

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

June 25, 2019

7:00 P.M.

Mayor Genshaw called the meeting to order at 7:00 p.m. with the following present: Councilman Matt MacCoy, Councilman Dan Henderson, Councilman William H Mulvaney and Councilman Orlando Holland. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer and Chief of Police, Marshall Craft were also present.

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

Mayor Genshaw solicited any changes to the agenda. City Manager Anderson stated there were none. Mayor Genshaw stated that he did have a change; he would like to take off New Business Item #4 due to Councilman King not being able to be here tonight to lead the discussion. Councilman Henderson made a motion to delete New Business #4 from the agenda. Councilman MacCoy 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 on June 11, 2019. Councilman Holland made a motion to approve the minutes from the June 11, 2019 Council Meeting. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Correspondence

City Manager Anderson read an email from Mr. Steele, the store manager of the Seaford Roses. The store had a power outage this past Saturday due to bad underground cable. Mr. Steele thanked the electric department for their professionalism and dedication as they were able to open on time on Sunday morning.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval the revised fee and rate schedule to set the City tax rate at \$0.34/\$100 of assessed property value. City Manager Anderson stated that the FY20 budget was approved at the last City Council meeting with the proposed rate of \$0.34 per \$100 assessed value based on the 2019 tax reassessment values. This is the only change that is being proposed to the fee and rate schedule.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Holland made a motion to approve the revised fee and rate schedule to set the City tax rate at \$0.34/\$100 of assessed property value as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw closed the Regular Meeting and opened the Public Hearing portion of the meeting at 7:05 p.m.

Building Official, Mike Bailey, presented the Public Hearing items.

Public Hearing Item #1: The City of Seaford, located at 414 High Street, Tax Map and Parcel # 331-5.00-4.00 are requesting to subdivide a 7-acre lot from the larger parcel in the Ross Business Park.

Mr. Bailey stated that the property is located on Venture Drive, Tax Map and Parcel # 331-5.00-4.00. The zoning for the property is M1 – Light Industrial; the request is to subdivide the existing parcel to create a new 7-acre parcel in the Ross Business Park. He added that it does meet area and bulk requirements which are two acres minimum and 200 feet of road frontage. An aerial view was then shown of the parcel as well as a drawing of the subdivision that was prepared by the City Engineers.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked what came before Council prior to the subdivision about this parcel. City Manager Anderson stated that an agreement of sale was brought to Council for approval. Councilman Henderson asked if we were taking out useless land in this sale? City Manager Anderson stated that this was part of a large parcel and we are subdividing the parcel when we have sales occur. He added that some of the land is not able to be developed.

Mayor Genshaw solicited any questions or comments from the public; there were none.

Public Hearing Item #2: Nanticoke Memorial Hospital, located at 801 Middleford Road, Tax Map and Parcel # 331-7.00-1.00, 2.00 and portion of 77.00, are requesting a final site plan review for a proposed expansion of their existing parking lot, across from the hospital, from 42 parking spaces to 95 spaces.

Mr. Bailey stated that Mr. Steve Fortnato was present from Becker Morgan Group to represent the project and to answer any questions. This is for a final site plan review for a parking lot expansion for their property on Middleford Road, TMP # 331-7.00-1.00, 2.00 and p/o 77.00. The zoning for this parcel is R-2 Medium Density Residential. Mr. Bailey then showed an aerial view of the existing site and the plan layout.

This project did receive a variance from the Board of Adjustments in October 2018 to reduce the parking space size to 9'x18'. The existing parking lot has 42 spaces and the total spaces after expansion will be 95. Onsite stormwater management will be provided with an outfall to Williams Pond. They have received approval from Sussex Conservation for the project.

Mayor Genshaw solicited any questions from Council. Councilman Mulvaney asked if this was the old Rodgers house property? City Manager Anderson stated that it was; the house was torn down and they plan to expand the parking lot by doing sitework and paving. Councilman MacCoy asked if all of the parking will be 9x18 spaces? Mr. Bailey stated that they will be just for this lot to continue the pattern.

Mayor Genshaw solicited any questions or comments from the Public. Mr. Dennis Smith came forward stating that he would like to recommend that they add an elevated crosswalk at this location. He added that they are putting people at risk.

Public Hearing Item #3: Seaford Townhomes, LLC, Tax Map and Parcel # 531-13.06-47.00 and 47.02, are requesting a sketch site plan review for a proposed apartment complex to be located on an existing lot on Porter Street, Seaford, DE.

Mr. Bailey stated that Mr. Fred Moore was present tonight representing the project and to answer any questions.

The project name is Cedar Run Apartments located on North Porter Street, TMP # 531-13.06-47.00 & 47.02 with the zoning being R-3 High Density Residential. Mr. Bailey showed an aerial view of the parcel. A variance was received for the project from Board of Adjustment in November 2000 to reduce the site area from the minimum 1 acre to the existing .7 acre. There are 12 parking spaces proposed, however, the code has been revised to require 2 spaces per unit making a total of 16 spaces needed. The property is in a well head protection zone meaning that additional storm water design will be required. The project does require approvals from: State Fire Marshal, Sussex Conservation and City Engineer for Storm Water.

Mayor Genshaw called for any questions from Council. Councilman MacCoy asked how big the units would be? Mr. Moore stated that they will be about 850 square feet with 2 bedrooms and 2 bathrooms. Councilman Henderson asked how the property was currently zoned? Mr. Bailey stated that it is R-3; High Density Residential. Councilman MacCoy asked where the parking spaces would be located? Mr. Bailey stated that they are currently proposed at the front of the building, however, they may need to amend the location due to the change in the code for required number of spaces.

Mayor Genshaw called for any questions from the public; there were none.

Mayor Genshaw closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:17 p.m.

Mr. Bailey presented the Findings of Facts for Public Hearing Item #1:

- Project: City of Seaford Land Subdivision
- Owners: City of Seaford
- Property Location – Venture Dr
- Tax Map & Parcel 331-5.00-4.00
- Zoning: M1 Light Industrial
- Subdivision of existing parcel to create new +/- 7 Acre Parcel
- Meets area and bulk requirements; 2 acre minimum, 200 ft road frontage minimum
- Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw asked for a motion. Councilman MacCoy made a motion to approve the request of City of Seaford, located at 414 High Street, Tax Map and Parcel # 331-5.00-4.00 to subdivide a 7-acre lot from the larger parcel in the Ross Business Park as presented. Councilman Holland seconded the motion. Mayor Genshaw solicited any questions about the motion from Council; there were none.

Mayor Genshaw then asked for a Roll Call Vote:
Councilman MacCoy voted yes based on Findings of Facts;
Councilman Henderson voted yes based on Findings of Facts;
Councilman Mulvaney voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts.

The motion so passed.

Mr. Bailey presented the Findings of Facts for Public Hearing Item #2:

- Project: Nanticoke Memorial Hospital Parking Lot Expansion
- Owners: Nanticoke Memorial Hospital
- Property Location – Middleford Rd
- Tax Map & Parcel 331-7.00-1.00,2.00 p/o 77.00
- Zoning: R2 Medium Density Residential
- Variance granted in 2018 to reduce parking space size to 9'x18'
- Existing parking lot has 42 space will expand to 95 spaces.
- Received approval from Sussex Conservation for Storm Water
- Planning and Zoning made a favorable recommendation to Council.

Mr. Bailey stated that Planning and Zoning also made a favorable recommendation to City Council for approval.

Mayor Genshaw asked for a motion. Councilman Mulvaney made a motion to approve the request of Nanticoke Memorial Hospital, located at 801 Middleford Road, Tax Map and Parcel # 331-7.00-1.00, 2.00 and portion of 77.00, for a final site plan review for a proposed expansion of their existing parking lot, across from the hospital, from 42 parking spaces to 95 spaces as presented. Councilman Holland seconded the motion. Mayor Genshaw solicited any questions about the motion from Council. Councilman Henderson asked if there would be any consideration to Mr. Smith's comment to improve the crosswalk due to the anticipated traffic. City Manager Anderson stated that he and Mr. Bailey met with the hospital many times about this expansion. They expressed a need for employee parking only. He added that DeIDOT was involved with the process and they reviewed several pedestrian options for the site and the result was the addition of the signed and lit crossing at grade that is currently installed. There were no other recommendations from DeIDOT that he is aware of.

Mayor Genshaw then asked for a Roll Call Vote:
Councilman MacCoy voted yes based on Findings of Facts;
Councilman Henderson voted yes based on Findings of Facts;

Councilman Mulvaney voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts.

The motion so passed.

Mr. Bailey presented the Findings of Facts for Public Hearing Item #3:

- Project: Cedar Run Apartments
- Owners: Seaford Townhomes LLC
- Property Location – Porter Street
- Tax Map & Parcel 531-13.06-47.00 & 47.02
- Zoning: R3 High Density Residential
- Variance granted in 2000 to reduce minimum lot size from 1 acre to .7 acre
- 2 Story 8-unit apartment building
- Requires 16 parking spaces (2 per unit)
- Property is in a Well Head Protection Zone. Additional storm water design will be needed
- Requires Approval from:
 - State Fire Marshal
 - Sussex Conservation
 - City Engineer for Storm Water
- Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw then asked for a Roll Call Vote:

Councilman MacCoy voted yes based on Findings of Facts;
Councilman Henderson voted yes based on Findings of Facts;
Councilman Mulvaney voted yes based on Findings of Facts;
Councilman Holland voted yes based on Findings of Facts.

The motion so passed.

New Business

Mayor Genshaw presented New Business Item #2: Present for approval the Website Redesign RFP Committee Report and Recommendation. Mrs. Newcomer stated that the committee met on May 29, 2019; the Committee consisted of herself, Mayor Genshaw, City Manager Charles Anderson and IT Coordinator, Gary Andrews. There were three proposals submitted of which all were found to be qualified and credible. The City's objectives required the firms to present current examples of work performed and highlight any municipal clients they have.

The committee noted that the top ranked firm presented a cutting edge, clear and concise approach with regard to the outlined needs and demonstrated extensive experience with regard to web development.

After the review of the proposals, the committee unanimously recommends the City award the Website Redesign contract to Civic Live, a division of West Interactive Service Corporation, for the

required services. This firm also provides 24/7, 365 days a year support which we do not have with our current vendor which is important. They also offer, at year four of the contracts, doing a refresh of the website for the City. Mrs. Newcomer stated that it is good to keep the website fresh and up to date. Civic Live is familiar with municipal government and has worked with many large municipalities. Mrs. Newcomer added that she reached out to some references that they provided and they all spoke highly of the company and none had any complaints.

Mrs. Newcomer added that the selection process was a complex one and all committee members agreed the process thoroughly vetted the desired firm for the scope of work presented.

Mayor Genshaw added that he feels the website should be kept simple and be able to be used as an economic driver. He added that the cost provided by Civic Live was significantly less than the other vendors that submitted. The staff needs to be able to work with the software that is chosen which was also a factor when selecting the firm.

Mrs. Newcomer stated that it is about a 5 ½ month project.

Mayor Genshaw solicited any questions from Council. Councilman Holland asked if this will be the first time that we have uses this vendor? Mrs. Newcomer stated that it would be; she added that our current vendor used specific coding that we are trying to get away from. Councilman Henderson asked if there would be an email portal that would allow Council to log onto other than their Ipad? Mrs. Newcomer stated that the proposal was for website design only. We use an exchange server system for our email that will not be changed. Councilman MacCoy asked about the other extras that could be provided. Mrs. Newcomer stated that staff would have a drag option that would be seen in real time. There would be customer service available 24/7, 365 days a year which we currently do not have. She added that we have not gone out for an RFP for a website design before and the current vendor did not provide a proposal due to them doing coding and custom design.

City Manager Anderson added that Civic Live provided the clearest proposal and communicated their services and options very well.

Mrs. Newcomer viewed some of their examples and they were laid out and presented very well.

Councilman MacCoy asked if the live video feeds would be compatible? Mrs. Newcomer stated that it would. Councilman MacCoy asked about the refresh option? Mrs. Newcomer stated that 2 of the 3 firms that submitted offered this option.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the Website Redesign RFP Committee report and recommendation as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3: Present for approval a contract agreement with West Corporation (Civic Live) for website redesign services for the City of Seaford website. Mrs. Newcomer stated that the prices went from mild to wild. The price for the firm that staff is

recommending, Civic Live was in the amount of \$15,100. She added that they did have an adder in the amount of \$1,500 yearly for an annual mass notification system. This would be similar to a program that we currently use, constant contact, to send out email notifications. The price is based on the number of registered users and will not increase as we add users. The budgeted amount for this project was \$25,000 so there is funding to do the adder. Mrs. Newcomer stated that she would like to get authorization to include the mass notification adder.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Holland made a motion to approve the contract agreement with West Corporation (Civic Live) for website redesign services for the City of Seaford website 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:

- Offices will be closed on Thursday, July 4th in observance for the Independence Day Holiday.
- Riverfest – July 13th – Downtown Seaford

COMMITTEE REPORTS

Councilman Matt MacCoy reported on Public Works.

Past two weeks:

Public Works:

- There are approximately 30 meters left to exchange for AMI which we are doing in-house
- Troubleshooting problem meters
- Shipley Center sewer extension project is proceeding
- South Delaware Ave., and Dutton Ave. were both paved
- Board up 811 Hurley Park Drive
- Performed monthly equipment maintenance
- More big piles out there for some reason which is requiring more time and labor to pick up
- Maintained trees in some allies
- Replaced hydrant on Market St.
- Repaired water leak on Arch which was a leaking lead joint
- Repaired wash out on Cedar Ave. at deep cut
- Spruce water tower bid out
- Completed inventory
- Assisted Sussex County cleaning a section of the interceptor
- Arbutus pump is back on-line

- I am still working on easement acquisitions for Rt13 and Middleford Rd. projects
- Attended multiple 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
- Jetted and videoed underdrains of sand filter and found a lot of sand in pipes
- We do have a little compost to sell
- Get lift stations cleaned
- Leachate treatment going well
- No major maintenance issues to report

Upcoming two weeks:

Public Works

- Work on replacing remaining meters
- Work on AMI meter issues
- Continue with Shipley Center sewer main project
- Replace fire hydrants (ongoing)
- Continue all routine tasks

WWTF & COMPOST

- Keep the plant up and running with no violations
- Perform maintenance as needed
- Screen for compost

Councilman Henderson reported on Police, Fire, & EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Rick Stewart:

President Stewart reported that a vote by the full-time employees of SVFD on June 20, 2019 was unanimous to organize under the International Association of Fire Fighters. There were 7 yes votes, 1 contested vote, and 1 not voting due to absence.

Mid South Audio has been awarded the Audio System Upgrade project for the Fire Hall. Within this project will be upgrades to audio in some of the downstairs portions of the building. The work will commence some time in mid August.

The Department's annual softball tournament will be held the weekend of August 16 – 18, and their annual picnic will be the following weekend on August 24.

Seaford Police Department

Police Activity during period of June 12 through June 24, 2019 as reported by Chief Marshall D. Craft, Jr.:

Criminal

On June 3, 2019, Sr. Cpl. Laurion was dispatched to a physical domestic between husband and wife. The female (defendant) attacked her husband when he refused to go to the liquor store to buy her some more whiskey. The defendant smacked her husband in the face, grabbed a 5-inch steak knife and raised it over her head in a menacing fashion toward the victim. The couple's 21-year-old daughter was a witness to the incident and called 911. The defendant was arrested, processed and arraigned via videophone at the Seaford Police Department. A Magistrate committed the defendant to SCI, due to her intoxicated state.

On June 5, 2019, Pfc. Jones conducted a traffic stop for a seatbelt violation. The front seat passenger was found to have an active capias out of superior court and a \$9,000.00 cash only bond. In addition, Pfc. Jones detected an odor of marijuana coming from within the vehicle and the operator provided Pfc. Jones with a marijuana cigarette, which had been stored inside the driver's door. A further search of the vehicle was then conducted which yielded no further contraband. The operator was cited for operating a vehicle under a learner permit without a valid licensed passenger present and possession of marijuana personal use. The marijuana cigarette was entered into SPD property as evidence. The passenger was transported to the Sussex County Superior Court to be seen on his bench warrant before being committed to the Sussex VOP unit and he was transported to said facility.

On June 9, 2019, Pfc. Jones conducted a traffic stop for an equipment violation and contacted the 3 occupants of the vehicle. An odor of raw marijuana was detected from within the vehicle. A search of the vehicle was conducted and a gallon size clear plastic baggie containing 1.4 grams of marijuana was located underneath the front passenger seat. The front seat passenger admitted the marijuana belonged to him and he was cited for same. The female operator of the vehicle was cited for the equipment violation. The remaining passenger was found to have two active capiases (one out of the Kent County Court of Common Pleas and the other one out of the Kent County Superior Court). He was arraigned via videophone with J.P. Court 3, and committed to SCI.

On June 9, 2019, 911 dispatch was notified of an accident in the area of N. Porter St. and Stein Hwy. The witness advised the vehicle fled the scene to Arbutus Ave. Pfc. Wyatt observed the vehicle in question on Arbutus Ave., and noticed 2 Hispanic males standing by the vehicle. Pfc. Wyatt contacted the witness who was able to identify the driver. The operator admitted to driving the vehicle and also admitted to consuming 3 or 4 beers prior to operating the vehicle. Pfc. Wyatt conducted field tests on the operator, which he failed, pled him under arrested and transported the operator to SPD where he consented to an Intoxilyzer chemical test, which rendered a reading of .179% blood alcohol content. The operator was issued citations for DUI alcohol, and other traffic charges related to the collision. The operator was released to a sober co-signor.

On June 12th, S/Cpl. Linville responded to the Seaford Food Lion in reference to wanted subject who had an active warrant out of Seaford PD for an indecent exposure complaint. The incident had occurred at the Seaford Roses on June 8th. The subject was arrested, arraigned by video phone and released by the court on an unsecured bond.

On June 13th, S/Cpl. Linville was dispatched to an injury accident that occurred at the intersection of Market St., and Third St. Investigation revealed V1 failed to stop at the intersection and struck V2. An ambulance responded to the scene and transported an infant and passenger from V2 to NMH. Both vehicles were towed away from the scene. Operator of V1 was charged for failure to stop at the stop sign.

On June 13th, at 2343 hrs., Pfc. Jones, Pfc. Wyatt, and Cpl. Russell were dispatched to a residence in the 300 block of Poplar St., in reference to a physical domestic. The suspect had fled prior to the officer's arrival. Investigation revealed the suspect came to the residence intoxicated, confronted a male on the front porch of the residence and then forced his way into the home to confront his ex-wife. The suspect pushed the female into a wall placed his hands around her neck and began choking her. The suspect interfered with a 911 call and then fled the residence. Pfc. Jones obtained felony warrants against the suspect and attempted to locate with negative results. Case Pending.

On June 18, 2019, S/Cpl. Linville observed a known Suspect in the area of Collins Ave and North St. who had an active Capias out of the Court of Common Pleas. Linville attempted to make contact and the Suspect fled on foot. A chase ensued wherein the Suspect was warned that if he didn't stop, Taser would be deployed. The Taser was deployed, and the Suspect was taken into custody. Suspect had 2.0 grams of marijuana on his person.

On June 21, 2019, S/Cpl. Linville and Pfc. Wyatt responded to Royal Farms parking lot on High Street reference to an unconscious male in a vehicle. The subject was located sitting in the driver's seat, purple in color and barely breathing. Officers observed a torn used heroin bag in subject's lap. Pfc. Wyatt administered Naloxone into one of subject's nostrils. Paramedics arrived and administered more Naloxone and oxygen and the subject began to respond. Subject was transported to Nanticoke for further treatment.

On June 21, 2019, Seaford Police Officers were working a special detail in the area of Meadow bridge apartments, conducted a traffic stop and detected an odor of marijuana coming from within the vehicle. Suspect was taken into custody for active capias's and a subsequent search of the vehicle led to the discovery of approximately 3 pounds of marijuana, 13 bags of heroin, 1.8 grams of cocaine, 10 ecstasy pills, a loaded .380 caliber handgun and various items of paraphernalia indicative of selling illegal drugs such as a scale and packaging materials. Suspect was also found to be in possession of a large amount of United States Currency that was seized for being suspected proceeds from illegal drug sales. Suspect was arraigned before the Justice of The Peace courts and committed to the Department of Corrections in lieu of \$85,701.00 cash bail.

Admin

June 12, 2019 – Chief Craft and staff met with school officials regarding a safety and security meeting for a school bus/district office vehicle storage lot and school safety recommendations.

June 13, 2019 – Officers ran in the Law Enforcement Special Olympics Run on Sussex Highway.

Chief Craft attended the Sussex County Response Team meeting at the Georgetown Library regarding the opioid crisis in Sussex County.
Deputy Chief Rapa partnered with Sussex County Paramedics instructing Civilian Response to Active Shooter Events (CRASE) at Fred Douglass School.

June 14, 2019 - Chief Craft and Karen Manso attended the Special Olympics opening ceremony at the Bob Carpenter Center. Chief took part in the ceremony by escorting a team of special Olympic athletes into the auditorium/Gym and also met with the 'Donut Boy.'

June 17, 2019 – Chief Craft held a Sgts. Meeting to discuss personnel assignments and address staffing needs.

June 19, 2019 – Chief held a station meeting to discuss personnel assignments and staffing needs.

June 20, 2019 – Chief met with an assistant U.S. Attorney General regarding proposed Pilot Program offered to assist the SRO and Seaford School District related to the following subject matter: Drivers Education course (Road, Rules and Rights), Addiction resources, Cyber Sex, Opioid prevention, Cyber Bullying, etc.

June 21, 2019, Chief Craft and Cpl. Justice met with SHS Principal 'Jason Camren' to tour the SRO office, discussed expectations for our SRO and discussed the proposed pilot program.

June 22, 2019 – SPD officers represented our department at Trinity Touch-a-Truck and received the 2019 Touch-a-Truck award for our SRO vehicle and the Polaris Ranger . Outstanding representation by all.

Two patrol bikes have been refurbished and delivered to the Department. The bicycles are ready to be deployed at community events and crime initiatives

The old SCAT trailer has been cleaned, refurbished with new tires, batteries and SPD logo markings for use in our community.

Training

June 11, 2019 - Pfc. Kyle Jones attended training on Drug Investigations.

Councilman Mulvaney reported on the Electric Department.

Since the last report

Crew

Started collecting the data on pad mount transformers for the asset management system.

Nick Moore went the QEI for programming the SCADA RTU for arbutus Pump station.

Made containers for the old A Base meter for disposal.

Took the fiber down at Market St & Virginia Ave for it to be spliced.

Trimmed trees behind Hardee's

Had an outage 6-12-19 on south Conwell, tree limbs blew a cut out. 5 houses for an hour.
Had an outage 6-15-19 on King St, squirrel, 2 businesses for an hour.
Had an outage on 1301 Middleford Road, squirrel, 2 businesses for an hour.
Started counting inventory.
Moved a pole on Tull Drive ahead of the paving extension for the Ross Point Freedom Church.
Started counting inventory.
Had an outage at Roses Saturday 6/22/19, it was bad underground primary and the crew worked 13 hours for the on-call persons and 11 hours for the rest of the employees who could respond to restore power.
On call, Danny Wheatley and Nick Smart
Responded when called Bill Bennett, Ed Tumberlin, Greg Smart & Greg Brooke.

Director

Had my council liaison meeting.
Had a directors meeting.
Had a meeting with the library solar contractor about their project.
Had an AMI bi-weekly call.
Talked with the resident at 302 Hickory Lane and advised her to call an electrician to fix her entrance mast from the storm.
Worked with Salisbury University on the edits for the GIS/Asset management map.
Did a ride-out assessment with Crown Castle Fiber on Virginia Ave.
Had a meeting with Verizon about poles that need to be changed out and pole attachments that need to be transferred to new poles.
Worked 11.75 hours Saturday at Roses.

Upcoming Weeks.

Take inventory for the end of year.
Install the Riverfest banners.
Continue remarking poles from the distribution circuit changes.
Start collecting the data on the pad mount transformer.
Greg Brooke, Nick Moore and Nick Smart will go to DEMEC for climbing training.

Councilman Holland reported on Administration.

MEETINGS:

- ✓ Attended the DEMEC Board Meeting.
- ✓ Attended the Website RFP review meeting.
- ✓ Met with Rep of Open Gov. regarding termination of the contract.
- ✓ Met with Craig Aleman RE: DDD area business options.
- ✓ Attended the Safety meeting.
- ✓ Attended the Delaware Decision Makers luncheon @ DTCC.

OTHER WORK:

- ✓ Prepared the Council agenda.
- ✓ Attended the Sussex County prayer breakfast.
- ✓ Made site visit to Milford dog park.
- ✓ Worked on property line dispute with Phillips Street (600 Block) resident.
- ✓ Met with John Peters RE: NCSC redevelopment.

Information Technology Report:

- ✓ Safety Meeting prep and coordination
- ✓ Windows 10 Upgrades at PD
- ✓ Fixing network and coordinating Fiber repairs at PD
- ✓ Working with vendor to repair Camera's at Utility Bldg
- ✓ Riverfest Coordination and Organizing items in basement
- ✓ Website RFP Review and meeting
- ✓ Working on correcting server update issue
- ✓

Councilman King was absent but submitted his report for the minutes 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 125 permits and 553 Rental Licenses as of June 24, 2019. (Invoices have been mailed out for the rentals that did not apply for the license. There are 61 outstanding rental invoices.)

Large Project Statuses:

- McDonalds – Open!
- Riverplace Phase 2 – Framing is going up.
- Chick-Fil-A – Base coat paving started. They are accepting applications.
- Family Dollar – Building is up. Working on the sidewalks.
- Wawa – DelDot approved site plan. Tea Tyme property demo to start soon.
- Starbucks – New Roof in on. Working on the interior.

Parks & Recreation Departments Report:

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 Men's slow pitch softball & weekend tournament (7 tournaments this year).
- First week of Summer Clinics: 31 total for Tennis & 26 total for Field Hockey.
- Worked on Riverfest signage and logistics. (July 13th)
- Worked on social media, advertising for Riverfest and Food Truck Friday.

- Dug & removed 4 stumps from High Street.
- Checked landscaping contractor areas for any improvements or problems.
- Katie also attended various meetings and workshops.

Mayor Genshaw called for a motion to close the regular Council Meeting. Councilman Mulvaney made a motion to close the regular Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The regular Council Meeting closed at 7:52 p.m.

Charles D. Anderson, City Manager

/tnt