

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

June 23rd, 2020

7:00 P.M.

Vice Mayor Dan Henderson called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Matt MacCoy, Councilman Orlando Holland, Councilman Jose Santos, and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, and Building Official, Mike Bailey, were also present.

Vice Mayor Henderson offered the opening prayer and then led those present in the Pledge of Allegiance.

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

Vice Mayor Henderson called for a motion to approve the minutes of the Regular Meeting on June 9th, 2020. Councilman MacCoy made a motion to approve the minutes of the Regular Meeting on June 9th, 2020. Councilman Holland seconded the motion.

Vice Mayor Henderson then asked for a roll call vote:

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

Vice Mayor Henderson then called for a motion to approve the June 2nd, 2020 Budget Workshop minutes. Councilman Holland made a motion to approve the minutes from the June 2nd, 2020 Budget Workshop. Councilman MacCoy seconded the motion.

Vice Mayor Henderson then asked for a roll call vote:

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

New Business

Vice Mayor Henderson presented New Business Item # 2: Present for approval a recommendation to extend the tap fee waivers program for the remaining portions of calendar year 2020.

City Manager Anderson stated that since 2010 the City has given developers, who have installed all of the infrastructure in their developments, free tap fees. So far, in the year 2020, the City has granted this incentive to the first 20 building permits for new home single-family construction. He further stated that Building Official, Mike Bailey, keeps a list of who has received free tap fees; this year there are three properties in the Belle Ayre Development and the remaining are in the Mearfield Development. Mr. Anderson stated that this is the first year since 2010 that all waivers have been utilized. He further stated that, himself, Director of Economic Development and Community Relations, Trisha Newcomer, and Building Official, Mike Bailey, recommended having Council consider extending that tap fee waiver for 20 more permits for calendar year 2020, as developers have taken advantage of the 20 available for 2020 in the first half of the calendar year.

Vice Mayor Henderson solicited any questions. Councilman King inquired if this incentive is communicated to the public through advertisement, to possibly bring people into the community. Mr. Anderson responded that this incentive is strictly for developers that have installed all of the necessary infrastructure in their developments, and the City is constantly communicating with those developers through building permits and Economic Development conversations. He further stated that the City has several incentives that are presented to those developers and the tap fee waiver is one of those incentives that is included in those conversations. Councilman King further inquired if the real estate firm that is handling the City of Seaford utilizes this incentive as a marketing tool to potential developers. City Manager Anderson explained that City staff has marketed this incentive to developers and also the contract with the real estate firm that was handling City property was not extended, but this incentive would not apply to that City property because there is not the necessary infrastructure installed at those locations in the Ross Business Park.

Councilman MacCoy inquired if there is an opportunity for another extension past this one if there is continued robust interest. Mr. Anderson stated that this information would continue to be tracked, just as it has been up to this point, by the Building Official and his department. He further stated that should there be a need for another extension there is an opportunity to bring it back to Council. Councilman MacCoy furthered inquired if there is anything standing in the way of being able to bring this back for another extension. Mr. Anderson stated that there is nothing standing in the way but there is a developer now that is looking for an additional building permit utilizing this incentive and they were informed that a request for an extension was placed on the agenda for Council to consider so that they were aware that the incentive may still be available to them this calendar year.

Vice Mayor Henderson solicited any additional questions from Council; there were none. He then called for a motion. Councilman King made a motion to approve the recommendation to extend the tap fee waivers program for the remaining portions of calendar year 2020, as presented. Councilman Santos seconded the motion.

Vice Mayor Henderson then asked for a roll call vote:

Councilman Santos voted yes;
Vice Mayor Henderson voted yes;

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

Vice Mayor Henderson closed the Regular Council Meeting at 7:08 p.m. and opened the Public Hearing.

Public Hearing Item #1: Pennro LLC., on behalf of Lakeshore Motor Company LLC., located on Sussex Hwy., Tax Map and Parcel # 331-3.00-193.00, 193.12 and 193.13 are requesting a Final Site Plan review for a proposed 24,000 sq. ft. automobile sales and service center.

Building Official, Mike Bailey, came forward and explained that the property is just north of the Herr's chips facility on Sussex Highway and it is currently farm land. He noted that there are no major changes to the Site Plan since its last review and they have worked through all of the utility extensions up Route 13 to supply the property with water, sewer, and electric services. He further stated that there are proposed entrances to the property from both Route 13 and Bridgeville Highway. He stated that the proposed 24,000 sq. ft. facility will be fully sprinklered and they are providing 267 paved parking spaces (only 120 are required). He further stated that there is to be onsite storm water management and the property requires the extension of City water, sewer, and electric to the site. He stated that they are waiting on their approvals from State Fire Marshal, Sussex Conservation, DelDOT, and City Engineer for water/sewer extensions.

Vice Mayor Henderson solicited any questions from Council. Councilman King inquired if there would be an entrance/exit to Alt 13 at the back of the property. Mr. Bailey explained that there are full access entryways at the back of the property to 13A as well as at the front of the property to Route 13.

Vice Mayor Henderson inquired if there is a cap on how many of their paved parking spaces they can use for display of vehicles for sale, in order to leave parking available for customers. Mr. Bailey stated that there is no cap, there is only the requirement of the minimum of 1 paved parking space per 200 sq. ft. of the facility, meaning 120 spaces. He stated that they are supplying 267 paved parking spaces and the assumption is that most of those spaces would be utilized for display of car sales. Vice Mayor Henderson further inquired if the need arises if they are allowed to utilize every one of those spaces for display. Mr. Bailey confirmed.

Vice Mayor Henderson solicited any questions from the public; there were none.

Public Hearing Item #2: PTV 1125, LLC., located at 23462 Sussex Hwy., Tax Map and Parcel # 331-5.00-63.00 are requesting a Sketch Site Plan review for a proposed demolition of two existing commercial buildings with paved parking and new construction of a 4,070 sq. ft. 7-Eleven Convenience store with fuel canopies, gas pumps, car wash, and parking.

Building Official, Mike Bailey came forward and explained that the property in question is the current Dover Pools site and the buildings on that property are to be fully demolished to allow room

for the new construction of 7-Eleven. He further explained that the site plan shows the pond in the back of the property for storm water management, the convenience store building right in the center with parking surrounding, the car wash to the left of the lot, the fuel island in the front along Route 13, and the fuel island to the right of the building to accommodate diesel pumps for tractor trailers coming off the highway. He further explained that the convenience store will be 4,070 sq. ft. with fuel canopies for fuel and diesel, 33 paved parking spaces will be provided (21 required by code), and there will be onsite stormwater management provided. He stated that there are approval requirements from State Fire Marshal, DelDOT, and Sussex Conservation.

Vice Mayor Henderson solicited any questions from Council. Councilman MacCoy inquired if there is an area on the site plan designed for tractor trailers to park. Mr. Bailey explained that there is tractor trailer access to the fuel pumps for diesel. Councilman MacCoy further inquired if there is a labeled area for them to park. Mr. Bailey stated that there is not an area for them to park for an extended period of time, this area is strictly available for them to acquire fuel and visit the convenience store then leave.

Councilman King inquired if there is a plan for an acceleration/deceleration lane to enter/exit Route 13 because there is an area designated for tractor trailers to utilize the diesel fuel pumps. He further inquired if DelDOT is requiring or suggesting the addition of an acceleration/deceleration lane for approvals. Jon Falkowski, Civil Engineer from Becker Morgan Group, Inc, approached the podium. He explained that the trucks would circulate off of the highway to the diesel pumps and then most likely exit back to the highway through the main entrance. He further explained that DelDOT performed a traffic impact study (TIS) for this location (which is in the very final stages of completion) and there were no suggestions or requirements in the finalization of that study about offsite improvements including an egress or acceleration/deceleration lane, rather the plan is to utilize the existing shoulder and travel lanes. Councilman King further shared his concern that the intersection is already congested and heavily travelled and a tractor trailer reentering the highway may not be able to gain speed quickly enough to enter the highway safely, resulting in an increase of traffic accidents in that area. Mr. Falkowski stated that the mentioned concern did not come up in the initial traffic study through the traffic division, however they have not yet met with planning staff. He further explained that DelDOT is actually getting away from creating and utilizing acceleration/deceleration lanes and existing merge/egress lanes are, over time, being transitioned to yield/stop areas. He stated that he does share the same concerns but DelDOT has been avoiding those lanes and did not request and has not required the addition of any area for merging.

Councilman King also inquired about if there is any plan or expectation to make any improvements to the secondary entrance on the backside of the property. Mr. Falkowski explained that the previous developer of the property is no longer on the project, but they were never able to obtain the easement for improvements to that access road. He stated that DelDOT TIS did bring up that they wanted the developer to attempt to gain the easement in order to improve that section of the access road from this property through the Taco Bell property and connect to Preservation Drive where it is currently constructed. He did confirm that the current developer was able to obtain the easement to complete the access road to their property and there are already existing easements that cover the shared access through the Taco Bell property. He went on to explain that in regards to completing the access road to connect it past the StoneyBrook Apartments property is a length

of about 550 foot and the developer of this property would be happy to provide the stub to connect it to this access road, that is a DelDOT dedicated right of way, but the cost to complete the road fully would be an encumbering cost.

Jon Falkowski further explained the stormwater management plan since there were comments that came up on the sketch site plan review. He stated that they are still looking at their options and they did receive very favorable infiltration rates, with the DNREC and Conservation regulations they prefer infiltration over other methods so that is what they are leaning towards. Vice Mayor Henderson inquired if there is any outfall in regards to stormwater management for the property or is it all self-contained. Mr. Falkowski explained that there are outfalls to Route 13 and there is no piped outfall since it is unimproved. Vice Mayor Henderson further inquired if there is an outfall from the retention pond. Mr. Falkowski explained that they have not made it to that point yet in the plan so there may be, he is unsure of that at this time. He further mentioned that although they do have good infiltration rates, they would like to have some sort of overflow that would likely go to Route 13.

Vice Mayor Henderson solicited any questions from the public; there were none.

Public Hearing Item #3: Delaware Property Ventures LLC, located at Park Ave., Tax Map and Parcel # 531-10.00-236.10 is seeking a Final Site Plan Review for the proposed development of five (5) warehouse buildings with associated parking.

Building Official, Mike Bailey came forward and explained that the property is currently vacant land and is located across from the entrance to the industrial park. They are proposing a 5-warehouse complex for this location, 4 with 9,960 sq. ft. and 1 with 8,100 sq. ft. The plan also includes 2 loading docks, 55 paved parking spaces (48 required by Code), and onsite storm water management. He further explained that this project has already received all required approvals from State Fire Marshal, Sussex Conservation, and City Engineer for Storm Water. He also noted that the initial plan that came before Council included 6 warehouses and they have adjusted it down to 5, in order to better suit the property.

Vice Mayor Henderson solicited any questions from Council; there were none.

Vice Mayor Henderson solicited any questions from the public; there were none.

Vice Mayor Henderson closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:22 p.m.

Building Official, Mike Bailey presented the Finding of Facts for Public Hearing Item #1.

Findings of Facts:

- Project: Lakeshore Motor Company LLC
- Property Location – Sussex Hwy
- Tax Map & Parcel 331-3.00-193.00, 193.12, and 193.13
- Zoning: C2 – Highway Commercial

- Proposed development of a 24,000 sq. ft. new automobile sales and service center
- Providing 267 parking spaces (120 required by code)
- Onsite storm water provided
- Requires extension of City Utilities (Water, Sewer, Electric)
- Project requires approvals from:
 - State Fire Marshal
 - Sussex Conservation
 - DeIDOT
 - City Engineer for W/S extension

Planning and Zoning made a favorable recommendation to Council.

Vice Mayor Henderson then called for a motion. Councilman MacCoy made a motion to approve the request from Pennro LLC, on behalf of Lakeshore Motor Company LLC, located on Sussex Hwy, Tax Map and Parcel # 331-3.00-193.00, 193.12, and 193.13 for a Final Site Plan approval for a proposed 24,000 sq. ft. Automobile sales and service center, as presented. Councilman Holland seconded the motion.

Vice Mayor Henderson then called for a Roll Call Vote:

Councilman Santos voted yes based on Findings of Facts;
Vice Mayor Henderson voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts;
Councilman MacCoy voted yes based on Findings of Facts;
Councilman King voted yes based on Findings of Facts.

The motion so passed.

Building Official, Mike Bailey presented the Finding of Facts for Public Hearing Item #2.

Findings of Facts:

- Project: 7-Eleven Sketch Site Plan Review
- Owners: PTV 1125 LLC
- Property Location – 23463 Sussex Hwy
- Tax Map & Parcel 331-5.00-63.00
- Zoning: C2 Highway Commercial
- Parking spaces provided: 33
- 4,070 sq. ft. Convenience Store with Fuel Islands and Car Wash
- Onsite stormwater management provided
- Project requires approvals from:
 - Sussex Conservation District
 - Office of the State Fire Marshal
 - DeIDOT

Planning and Zoning made a favorable recommendation to Council.

Vice Mayor Henderson then called for a motion. Councilman King made a motion to approve the request from PTV 1125, LLC located at 23463 Sussex Hwy., Tax Map and Parcel # 331-5.00-63.00 for a Sketch Site Plan review for a proposed demolition of two existing commercial buildings with paved parking and new construction of a 4,070 sq. ft. 7-Eleven Convenience store with fuel canopies, gas pumps, car wash, and parking, as presented. Councilman Holland seconded the motion.

Councilman King inquired if there is a potential date for the start of construction/demolition of this project. Vice Mayor Henderson noted that this request is for a Sketch Site Plan review so it is a little early to determine a time table for the project because there are multiple approvals that need to be received. Mr. Falkowski did mention that they estimate a start date of construction approximately 6 months in the future and their goal is to begin construction very end of 2020 or beginning of 2021.

Vice Mayor Henderson then called for a Roll Call Vote:

Councilman Santos voted yes based on Findings of Facts;
Vice Mayor Henderson voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts;
Councilman MacCoy voted yes based on Findings of Facts;
Councilman King voted yes based on Findings of Facts.

The motion so passed.

Building Official, Mike Bailey presented the Finding of Facts for Public Hearing Item #3.

Findings of Facts:

- Project: Delaware Property Venture LLC Warehouses
- Owners: Delaware Property Venture LLC
- Property Location – Park Ave
- Tax Map & Parcel 531-10.00-236.10
- Zoning: M1 Light Industrial
- Proposed development of 4 9,960 sq. ft. warehouses 1 8,100 sq. ft. warehouse
- 2 loading docks
- Providing 55 parking spaces (48 required by code)
- Onsite storm water provided
- Received approvals from:
 - State Fire Marshal
 - Sussex Conservation
 - City Engineer for Storm Water

Planning and Zoning made a favorable recommendation to Council.

Vice Mayor Henderson then called for a motion. Councilman MacCoy made a motion to approve the request from Delaware Property Ventures, LLC, located at Park Ave., Tax Map and Parcel # 531-10.00-236.10 for a Final Site Plan review for the proposed development of five (5) warehouse buildings with associated parking, as presented. Councilman Santos seconded the motion.

Vice Mayor Henderson then called for a Roll Call Vote:

Councilman Santos voted yes based on Findings of Facts;
Vice Mayor Henderson voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts;
Councilman MacCoy voted yes based on Findings of Facts;
Councilman King voted yes based on Findings of Facts.

The motion so passed.

Correspondence:

None

New Business

Vice Mayor Henderson presented New Business Item #1: Present for approval a policy outlining the livestreaming of City meetings.

City Manager Anderson explained that a policy was drafted to provide guidelines for the purpose of livestreaming of various public meetings to be held at the City of Seaford. The State of Emergency declaration by the Governor of the State of Delaware required the livestreaming of any meeting of a public body. The State of Emergency will be modified and eventually that requirement will no longer be there, hence the need for a policy. Mr. Anderson stated that City Clerk, Tracy Torbert, completed the research on this matter and the policy was drafted to be similar to our peer communities. The recommendation of the policy is that, to the extent possible, all City Council meetings be livestreamed through the City's Facebook page, website, and YouTube page, not including any executive sessions. City Manager Anderson further explained that the policy requires only City Council meetings to be livestreamed, however, at the Mayor's discretion other meetings such as Board of Adjustments, or Planning and Zoning can be livestreamed as well based on the availability of the equipment and an operator. The policy also covers comments made from the audience must be made at the podium in order to be seen and heard; at the beginning of the meeting, those present will be notified that the meeting will be livestreamed on the internet and the recording will be made publicly available and this will also be published on the meeting agenda. There is also guidance where due to technical difficulties a live stream may not be available and also guidance for the public participating in live streamed meetings. Mr. Anderson stated that once the State of Emergency declaration is modified and/of lifted this policy would then be put into effect.

Vice Mayor Henderson solicited any questions from Council. Councilman MacCoy inquired if there is desire to change this policy at a future date to take a step back (because of lack of community

involvement) would it come back to Council to approve those changes. Mr. Anderson confirmed that based on how the policy is written, if it were adopted it states that all City Council meetings are to be livestreamed going forward. He further stated that there may be a new technology or outlet to reach the community that the City may want to migrate to in place of livestreaming in the future. Councilman MacCoy further inquired that any and all suggested modifications would come before Council for approval. Mr. Anderson confirmed that all policies, such as this, are considered living documents that can be reviewed and changed based on the circumstances.

Councilman King inquired that if the Mayor has complete control of the decision of what meetings other than Council meetings are to be livestreamed, what criteria is in place to assist in making that decision. Mr. Anderson did confirm that the Mayor does have final say in what is livestreamed, other than Council meetings, but he referred to wording in the policy that states "as determined from time to time by the staff of the City of Seaford under the direction of the Mayor". He further explained a few examples of how he envisions this part of the policy coming to fruition. He explained that the policy is not meant to give one person all of the power but the biggest issue that this policy creates is scheduling the correct people to operate the equipment necessary for livestreaming a meeting. Councilman King commented that he thinks it is very important to put out as much information as possible to the community and livestreaming a huge part of that, his concern is moving backwards by turning off the livestreaming of meetings. Mr. Anderson agreed that reaching the community is important, this policy just covers the practical limitations of livestreaming meetings.

Vice Mayor Henderson commented that the Mayor and administration were planning to begin livestreaming meetings prior to the pandemic and the process was accelerated due to the State of Emergency declaration by the Governor. He mentioned that Council meetings are a great place to start and the City should progressively add livestreaming to other meetings so as not to stress the IT staff with every meeting of every public body, to alleviate some stress on the human resource side. He believes that the City will grow into livestreaming more, rather than regressing, as more staff are trained on the equipment and made available to operate it.

Councilman Santos inquired about the associated costs of livestreaming Council meetings and how livestreaming other meetings in the future would affect those numbers. Vice Mayor Henderson stated that there was an initial capital outlay for the equipment and going forward the factor would be time and overtime pay to staff to operate the equipment. City Manager Anderson stated that the original equipment was \$14,000 to purchase and install. Director of Economic Development and Community Relations, Trisha Newcomer, confirmed the initial cost of the equipment and mentioned that there is an annual cost for the restreaming service of approximately \$150. She further explained that as of right now there is not a storage cost because the capacity has reached a large amount but as we livestream more meetings and approach those thresholds, we will have to look into expanding our storage, especially on our YouTube channel. Mr. Anderson noted that there are currently only two individuals trained in the use of the equipment (IT department) but another is going to be trained soon, and personnel costs are not overwhelming, as most meetings only last approximately one hour to one and a half at the most and some employees take AT time rather than overtime for afterhours meetings. Mr. Anderson further confirmed that the livestreaming

equipment was budgeted in FY20 but the timetable of the purchase and usage of the equipment was accelerated because of the State of Emergency declaration.

Vice Mayor Henderson 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 policy outlining the livestreaming of City meetings with an effective date to be determined by the modification of the State of Emergency declaration, as presented. Councilman Holland seconded the motion.

Vice Mayor Henderson then asked for a roll call vote:

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

OLD BUSINESS:

Vice Mayor Henderson presented Old Business Item #1: Present for approval a funding plan for Phase 1 of the Oyster House Park project along the Nanticoke River.

Director of Economic Development and Community Relations, Trisha Newcomer, noted that the City has partnered with the Chesapeake Conservancy to secure funding for the Oyster House Park project. She noted that they have been able to provide, through grants and other funding, the funding for Phase 1 of the project (the boardwalk, the extension of the Riverwalk, the floating dock, and the bulkhead around the shoreline. The Conservancy has received commitments for a total funding of \$1.4million, and then have also contracted landscape architecture services to compile the bid documents for Phase 1 of the project. The first rough draft for Phase 1 totaled \$1.4 million which was then lowered to \$1.2million and ultimately capped out at a total estimated probable cost of \$1,327,598. The total funds for FY21 are \$1,211,500 leaving a short fall of \$116,098. Also, DNREC has Time of Year work Restrictions in the Nanticoke River, which permits work only between June 2 thru August 14 and November 16 thru March 14, so the goal is to complete the work in the water during that time and then outside of that time complete the on-land work. For this reason, the Phase 1 project will likely be put out to bid in two phases to help alleviate that shortfall in addition to the Time of Year work Restrictions. She also noted that these are estimated probable costs that are ultimately going to go to bid so the amounts may change, ideally in favor of the project. She noted that as the bid documents are procured, they will be put out to bid, hopefully within the next one to two months and those bids will ultimately come back to Council for recommendation and approvals.

Councilman King inquired about the \$116,000 shortfall. Mrs. Newcomer confirmed that there is funding commitment for the full amount but without Fiscal Year boundaries, the shortfall lies within those FY21 boundaries. Councilman King further inquired if the Conservancy is continuing to solicit

funding commitments and avenues. Mrs. Newcomer confirmed. Councilman King further inquired if they only have commitment letters or if they have actual revenue on hand. Mrs. Newcomer stated that they have some of both, revenue on hand (grant awards) as well as commitment letters.

Councilman MacCoy inquired of City Manager Anderson, with the state of the economy now and the possible financial impact, what happens if future phases cannot be completed because of funding issues. Mr. Anderson stated that there are a lot of large projects currently in different phases at the City of Seaford and while there is funding in the pipeline for those projects, the State of Delaware has pulled back some of their bill bond funds because there are funding gaps from the impact of the pandemic. He did note that some future funding could change but the community is excited and on board to see it come to fruition. He also noted that the current bulkhead is having problems and this project helps fix those problems to avoid a worse situation. He stated that there is the possibility that the City may need to pause while the economy stabilizes and if that happens the City would continue to maintain the property, as we already do. He stated that when Phase 2 comes back to Council, if the funds to progress are not committed, staff will recommend not proceeding until those funds are available. Mrs. Newcomer stated that last fall the City hosted a group of grant funders and toured them through the property and they were very excited about the possibilities. She also noted that during conversations with the Conservancy they stated that once Phase 1 is complete it can help secure future funding because of the tangible, visible product that will help funders see the vision and the progression.

Councilman King inquired about the estimated total cost of the full project. Mrs. Newcomer responded that the estimated total cost of the full Oyster House Park project is just over \$6 million, that is not inclusive of the sewer relocation on that property that will need to be completed in between Phase 1 and Phase 2.

Vice Mayor Henderson solicited any additional questions; there were none. Councilman Holland made a motion to approve the funding plan for Phase 1 of the Oyster House Park project along the Nanticoke River, and authorize City staff to proceed with the bidding process for the project, as presented. Councilman MacCoy seconded the motion.

Vice Mayor Henderson then asked for a roll call vote:

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

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- June Merritt, Director of Finance, will be acting City Manager from June 27 – July 5, 2020.
- City Hall and Utility divisions will be closed July 3rd, 2020 in observance of the Independence Holiday.

COMMITTEE REPORTS

Councilman Santos 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 quarterly meeting with the Golf Course consultant.
- Participated in several meetings regarding the Oyster House Park project funding plans.

OTHER WORK:

- Prepared the City Council agenda.
- Participated in Councilman Mulvaney's parade event.
- Attended the inspection of 412 Pine Street.
- Worked one day of Clean up week.

Information Technology Report:

- Completed cameras installations at Police Department
- Working on access control systems and speaker system installation
- Continued server configuration and data migration
- Completed power transformer combining at Police Department
- Started the 240v power upgrade at City Hall
- Completed network switch work

Administration Report for Council –

- Finalize FY'21 Budget for MCSJ system rollover at fiscal year-end.
- Attend multiple conference calls for unified command.
- Provide documentation to Community Bank Delaware for the Spruce Water Tower Project and the Police Dept. Building Renovation Project loans.
- Assist with developing protocols for disconnection of customers due to non-payment once the State of Emergency is lifted.
- Preparing for contract negotiations with the police department Teamsters Local 326
- Preparing for fiscal year end – reviewing grant files for reimbursements requests, financial reports, and phone conference with auditors.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Vice Mayor Henderson reported on Fire, Police and, EMS:

Seaford Volunteer Fire Department, Inc.

Report from President Matt Read:

Notes from SVFD Fire Chief John Wilson's report:

•Alarms to Date (6/22/2020)
 FIRE / RESCUE335
 EMS 1514

•Significant Calls:
 6/08/2020: (Out of City) Woods Fire, Ruth Harbor Drive, Units worked over 3 hours
 6/14/2020: (Out of City) Structure Fire, Shufelt Road, Working fire
 6/16/2020: (Out of City) Motor vehicle Crash with Entrapment, 1 patient trapped transported to Nanticoke Hospital

•Apparatus
 All Apparatus are currently in service

•EMS
 Seen increase of all EMS calls with a decrease in COVID related calls

•Training / Meetings / Business
 Training on June 17th at Seaford Boat Ramp, Topic; Water Supply / Aerial & Ground Master Streams / Drafting Operations, 20 members attended
 Business Meeting will resume on June 24th in our Hall to have social distancing among the members

•EVENTS
 6/16/2020; Services for Past Chief and President Carlton "Spunk" Bennett, Jr
 6/18/2020; Drive by thanks to Outgoing City Council Member Bill Mulvaney

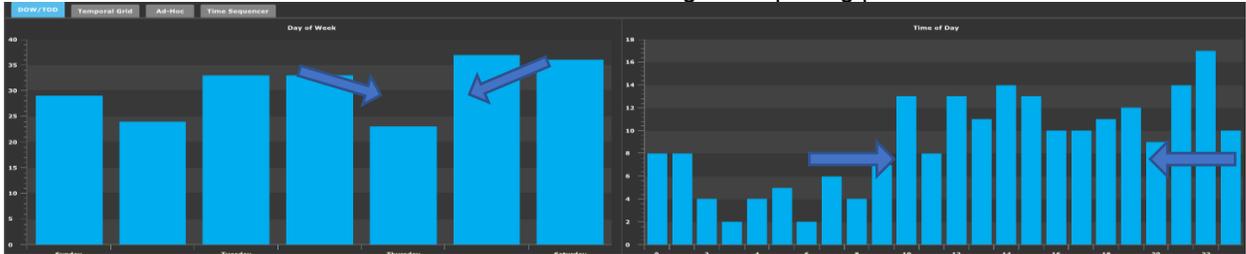
Police Activity during period of **Monday June 08, 2020 - Sunday June 21, 2020**

INCIDENTS	2020 YTD	2019	2018
All crimes	2690	6,619	4918
Drug Crimes	95	249	390
Overdose	18	25	23
All Traffic Contacts (E-Tickets)	3333/ (528)	7,819 (1,782)	6387 (3,617)
All DUI	11	42	52
All Crashes	233	584	533
False Alarms	208	494	333

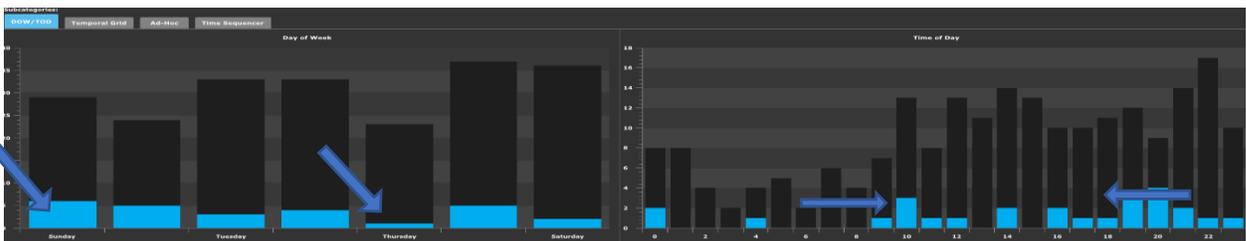
Criminal

- All complaints: **215** (defendants: **15** adult & **1** Juvenile)
 - Felony: **10**
 - Misdemeanor: **39**
 - Violations: **3**
 - Civil: **0**
 - Other: **163**

- 86% Clearance Rate (overall)
- Friday and Saturday from 1000-2300 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 26 **complaints** consisting of Aggravated Assault, Assault, Burglary, Theft complaints and Rape, Excludes Shoplifting: (.46% clearance rate during this reporting period. Most occurred on Monday, Tuesday and Friday from 1000-2100.)

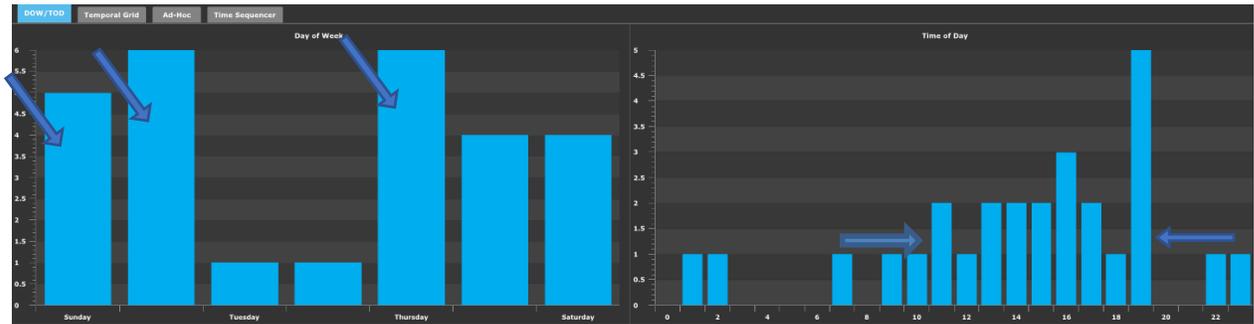


Drug Complaints:

- Drug Crimes: **4**
 - Adult Arrest: **4**
 - Juvenile Arrest: **0**
- Prosecution Declined: **0**
- Search Warrants(s): **0**
- Overdose: **2**

Traffic

- Citations: **275** traffic contacts resulting in **39** citations
 - **3** Distracted driver charges (Inattentive Driving): accident related
- DUI: **1** (**0** accident related DUI's)
- Crashes: **25**
 - Injury: **2**
 - Non-Injury: **12**
 - **Additional Information:**
 - Hit & Run: **9**
 - Alcohol/drug related crash: **0** (not DUI)
 - Pedestrian: **1**
 - Sunday, Monday and Thursday from 1100-1900 Hours (**See Crash chart below**)



Significant Events:

06/10/20, SPD responded to N. Market Street for a reported Assault 2nd. Upon arrival officer(s) made contact with a female victim who reported that two unknown juvenile females attacked her in the presence of a male companion. Victim was unable to identify the suspects, she was transported to NMH and treated for multiple head contusions and a bruised left kidney. #71-20-4281.

06/14/20, SPD responded to E. Poplar St. and North St. for a reported Assault 2nd with all parties GOA. Two witnesses were on scene and advised they observed two people fighting. S-Zinky was identified as the suspect who struck the victim with a hammer/golf club. #71-20-4448.

06/14/20, SPD responded to the 400 block of Pine Street for a reported Attempted Murder. Upon arrival, officers observed a victim lying on the ground with a bullet wound in his right shoulder and in serious condition. Officers secured the scene and coordinated medical transportation for the victim. A perimeter was established and immediate notification to the EOC was made regarding possible suspect and suspect vehicle information. This resulted in the Delaware State Police locating the vehicle and initiating a vehicle pursuit. D-Duckens Lima and D-Devon Reynolds were apprehended after they fled from the vehicle and the weapon (identified as a Spikes Tactical 223/5.56 rifle) was located through the investigation. Further investigation revealed the shooter used the described rifle to shoot at the residence repeatedly striking the house approximately 20 times. The victim was struck in the right shoulder with one round. Additional charges include; Reckless Endangering 1st, Possession Deadly Weapon During the Commission of a Felony, Endangering the Welfare of a Child and other related charges. The defendants were committed to SCI in default of a secured bond. The case remains active. #71-20-4457.

06/18/20, SPD responded to Wal-Mart for report of a Terroristic Threatening/Disorderly Conduct. Upon arrival, officer(s) discovered the incident originated over a parking spot dispute. This incident escalated when the suspect (other party) allegedly threatened to drag the reporting persons (RP) 11 yoa daughter behind her vehicle. The RP further advised she was able to record part of the audio on her cell phone and she provided a tag number. #71-20-4537.

06/19/20, SPD responded to the Duck In car wash for a reported Aggravated Menacing complaint. Upon arrival, officer(s) met with the victim/employee who stated that D-Shaheed Moseley began to

argue with him because of the way he placed his floormat back in his vehicle. The victim stated he tried to ignore the defendant; however, the defendant touched his shoulder and continued to try and argue. The incident escalated when the defendant allegedly stated "I'll fu**ing shoot you" before reaching into his vehicle and displaying what appeared to be a firearm. An independent witness at the scene confirmed it was a firearm. Defendant was arrested, arraigned and released on an unsecured bond. #71-20-4591.

Numerous large crowds the weekend of June 13th and 14th.

Admin

- Attended virtual Director, Staff and Liaison meetings as scheduled - Chief
- **Note.**
 - Chief of Police attended the following regularly scheduled conference calls regarding COVID-19:
 - City of Seaford Unified Command with City Officials, SVFD, and SPD
 - DEMA (A.J. Shaw) every Thursday or as scheduled
- 06/08/20, Crises Response Team Meeting - Lt. Little
- 06/09/20, Pre-Construction meeting (SPD)- Chief, DC, Building & Grounds
- 06/16/20, Code Enforcement meeting at City Hall - Chief
- 06/17/20, Phone conference with Congresswoman Lisa Blunt Rochester - Chief
- 06/19/20, Seaford Community of Hope Stakeholder Virtual meeting - Chief

Training

- Continue to follow Attorney Generals guidance related to Governors Declaration of State of Emergency.
- 06/15/20, One SPD recruit officer tenured her resignation while at the Delaware State Police Academy.
- SPD acquired training for the entire department related to "Pressurized People", which was assigned through our PowerDMS Learning Management Platform. This training provides additional tools to deescalate situations and utilize 'verbal judo' skills. Specifically, "Recognizing & Implementing Force Mitigation Opportunities to present a realistic perspective for peace officers and other first responders concerning how to deal with people who, for various reasons are, at the moment, exhibiting charged, irrational and disruptive behavior".

Event:

- SPD continues to support volunteerism by assisting the Nanticoke Senior Center with meal deliveries to our homebound community members on Mondays, Wednesdays and Fridays.
- 06/16/20, Community meeting on 6th Street - Chief, Vice mayor Henderson and Councilman Santos
- 06/18/20, Seaford High School Graduation 'drive-through parade' at Jays Nest - SRO, SPD officers & Admin
- 06/19/20, Drive through parade for Councilman Mulvaney - SPD
- 06/19/20, Western Sussex Boys and Girls club 'Youth of the Year final event' on live stream. SPD would like to congratulate 'Allie Maurer', who was selected as the Western Sussex Boys and Girls club youth of the year to represent Western Sussex Boys and Girls

Club - she is also an SPD Youth Academy graduate. Congratulations, we are all very proud of your accomplishments.

Councilman Holland reported on Code and Parks and Recreation:

Code Department Report

- Issuing permits (174 Issued in 2020)
- 559 Rental Licenses Issued. (1,608 Individual Units) (596 Homes) (1,012 Apartments)
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits
- Demolition of 811 Hurley Park and 200 Front St completed

Large project status's

- Wawa – work delayed due to covid-19
- Our Lady of Lourdes Church – Finished
- Melanie's Ridge –Curbing and roadwork finished. Waiting for DeDOT entrance installation.
- Mearfield 2 – First duplex almost finished. Second permit issued.
- Montessori School – New classroom building progressing. Temporary class room trailers setup and ready for use.

Parks & Recreation Report

Accomplished week of 6/8

Parks – Assisted Public Works department with clean-up week
Parks – Completed 3 work orders (totaling 16 for the year)
Parks – Replaced controller, connectors, and modules at Sports Complex (irrigation)
Parks – Worked on irrigation at Utility Building
Parks – Cleaned both pavilions at Soroptimist Park for public – no city rentals at this time
Rec. – Created flyers for advertising for Youth Field Hockey & Youth Tennis Clinics in July
Parks&Rec. – Held department meeting about change of Council liaisons
Parks&Rec. – Researched information regarding pesticide applicator's licenses for Bobby & Luke
Parks&Rec. – Coordinated meeting with Wayne Apgar & Dan Carter about potential horseshoe tournaments

Accomplished week of 6/15

Parks – Worked on irrigation along High St. for Spring plantings by landscape contractor
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Parks – Completed 4 work orders (totaling 20 for the year)
Parks – Replaced belt on Kubota mower
Parks – Completed regular grass cuttings & trash pick-up
Parks – Assisted in locating irrigation wire for contractor at Sports Complex
Rec. – Advertised youth sports clinics online and in local newspaper
Rec. – Signed up 2 kids for Youth Field Hockey & 1 kid for Youth Tennis (along with multiple calls)
Parks&Rec. – Held a meeting regarding adult slow pitch softball league & tournaments
Parks&Rec. – Distributed 2019 evaluations
Parks&Rec. – Received approval to apply for ORPT grant for Oyster House Property and fencing & concrete at the Sports Complex

Councilman MacCoy reported on Electric:

Since the last report

Crew

2 people helped with clean up week every day.

Greg Brooke & Jordan wired the meter for the Montessori School.

Finished the secondary pedestals and street lights to the first building in Mearfield 2.

Set the transformer, made up the terminators and energized the service for the Montessori School.

Had several outages, a squirrel in Pine St substation tripped the main breaker on transformer B causing an outage on circuit 270, 280 & 290.

June 14, we had an outage on circuit 270 caused by a squirrel and then when we reenergized the circuit a bad insulator went to ground causing some primary wires to come down causing an extended outage on Riverside Drive. Key customers NMH, Manor House, Genesis at Lofland.

Started counting inventory for year end.

Pulled in the primary wire and set the transformer for the Dolby Lift Station.

Director

AMI bi-weekly conference call

Had COVID 19 Unified Command conference calls.

Had a staff meeting.

Worked on writing the bid for the labor to extend the fiber optic wire to the Dolby Lift station.

Got prices on single phase pad mount transformers.

Went with Charles to the Sunrise Motel about extension of electric service.

Attended the Council meeting for budget adoption.

I was out on bereavement leave for the passing of my father.

Took Blake his new payroll sheet to be signed and turned back in.

Upcoming Weeks.

Work on the New Dolby Lift Station.
Continue changing the lights on Sussex Highway to LED.
Finish trimming trees in Williams Pond Park.
Work with the school on the lights in front of Central Elementary school.
Install 3 new lights on the Venture Drive extension.
Continue working in Mearsfield 2 as they build more units.
Start working on the Montessori School.

Councilman King reported on Public Works & WWTF:

Past two weeks:

Public Works:

- Clean-up week was actually almost two full weeks this year.
- Focused on picking up L & L after clean-up week.
- Smoke testing on-going.
- 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

Vice Mayor Henderson called for a motion to close the Regular Council Meeting and go into Executive Session to discuss personnel. Councilman King made a motion to close the Regular Meeting. Councilman MacCoy seconded the motion.

Vice Mayor Henderson then asked for a roll call vote:

Councilman Santos voted yes;
Vice Mayor Henderson voted yes;
Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King Voted yes.
The motion so passed with all voting in favor.

The Regular Meeting was closed at 8:06 p.m.

Mayor Genshaw reopened the Regular Meeting at 10:14 p.m. and called for a motion to close the Regular Meeting. Councilman Henderson made a motion to close the Regular Meeting. Councilman King seconded the motion; motion so passed with all voting in favor. The Regular Meeting closed at 10:14 p.m.

Charles D. Anderson, City Manager

/JJ