

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

July 14, 2020

7:00 P.M.

Mayor David Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman Dan Henderson, Councilman Matt MacCoy, Councilman Orlando Holland, Councilman Jose Santos and Councilman James King. City Manager, Charles Anderson, Director of Economic Development and Community Relations, Trisha Newcomer, Director of Public Works, Berley Mears and Director of Finance and HR, June Merritt were also present.

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

Mayor Genshaw stated that there would be an executive session tonight for the purpose of discussing personnel and negotiations.

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

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on June 23, 2020. Councilman Holland made a motion to approve the minutes of the Regular Meeting on June 23, 2020. Councilman MacCoy seconded the motion. The motion so passed with all present voting in favor.

Mr. James Thomas came forward to thank and show his appreciation to the first responders that responded to assist him during a medical emergency that he experienced within the City.

Correspondence:

None

New Business

Mayor Genshaw presented New Business Item #1: Mayor Genshaw to appoint an Annexation Committee to investigate the possibility of annexation of SCTM# 331-3.00-180.00; 22512 Sussex Highway (Sunrise Motel). City Manager Anderson stated that a request for annexation has been received from the property owner; according to the City Charter, the next step in the process is for an annexation committee to be appointed to investigate the possibility of the annexation. Mayor Genshaw offered the appointment of Vice Mayor Henderson as Chair, Councilman Holland and Councilman MacCoy to serve on the Annexation Committee. Mayor Genshaw asked if there were any questions relating to the annexation committee; there were none.

He then called for a motion. Councilman King made a motion to appoint Vice Mayor Henderson as Chair, Councilman Holland and Councilman MacCoy to serve on the Annexation Committee to investigate the possibility of annexation of SCTM# 331-3.00-180.00; 22512 Sussex Highway (Sunrise Motel) as presented. Councilman Santos seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

The motion so passed.

Mayor Genshaw presented New Business Item # 2: Mr. Berley Mears, Director of Public Works to make a recommendation regarding the installation of 15 MPH speed limit signs and “children at play” warning signs in the Mearfield Development (portions of Planters Drive and Pond View Lane). Mr. Mears stated that a request has been made by a property owner in the development consisting of two requests relating to traffic concerns. The request that he is presenting tonight relates to speed limit signs and children at play signs. During his review of the development, he found that the only signs in the development were stop signs. There are currently no speed limits signs posted on any of the streets. There are also no existing posts to add any signs to.

Based on his review of the request, Mr. Mears is recommending the installation of four post, four 15 MPH speed limit, and four children at play signs be installed. These signs will be placed at each end of both Pond View Lane and Planters Drive, which are the two streets currently dedicated to the City. These sign posts will have to go on the backside of the sidewalk in the grass of the property as the sidewalk and curb are together not leaving a space for a post.

Mayor Genshaw solicited any questions or comment; there were none. Mayor Genshaw then called for a motion. Councilman King made a motion to approve the recommendation of Berley Mears, Director of Public Works regarding the installation of 15 MPH speed limit signs and “children at play” warning signs in the Mearfield Development (portions of Planters Drive and Pond View Lane) as presented. Councilman Holland seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

The motion so passed.

Mayor Genshaw presented New Business Item #3: Present for approval plan design changes as presented by Buck Consultants on June 9, 2020 to the General Employee Pension plan and authorize Buck Consultants to draft the pension plan amendment language for Council approval. Mrs. June Merritt, Director of Finance and HR came forward to present the information. Mrs. Merritt stated that the elements of the plan design changes that were presented at the June 9, 2020 City Council meeting consisted of:

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

She added that any plan changes would need to be approved and adopted by Council before October 1, 2020 to give the actuaries ample time to produce the required documents needed.

Mayor Genshaw added that this would impact future employees hired on or after January 1, 2021; the current workforce would not be impacted.

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 following plan design changes: Change the final-averaging period from 3 to 5 years, cap service at 30 years (currently no cap on service) and increase the employee contribution from 5% to 7% as presented by Buck Consultants on June 9, 2020 to the General Employee Pension plan and authorize Buck Consultants to draft the pension plan amendment language for Council approval as presented. Councilman Henderson seconded the motion.

Mayor Genshaw then asked for a roll call vote:

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

The motion so passed.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and, EMS.

Seaford Volunteer Fire Department, Inc.

Report from President Matt Read: No Report this period

Notes from SVFD Fire Chief John Wilson's report:

Alarms to Date (7/14/2020)

- FIRE / RESCUE 377
- EMS 1706

Significant Calls:

- We have responded to many calls for the smoke testing, they were dispatched as working type calls and reduced after investigation of structure.

Apparatus

- Ambulance B87 is out of service, Air Conditioning repairs

EMS

- Career Captain Jason Hudson was awarded Sussex County Paramedics Associations "2019 Excellence Award"
- Career Firefighter / EMT was awarded the "2019 Clifford E. Lee Sr. EMS Award"
- Presented at ceremony at Sussex County Paramedic Headquarters on July 9, 2020
- We have a Started a 2nd Ambulance Power Shift, Time 1800-2400 hours, this allows 2 ambulances to be in service without delays in needed response of busy time ranges.

Training / Meetings / Business

- Training on July 1, 2020; Held at Station 87 on rapid Intervention Skills and Equipment
- Next Training is on Wednesday, July 15, 2020 at Station 87
- 2020 State Fire Conference has been cancelled due to COVID 19

EVENTS

- 7/4/2020; Kubota 87 assisted Bridgeville Station 72 at Independence Celebration at Fat Daddy's BBQ on Rt. 404
- Still doing limited Social Distancing Celebration Drive By.

Monthly Fire Report
 June 2020

Total number of alarms- 70

Number of alarms within the City- 42

Number of alarms outside the City- 21

Number of assist/stand-bys at other fire companies- 5 / 2

	Fri	Sat	Sun	Mon	Tue	Wed	Thu
2400-0100		1					

0100-0200						
0200-0300						
0300-0400			1			
0400-0500	1					
0500-0600		1				1
0600-0700		1			1	
0700-0800						
0800-0900			1			
0900-1000				2	1	1
1000-1100				1		
1100-1200				1		
1200-1300		1	1	1		1
1300-1400			1	1	4	2
1400-1500		2		2	1	2
1500-1600		3	1			1
1600-1700	2		3	1	1	1
1700-1800		1		1	2	2
1800-1900		1			1	1
1900-2000	2	1	1		2	1
2000-2100		1				
2100-2200						
2200-2300	1	1	1			
2300-2400		1				1

Types and number of Alarms

AFA	10	Odor Invest.	
MVC	7	Powerlines	6
EMS Asst.	12	Public Service	
Appliance Fire	1	Rescue	1
Brush/Field Fire	3	Service Call	1
Child Locked in Veh.		Smoke Invest.	10
CO Detector	1	Stand-By	2
Chimney Fire		Structure Fire	4
False Alarm		Trash Fire	1
Fire Police Asst.	1	Vehicle Fire	2
Fuel Spill		Wash Down	
Gas Leak	1	Woods Fire	2
Improper Dispatch		Landing Zone Req.	
Assist other Fire Dept/Co	5	Duty Crew Calls	7
Structure	2	Friday Duty Crew Calls	0
MVC	2	EMS Asst.	2
Water Rescue	1	Fire Police Asst.	1
Powerlines		Public Service	
Vehicle Fire		Smoke Invest.	2
EMS Asst.		Powerlines	
Rescue		Assist other FD/FC	
Gas Leak		AFA	1
Woods		CO Detector	1

Manure Fire

Gas Leak

Training:

Water flow with tower and engines at Seaford Boat Ramp.

Notable Alarms for the Month:

- June 5- Assisted Station 71 with a structure fire at 314 Concord Road.
- June 6- Working structure fire at 22057 Thompson Parkway.
- June 8- Large Woods fire on Ruth Harbor Drive.
- June 14- Structure Fire at 23576 Shufelt Road.
- June 15- Structure fire at 20759 Atlanta Road.
- June 16- MVC with entrapment at German Road & Scott Lane.
- June 21- Vehicle fire at 500 W. Stein Hwy.
- June 22- Combine fire at Ross Station and Herring Run Road.
- June 29- Appliance fire at 64 Seaford Meadows Drive.
- June 29- Assist South Bowers with a water/dive rescue at the Delaware Bay and Murderkill River.

Monthly EMS Report as reported by 2nd Assistant Chief Tom Lecates
 June 2020

Total Number of EMS Runs- 265 (161 in City limits)
 Total Number of "Alpha" Calls - 64
 Total Number of "Bravo" Calls- 55
 Total Number of "Charlie" Calls- 79
 Total Number of "Delta" Calls- 61
 Total Number of "Echo" Calls- 2
 Total Number of "Omega" Calls- 4

(Alpha calls are the least severe with a non-emergency response. Echo calls are the most severe. Omega Calls are a service call.)

Additional information from the month:

Confirmed COVID-19 being transported are on the decline.
 When COVID-19 started, we had a drop off of call volume. We are now experiencing increased call volume again.
 No reported injuries.

SVFD in the Community:

- June 23- Ambulance & Tower 87 at High School Graduation.
- June 24- Ambulance & Tower 87 at High School Graduation.

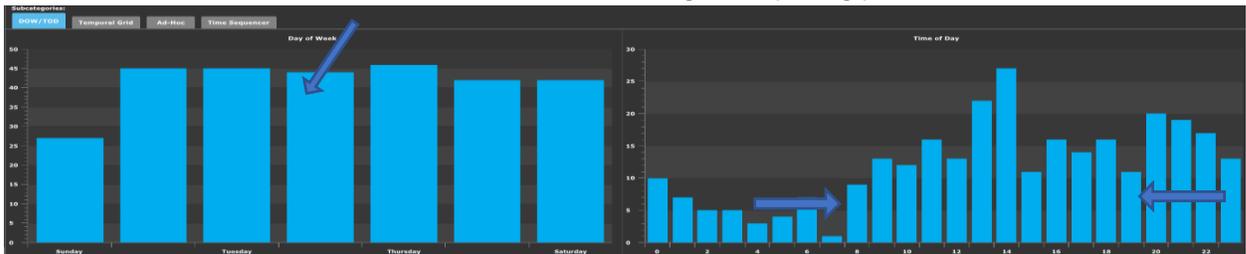
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Police Activity during period of Monday June 22, 2020 - Sunday July 12, 2020

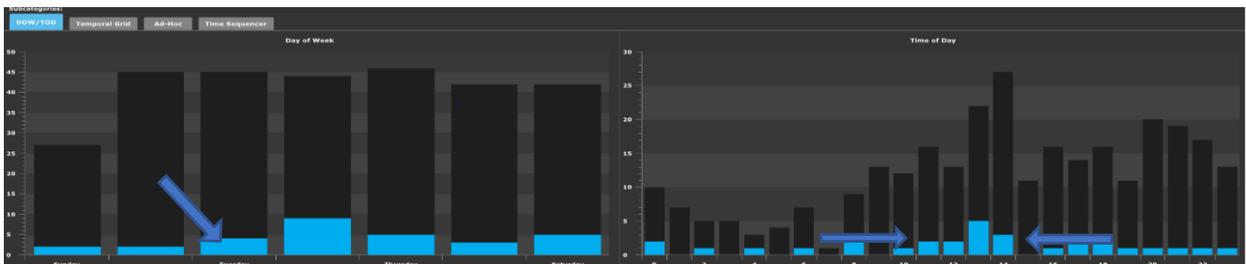
INCIDENTS	2020 YTD	2019	2018
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All crimes	3015	6,619	4918
Drug Crimes	107	249	390
Overdose	19	25	23
All Traffic Contacts (E-Tickets)	3718/ (577)	7,819 (1,782)	6387 (3,617)
All DUI	16	42	52
All Crashes	268	584	533
False Alarms	224	494	333

- All complaints: 291 (defendants: 16 adult & 0 Juvenile)
 - Felony: 14
 - Misdemeanor: 43
 - Violations: 9
 - Civil: 2
 - Other: 223
- 89.6% Clearance Rate (overall)
- Thursday from 0800-2300 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:



Additional Crime Data below: There were a total of 30 complaints consisting of Aggravated Assault, Assault, Burglary, Sex Offenses, Theft, and Vehicle Theft; Excludes Shoplifting: (.50% clearance rate during this reporting period. Most occurred on Monday, Tuesday and Friday from 1000-2100.)



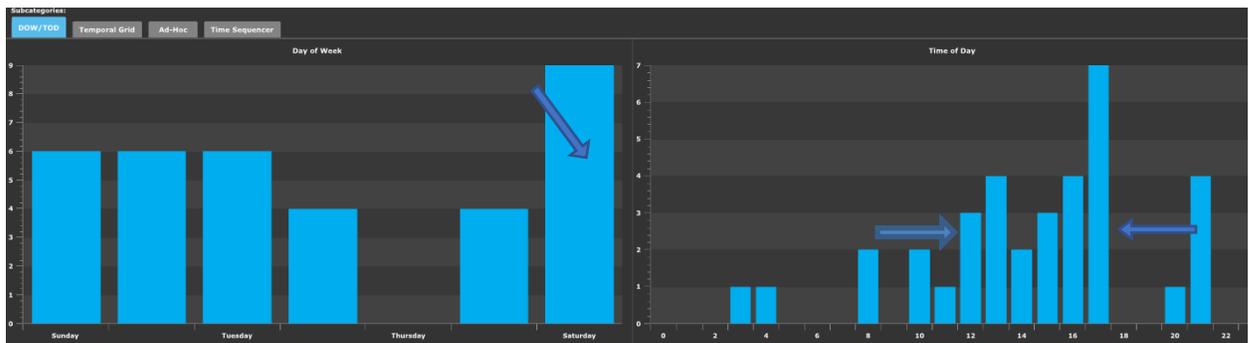
Drug Complaints:

- Drug Crimes: 11
 - Adult Arrest: 9
 - Juvenile Arrest: 0
- Prosecution Declined: 2
- Search Warrants(s): 1

- Overdose: 1

Traffic

- Citations: 351 traffic contacts resulting in 138 citations
 - 7 Distracted driver charges (Inattentive Driving/ cell phone violations): accident related
 - 18 Speeding tickets
- DUI: 4 (0 accident related DUI's; 1 DUI drugs / 3 DUI alcohol)
- Crashes: 35
 - Injury: 0
 - Non-Injury: 35
 - Additional Information:
 - Hit & Run: 10
 - Alcohol/drug related crash: 0 (not DUI)
 - Pedestrian: 0
 - Saturday from 1200-1700 Hours (See Crash chart below)



Significant Events:

06/21/20, SPD officers investigated a burglary on N. Delaware Ave. with the theft of numerous items, such as, play station 4, an Asics Chromebook, several pairs of shoes, misc clothing items, head set and video games. As a result, latent prints were located and hand delivered to the State Bureau of Identification, resulting in a positive suspect identification (Smith Florestal.) On 06/24/20, members of SPD Criminal Investigations and Uniform Patrol executed a search warrant on N. Pine Street and apprehended the suspect. Numerous stolen items were recovered from the residence. In addition, officers seized the following items: 1,692.6 grams of marijuana (over 3 pounds), \$8,685.50 in United States Currency, \$21,400.00 in counterfeit currency and a 9MM handgun. Defendant Florestal was arrested on charges related to the burglary and the seized evidence, arraigned and incarcerated at SCI in lieu of bail. #71-20- 4775/4657.

06/24/20, SPD officers were dispatched to Atlanta Road for a reported Robbery 2nd. Investigation revealed the victim was sleeping in a back yard when he was assaulted by 4 unknown males, who stole his cell phone and clothing items. #71-20-4733.

06/25/2020, SPD officers and numerous other surrounding agencies were dispatched to Meadowbridge Apartments for several hours, while attempting to disperse a large crowd on Aqua Lane. The crowd refused to disperse, continued to loiter, tensions rose, several windows were damaged and two individuals were shot. This investigation is ongoing. #71-20-4790.

SPD has been dispatched to and investigated numerous Unlawful Sexual Contact and Rape cases during this reporting period. One of the incidents involved defendant Frank Bucklew, who is a registered sex offender that failed to update his sex offender registry. D-Bucklew was arrested on 07/01/20, for unlawful sexual contact and failing to register. #71-20-4977.

SPD Detectives were contacted on 07/08/20 by Homeland Security regarding D-Bucklew. Investigation revealed Bucklew was also the subject of an active investigation involving child pornography. SPD assisted Homeland security with the seizure of his cell phone.

07/13/20, Officers were dispatched to check the welfare of a male subject located in the parking lot between Lowes and Texas Roadhouse. Upon contact, the male provided a false name and attempted to flee. Upon being apprehended, he was found to be in possession of 19.7 grams of Methamphetamine and USC. Further investigation resulted in a search warrant of his vehicle and the seizure of additional paraphernalia. The defendant was arraigned at JP Court and released. #71-20-5293

Admin

- Attended virtual Director, Staff, Liaison and Unified Command meetings as scheduled - Chief
- 06/23/20 and 06/24/20, SHS Graduation - Chief
- 06/24/20, Meeting at Sussex EOC ref. SPD Mobile Command Post- Chief and Gary Andrews (IT)
- 07/01/20 and 07/08/20, Applicants Testing for police officer position(s) - D.C Rapa
- 07/02/20, Meeting with Assistance U.S. Attorney Dan Logan - Chief, admin and CI
- 07/08/20, Meet at SPD with Contractors ref. Renovation project - Chief & City Manager

Training

- Continue to follow Attorney Generals guidance related to Governors Declaration of State of Emergency.
- Virtual Training (Training Officer Liability, Use of force Continuum, Crowd Management tactics, Duty to Intercede & Police & the Press)
- 07/01/20, LIDAR Radar 'trainer certification' (6 officers) at SPD

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.
- 06/25/20, Round Table Discussion at Church of GOD – Chief
- 07/01/20, SPD assisted with Food Truck (Harry K Foundation) distribution location at Seaford Middle School - SRO and SSgt. Sterner.

Councilman Holland reported on Code, Parks and Recreation:

Code Department Report

- Issuing permits (195 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

Large project status's

- Wawa – work delayed due to covid-19
- Melanies Ridge –Curbing and roadwork finished. Waiting for deldot 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.

Accomplished week of 6/22

Parks – Worked on irrigation along High St. for Spring plantings by landscape contractor
Parks – Completed regular grass cuttings & trash pick-up
Parks – Replaced fencing around pavilion at Soroptimist Park
Parks – Barton’s began irrigation replacement at Kiwanis Park
Rec. – Have 5 kids registered for Field hockey & 1 for Youth Tennis
Parks&Rec. – Assisted in filing permits for the Code Department
Parks&Rec. – Attended Seaford Tomorrow meeting on 6/22 via zoom
Parks&Rec. – Began working on ORPT grant application for Oyster House & Sports Complex

Accomplished week of 6/29

Parks – Completed temporary irrigation along High St. for Spring plantings
Parks – Barton’s completed Kiwanis Park irrigation replacement
Rec. – Have 8 kids registered for Field hockey & 5 for Youth Tennis
Parks&Rec. – Assisted in filing tax assessments and other documents for Admin dept.
Parks&Rec. – Managed transition between old and new trash vendor for FY21
Parks&Rec. – Coordinated picnic table use for hospital on 7/24

Accomplished week of 7/6

Parks – Prepared Field of Dreams for Field Hockey clinic
Parks – Working on catching up with weekly grass cuttings (due to working full time on irrigation)
Parks – Completed 7 work orders (total of 27 completed this year)
Parks – Began putting in privacy slats at the pool – overgrown bushes to be removed after
Rec. – First week of Youth Field Hockey & Youth Tennis – 12 for Field Hockey & 8 for Tennis
Parks&Rec. – Began working on park descriptions for website upgrade
Parks&Rec. – Researched if any other Delaware Soccer/Flag Football leagues are returning for Fall
Parks&Rec. – Attended Code Dept. meeting

Councilman MacCoy reported on Electric.

Since the last report

Crew

Made up the primary terminators & elbows at Dolby Lift Station.
Counted all inventory for year end.
Started moving transformers to the new rack system.
Replaced a pole on 3rd street from an accident.

Jordan Marvel completed Groundman training.
Put material on the new inside storage rack.
Ed worked on the estimate for Melanie's Ridge.
Started working in SVSC connecting the direction boring conduit to our conduit from the switch to the transformer at Auto Zone.
Helped with the smoke testing on flat roof buildings.
Sprayed the substations for weeds.
Fixed the wire for the lights at the Welcome sign at Dulaney & Stein.
Held a pole on poplar St while public works installed a sewer connection.

Director

AMI bi-weekly conference call
Had COVID 19 Unified Command conference calls.
Had a staff meeting.
Had a meeting with Charles and GMB about the building expansion.
Handed out and went over the annual evaluations with all of my employees.
Updated the system facts in my computer for length of wire, switches and meters.
Worked on the estimate for Melanie's Ridge to get it to the developer.
Got the DSA flags to Sarah Lee for repair.
Collected demand response numbers for 5 accounts for a test date.
Met with Craven Construction on their site in the Industrial Park.
Had a week's vacation.

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

Councilman King reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Completed inventory
- Installed new water service on Hall St.
- Continued replacing signs.
- Weed sprayed
- Rebuilt Seaford Village lift station pump
- Rt. 13 Water main extension is going well
- Force main and pump station installation for the Unified Sewer District is on-going.

- Evaluated signage request for Mearfield and made a recommendation to M & C.
- 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

- Church of God parking lot paving should start
- Advertise street paving bid
- Receive Montessori school entrance bid
- 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 Santos reported on Administration and IT:

MEETINGS:

- ✓ Attended a Water Infrastructure Advisory meeting in Milford.
- ✓ Attended Unified Sewer District progress meetings.
- ✓ Attended the Employee awards event meeting.
- ✓ Attended the Board of Adjustment meeting.
- ✓ Attended the SCAT Steering committee meeting via Zoon.

OTHER WORK:

- ✓ Prepared the City Council agenda.
- ✓ Made inspection of the roof framing replacement at the PD garage.
- ✓ Went to M&T Bank with June to make an account transfer.

Information Technology Report:

- Completed Camera Migration and Server Configurations

- Completed Storage Server relocation project
- Completed Port configurations and some Identification of different ports used
- Work on Command Vehicle Configuration and update in technology (gathering quotes and information for Grant Request)
- Met with Contractors and Police department to prepare for Access control installation
- Working on VDI Prep and Configuration finalizations before project start.

Administration Report for Council –

- Perform duties as Acting City Manager.
- Perform end of year rollover and post FY'21 Budget in MCSJ system.
- Attend multiple conference calls for unified command.
- Attend DEMEC board meeting.
- Provide deposit account documentation to Community Bank Delaware.
- Preparing for contract negotiations with the police department Teamsters Local 326
- Preparing for the City's annual audit – correspond with auditors and provide requested reports and documentation.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Mayor Genshaw called for a motion to close the Regular Council Meeting to move into an executive session for the purpose of discussing personnel and negotiations. Councilman MacCoy made a motion to close the Regular Meeting and move into an executive session. Councilman Holland seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 7:32 p.m. to move into an executive session for the purposing of discussing personnel and negotiations.

Mayor Genshaw reopened the Regular Meeting of Council at 9:09 p.m.

Mayor Genshaw called for a motion to adjourn the Regular Council Meeting. Councilman MacCoy made a motion to adjourn the Regular Council Meeting. Councilman Santos seconded the motion; motion so passed with all voting in favor. The Regular Meeting was closed at 9:13 p.m.

Charles D. Anderson, City Manager