for a motion to adjourn the Executive Session. Councilman Mulvaney made a motion to adjourn the Executive Session. Councilman King seconded the motion; motion so passed with all presented voting in favor. The Executive Session was closed at 9:47 p.m.

Mayor Genshaw reopened the regular Council Meeting. He then called for a motion to adjourn the meeting. Councilman Mulvaney made a motion to adjourn the regular Council Meeting. Councilman Henderson seconded the motion; motion so passed with all present voting in favor. The regular Council meeting was closed at 9:48 p.m.

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Charles D. Anderson, City Manager