

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

July 23, 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, Councilman Orlando Holland and Councilman James King. City Manager, Charles Anderson and Director of Economic Development and Community Relations, Trisha Newcomer.

Councilman Holland 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 called for a motion to approve the minutes of the Regular Meeting on July 9, 2019. Councilman Henderson made a motion to approve the minutes from the July 9, 2019 Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Correspondence

There was none.

New Business

Mayor Genshaw presented New Business Item #6: Present for approval the recommendations from the Economic Development Committee on Rental to Homeowner Incentive applications for 422 N. Hall Street and 206 E. Spruce Street.

Director of Economic Development and Community Relations, Trisha Newcomer, presented the information. Mrs. Newcomer stated that the Economic Development Committee met on July 18, 2019 to discuss the applications for the referenced addresses.

Mrs. Newcomer stated that 422 N Hall Street was used as a rental property for 3.175 years and is now homeowner occupies. The previous owners qualify for an upfront incentive in the amount of \$2, 643.050, which is five time the annual tax property charge of \$528.70. the buyer also qualifies for the five-year tax abatement program phasing it in at 20% annually after one year; Year 1- \$0, Year 2- \$105.74, Year 3- \$211.48, Year 4- \$317.22 Year 5- \$422.96 and Year 6- \$528.70. The new homeowner is required to occupy the home within one year and enter into an agreement with the City of Seaford before taxes are abated and both buyer and seller must be in financial good standing with the City of Seaford during the incentive issuance.

The second referenced property, 206 E Spruce Street, was used as a rental property for 40 years and after sale will become homeowner occupies. The seller qualifies for an upfront incentive of \$1,970.30, which is five times the annual property tax charge of \$394.06. The buyers qualify for the five-year tax abatement program, phasing it in at 20% annually after year one; Year 1- \$0, Year 2-

\$78.81, Year 3- \$157.62, Year 4- \$236.44, Year 5- \$315.25 and Year 6- \$394.06. The new homeowner is required to occupy the home within one year and enter into an agreement with the City of Seaford before taxes are abated and both buyer and seller must be in financial good standing with the City of Seaford during the incentive issuance.

Mrs. Newcomer stated that after discussion regarding the information the Committee recommends to approve the applications based upon the parameters outlined in Chapter 16- Exemptions from Taxation; Article 4- Rental to Home Ownership Incentive of the Municipal Code of Seaford, Delaware.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Holland made a motion to approve the recommendations from the Economic Development Committee on Rental to Homeowner Incentive applications for 422 N. Hall Street and 206 E. Spruce Street 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 item.

Public Hearing Item #1: Delaware Property Venture LLC., located on Park Ave., Tax Map and Parcel # 531-10.00-236.10, requesting a sketch plan review for a proposed development to involve six warehouse buildings with associated parking and site improvements.

Mr. Bailey stated that the parcel is located on Park Avenue in the Industrial Park and is zoned M1- Light Industrial. The six proposed warehouses will be 8,000 sq. ft. with two loading docks and one (1) parking space per 1,000 sq. ft., x 48,000 sq. ft., equal to 48 parking spaces that are required; 48 provided. The buildings will be able to accommodate up to five tenants or if needed, can be used for one single tenant. The site will also include onsite storm water management and requires approvals from the State Fire Marshal, Sussex Conservation and the City's Engineer for Storm Water.

Mayor Genshaw solicited any questions from Council.

Councilman MacCoy asked if the buildings will have any unique features to offer besides the loading docks.

Mr. Bailey stated that the proposed buildings are standard flexible buildings.

Councilman Henderson asked if the warehouse will be a shell building with fit-outs for tenants.

Mr. Bailey stated yes. Buildings will be built as shell building and fit-outs for tenants as needed.

May Genshaw solicited any questions from the Public; there were none.

Mayor Genshaw closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:09 p.m.

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

- 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 Industrial0
 - Proposed development of 6 8,000 sq. ft. warehouses
 - 2 loading docks
 - Providing 48 parking spaces (48 required by code)
 - Onsite storm water provided
 - Required approvals
 - State Fire Marshal
 - Sussex Conservation
 - City Engineer for Storm Water
-
- Planning and Zoning made a favorable recommendation to Council

Mayor Genshaw asked for a motion. Councilman King made a motion to approve the requested sketch plan review from Delaware Property Ventures LLC., located on Park Ave., Tax Map and Parcel # 531- 10.00-236.10, for a proposed development to involve six warehouse buildings with associated parking and site improvements. Councilman MacCoy 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;
Councilman King voted yes based on Findings of Facts;

The motion so passed.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval the Spruce Street water tower painting bid.

City Manager, Charles Anderson, presented the bid information to the Council. Mr. Anderson stated that the bid review is for repairing and repainting the Interior and Exterior of One 300,000 gallon steel elevated tank, "Spruce Tower". The City received three bids for the referenced projects, ranging from \$381,010 to \$1,675,400. Worldwide Industries Corporation was the low

bidder for \$381, 010. The reviewing engineer, Tank Industry Consultants, estimated the project cost of \$410, 000, and see no reason to not award the project to the referenced low bidder. The price alternate for bid item 8; alternate exterior coating system appeared reasonable and if approved the total cost for the project is \$405, 700. Per Berley Mears, Director of Public Works, he also recommends to award the Spruce Tower Re-paint bid to Worldwide Industries Corporation for the total \$405,700, which includes the alternate bid item #8 of \$24,690; alternate exterior coating estimated to extend the paint life 5-8 years.

Mr. Anderson also noted that the current tower was painted 20+ years ago and has held up very well.

Mayor Genshaw solicited any questions from Council.

Councilman King asked if the re-painting of the tower has a twenty- year life expectancy guarantee.

Mr. Anderson stated no; the work comes with a one-year warranty, but that an inspection of the tower will be completed before the one-year time lapse to make sure there is no issues that need to be corrected prior to the warranty expiration.

Councilman Henderson asked if the paint used is an alternate exterior.

Mr. Anderson stated that the paint has a high performance additive that lasts longer and adds more years to the life of the tank.

Councilman Henderson asked if the current paint on the tower has an additive in the coating.

Mr. Anderson stated no.

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

Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the bid for the Spruce Street water tower painting to be awarded to Worldwide Industries Corporation for \$381,010 with additional approval of the alternate bid item #8 of \$24,690 for alternate exterior coating, totaling \$405, 700 as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2: Tull Drive Extension bids.

City Manager, Charles Anderson, stated that the City received four bids for the referenced project. The low bidder, Mitten Construction Co., bid \$99, 173.75 for the project. Mitten Construction Co. met all of the bidding requirements and came in under the estimate. The City also received CTF funding in the amount of \$107, 288 which will cover the cost of the project.

Mayor Genshaw solicited any questions from the Council.

Councilman Henderson questioned what will happen to the remaining eight thousand that is left from the available CTF funding since the project is under budget; ex: return to the state, implement elsewhere.

Mr. Anderson stated that yes, all of those options are possible. The City can return the funds to the CTF or can request that the funds be allocated to other projects to help with those expenses. His suggestion would be to use the funds for other projects within the City.

Councilman Mulvaney asked if the project will include repairing any of the existing roadway.

Mr. Anderson stated no. The bid is for the extension from the existing roadway. However, he believes some patch work has been done to the existing site over time.

Mayor Genshaw solicited any questions from the public; there was none.

Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the recommended bid for the Tull Drive Extension to be awarded to Mitten Construction Co. in the amount of \$99, 173.75 with funding to be from CTF. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3: First reading of an ordinance to amend Chapter 18 of the Municipal Code of the City of Seaford, relating to the implementation of a lodging tax.

City Manager, Charles Anderson, stated that the City of Seaford is imposing a lodging tax of three percent (3%) of the rent upon every occupancy of a room or rooms in a hotel, motel or tourist home with the boundaries of the City. This tax will be in addition to the lodging tax implemented by the state. The tax will no impose to the reservations or contracts paid in full prior to January 1, 2020. The tax is imposed to the occupant and will be collected by the operator of the hotel, motel, etc. The collected amounts shall be reported and remitted to the City monthly. If the operator fails to pay any lodging tax, he or she is liable and the City of Seaford office of Finance may determine additional tax and/ or penalty due. In addition to late penalty, a one-time penalty of ten percent (10%) shall be imposed on any additional tax determined to be due by the City of Seaford.

Mayor Genshaw solicited any questions from the Council.

Councilman King asked how the City would calculate the percentage/ amount due; would an audit be involved.

Mr. Anderson stated possibly. The hotel, motel, tourist home would be responsible for turning the information into the City. The City could contact the State to compare information did not look and numbers to see if they are correct; once compared if they are not the same, the City could then press forward with an audit.

Mayor Genshaw presented New Business Item #4: Katie Hickey, Superintendent of Parks and Recreation to provide an overview of the Riverfest event held July 13, 2019. Mrs. Hickey stated

that the Riverfest had a great turn out for both vendors, entertainment and guests. There was over 550 people who attended the float-in and well over 150 children who visited the children's area. She also mentioned that Riverfest received \$11,000 in sponsorship money this year; \$6-7,000 of that being from sponsors who have supported and sponsored Riverfest for multiple years, which is a blessing to the event. Mrs. Hickey also thanked the committee and the volunteers for all of the hard work and effort that helps make the event a great success.

Mayor Genshaw presented New Business Item #5: Approval of proposed amendments to the uniform policy of the City of Seaford.

City Manager, Charles Anderson, stated that two items had been amended to the uniform policy, to include:

- All uniform shirts should be properly checked in.
- Hats may be worn, but must be City issued, carrying the proper City of Seaford logo.

Mr. Charles Anderson, stated that the City checked on prices of having T-shirts added to the uniform policy and found that for the vendor to supply and service the T-shirts, the City would be charged a one-time set-up and emblem fee as well as the weekly service fees. To purchase six T-shirts per Utility division employee and be self-laundered would cost approximately \$1,710. (Typically lasting one year) To rent eleven T-shirts per Utility division employee and be serviced by the vendor would cost approximately \$3,706.82. (This includes the upfront fee and the annual service charge). Therefore the City does not feel it is a necessary non-budgeted expense at this time.

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

Mayor Genshaw called for a motion. Councilman King made a motion to approve the proposed amendments to the uniform policy of the City of Seaford. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #7: Approval of a recommendation from the Economic Development Committee regarding the request of Santosh Viswanathan, CEO of Lakeshore Chrysler, Dodge, Jeep, and Ram for project assistance.

Director of Economic Development and Community Relations, Trisha Newcomer, stated that on July 18, 2019, the Economic Development Committee met with regards to the request of Santosh Viswanathan, to participate in cost sharing of expenses related to developing a 25,000 sq. ft. new car dealership. The facility will be located in the northern corridor of Seaford on property located between Sussex Highway and Bridgeville Highway. The opening of Lakeshore, will employ 25 people but once in its full steady state he anticipates employing 50-55 people. The projected deadline for the project is November 2019, and he is doing his due diligence to see that that happens.

The property is currently annexed into Seaford but is not serviced by City utilities. Therefore, he is asking for a 50% cost sharing assistance in the extension of services to his location. The total estimates he provided for this work are in the amount of \$363,232, making the 50% share cost from the City \$181,616.00. After evaluating the items that make up the total cost, members of the staff found that relief could be made by eliminating the water and sewer tap fees (\$2375.00), the Stormwater impact fees (\$29,490.10) and after adjusting some of the quantities and manholes necessary for the extension it was determined the total may be lower therefore making a 50% share from the City in the amount of \$65,738. The City's 50% portion of the engineering for the project would be \$15,000 and with relief by eliminating the charge of labor and equipment for the electric extension portion, would be an additional savings in the amount of \$38,385.08. All of these options combined would result in an estimated \$150,988.18 in cost sharing from the City. Mrs. Newcomer also noted that these costs would need to be verified and tried up upon final designs and completion of the project.

The funding for the water, sewer, and engineering component would be taken from the water and sewer reserves and would be broken down as follows: Water Reserves \$46,791 (\$38,098 water extension portion and \$8,693 engineering portion) and Sewer Reserves \$33,948 (\$27,641 sewer extension portion and \$6,307 engineering portion).

Santosh Viswanathan, CEO of Lakeshore, came forward to discuss the opportunities that the dealership would provide for the City of Seaford and its surrounding areas. Including, job opportunities, new residents moving to the area and customers visiting surrounding businesses. Additionally this growth could attract other retailers to Seaford.

Mayor Genshaw solicited any questions from Council.

Councilman King asked if during preliminary conversations with DelDot, if they had a favorable outlook on the project and time frame.

Mr. Viswanathan, stated yes. They have been very favorable with the project and what will be needed to make the project happen within the time frame needed. They realize it is a strict time frame and even stated there could be a temporary road way agreement in place if need be.

Councilman MacCoy asked what the time frame looks like for completion.

Mr. Viswanathan stated, he was contacted by Chrysler in January of this year and they are requesting it be built by November 2019.

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

Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the recommendation from the Economic Development Committee regarding the request of Santosh Viswanathan, CEO of Lakeshore Chrysler, Dodge, Jeep and Ram for project assistance. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #8: request the bidding and procurement of three (3) pad mounted switch gears.

Director of Electric, Bill Bennett, stated the bid is for three pad mounted switch cabinets and 5,550' of 750 MCM underground wire. Two of the switch cabinets and the wire are for a project that is being proposed but is not yet approved, however the bids need to be out because of the time frame that the developer is trying to meet. If the bids come back and the project isn't approved, the bids will not be accepted and an order not to be placed. If the project is approved, an additional \$63,653.72 in unbudgeted items will be presented to Council to complete the project. This proposal includes the upsizing of wire from 1/0 to 750 MCM so that if the lot north of this project or land West of Bridgeville highway develops, the infrastructure will be in place to feed those developments.

Mr. Bennett also requested that the Council consider raising the sealed bid requirements from \$20,000 to \$40,000 because of the cost of some of the items that are used in the electric industry. The process of placing the seal bids adds extra work to the staff as well as add 6-8 weeks to getting an item ordered that may take 8-12 weeks to come in. This can have a detrimental effect on developers trying to get a project started and run on schedule.

Mayor Genshaw solicited any questions from the Council.

Councilman King asked if the bid requirement limit is mandated by the City.

City Manager, Charles Anderson, stated yes. The bid requirements are in the City's charter and upon approving the request to change the amount, the Charter would also need to be changed.

Councilman Mulvaney asked if the change could be made during a legislative short session.

Mr. Anderson, stated yes, probably.

Councilman MacCoy asked how long ago the \$20,000 bid limit was established.

Mr. Anderson stated approximately 20+ years, so prices have definitely changed in that time frame.

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

Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the request for the bidding and procurement of three pad mounted switch gears. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #9: Approval of the Construction Phase Services with Tank Industry Consultants for the Spruce tower repaint project.

City Manager, Charles Anderson, stated that the services provided by Tank Industry Consultants will include the observation of the contractor's workmanship of the project. They are experienced in

tank repair, painting and erection. They are familiar with the proper coating application and underlying reasons for tank painting standards. They will also complete an 11 month evaluation of the tank and will focus on the contractor's compliance with the project specifications, drawings and the coating condition. The fee associated with this evaluation is \$3,200.00.

Mayor Genshaw solicited any questions from the Council; there were none.

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

Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the Construction Phase Services with Tank Industry Consultants for the Spruce tower repaint project. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Berley Mears will be acting City Manager from July 27- August 4th
- Employee Award and Appreciation Dinner- August 16th at 6 p.m.- Vanderwende Acres

COMMITTEE REPORTS

Councilman Matt MacCoy reported on Public Works.

Past two weeks:

Public Works:

- Continued troubleshooting problem meters
- Shipley Center sewer extension project is complete
- I am still working on easement acquisitions for Rt13 and Middleford Rd. projects
- Worked on cleaning key quarterly sewers
- Completed water main extension installation on Tull Dr.
- Repaired sink hole at Annex building
- Installed service to new house on King St.
- Repaired water service leak to 108 Park Ave.
- Weed sprayed main streets
- Riverfest street closures
- Received Spruce St. tower re-paint bids
- Received Tull Dr. Extension bids
- Located and opened most interceptor manholes for the County project
- Repaired pot holes at Dollar Tree and boarded up another property for Code depart.
- Repaired water leak at 310 State St.
- Attended multiply meetings

- One man down due to injury
- Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

WWTF & COMPOST

- Plant performance is good
- We do have a little compost to sell
- Installed ne recycle pump
- 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
- Market St. sewer replacement project to start
- 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.

Report from President Rick Stewart:

A meeting venue and date has been established the SVFD and the IAFF. It is set for August 22, 2019 in Dover, DE.

Report from Chief John Wilson:

As of 3:00 PM 7/22/2019 there have been 372 Fire Calls and 1980 EMS calls.

Chief Wilson has requested assistance with identifying the presence of cooling stations Western Sussex County and more specifically Seaford. EMS and Fire Fighters need information to help direct others toward them where they are available. It was noted that these services are widely advertised on the eastern side of the county.

Chief Wilson also requested assistance with the enhancement of policies and procedures regarding coordination of responses from our Mutual Aid partners. As mentioned in previous reports there are inefficiencies in the system where the current company on second call is not the closest department to respond. Police Chief Craft and Fire Chief Wilson will be in continued discussions for a path forward.

Riverfest Update:

35 SVFD members actively participated in presence at Riverfest
7 boats from various local companies were on duty.

10 members were on standby at the Fire House.
2 EMS UTVs were on duty during the event.
No major events were reported.

Other News:

The annual softball tournament is scheduled for August 16-18.
The annual picnic is now scheduled for Sunday August 25, 2019 at the Seaford Community Swim Center. More details to come.

Many thanks to Chief Wilson for his efforts with the refinements of the Incident Action Plan for this year's event.

Seaford Police Department

Police Activity during period of June 8 through July 22, 2019 as reported by Chief Marshall D. Craft, Jr.:

Criminal

Several reports of vehicle break-ins have also been reported in the last two weeks. Loose change and a radar detector have been stolen.

July 09, 2019 - Seaford PD assisted the Delaware State Police with two search warrants in the city resulting in an arrest of an adult male for two stolen guns (Arsenal SL556 rifle and Glock 9mm) and delivery of crystal methamphetamine. Another male was arrested for Possession with Intent to deliver marijuana.

July 15, 2019 – Seaford PD assisted with traffic during a structure fire on King St.

July 18, 2019 – Officers responded to the Bank of Delmarva on Norman Eskridge highway [regarding] a female attempting to cash a fraudulent check in the amount of \$1,764.65. The female was arrested on scene and later released on an unsecured bond.

July 18, 2019 – Officers responded to NMH for an assault/robbery that reportedly occurred on Pennsylvania Ave west of High Street Bridge. The victim reported waking up in his front lawn with a bad headache and a scrape on his back. The victim advised his wallet and his watch were missing, but he has no recollection of what happened. The victim's mother transported him to the hospital.

July 19-22, 2019 - one victim was shot in the abdomen by an unknown suspect(s) with a BB gun causing minor injury. Multiple vehicles have also been shot at and damaged on the west side of town by unknown suspect(s) with BB guns. Investigation is continuing. Further investigation revealed that Blades PD had been experiencing similar incidents over the past two weeks and Troop 5 had a similar criminal mischief on the east side of Atlanta road on July 19.

13 grams of marijuana seized.

Admin

July 8, 2019 – A meeting was held with the new Seaford SRO and the Assistant US Attorney at the Seaford School District.

July 9, 2019 - Ongoing new uniform meetings are being conducted with final decisions to be made very shortly.

July 10, 2019 – Follow-up meeting regarding locker room renovations was held.
Chief attended a multi-agency meeting at DSP Troop 2 regarding the Human Trafficking issue.

July 11, 2019 – Chief and D. Chief attended the Sussex Coalition meeting

July 13, 2019 – Chief, D. Chief, officers and 911 center manager attended the Riverfest event.

July 15, 2019 - Chief met with Pastor Florence Cephas regarding her joining the Chaplain program at the PD.

July 16, 2019 – Two students from Seaford High School Vocational Rehabilitation Program have been working at the Police Department on Tuesdays for an hour shredding paper in connection with the program.

July 17, 2019 – Meeting held regarding Seaford Night Out Against Crime. The date will be September 26 from 5-8 p.m.

July 19, 2019 – Police officer (applicant) testing was held at the Seaford Police Department and three applicants will be moving forward in the process. A second round of testing will be held on Thursday July 25, 2019 for additional applicants.

Training

July 09, 2019 – July 10, 2019 Ptlm. Palm and Pfc. Justice completed the Police Bicycle Certification Course.

July 10, 2019 – Pfc. Short attended a course on Drug Investigations.

July 11, 2019 - S/Cpl. Laurion conducted spring firearms qualifications for an officer.
Annual Taser training for departmental members completed

July 15, 2019 - Sgt. Little attended a course on Sex Crimes.

Thanks also to Chief Craft for his part in bringing outside resources such as the DSP Mounted Police Unit to Riverfest. They were magnificent, and the horses were pretty good too.

Councilman Mulvaney reported on Electric.

Crew

- Trimmed trees on Market St., W Ivy Drive and Dover St.
- Worked on finishing the lop feed at Regional Builders.
- Had an outage on State & Linden St caused by a bad transformer. 9 customers for about 2.5 hours. 7-9-19
- Helped set up for Riverfest.
- Switched some capacitor banks around to help power factor.
- Nick Smart completed his second week of lineman training.
- Helped take down Riverfest.
- Moved the Parklet to Procino-Wells/Woodland.
- Did the monthly substation checks.
- Changed up some capacitor bank locations to maintain power factor.
- Removed a pole at the boat ramp park in preparation of the shoreline project.
- Marked the sectionalize cabinets in town and collected the GIS data on them.
- Changed the meter and transformer at Power House Gym.

Director

- Had a bi-weekly AMI conference call.
- Had a conference call about Itron update 7/16-18/19
- Worked on bid specifications for pad mount switches and wire.
- Reviewed the WAWA site plans with the contractor.
- Did estimates on 2 upcoming projects.
- Wrote the specifications for switch cabinets and wire bid documents.
- Went to a seminar on street lighting in Gettysburg.

Upcoming Weeks.

- Continue remarking poles from the distribution circuit changes.
- Finish collecting the data on the pad mount transformer.

Councilman Holland reported on Administration.

MEETINGS:

- ✓ Met with Jay Dolby regarding potential development plan revisions.
- ✓ Attended a meeting with Habitat for Humanity representatives discussing the development of several building lots on Hurley Park Drive.
- ✓ Met with the project architect at the SPD to start the design process for the proposed renovations.
- ✓ Attended a Unified Sewer District design meeting.
- ✓ Attended the Economic Development Committee meeting.

OTHER WORK:

- ✓ Prepared the Council agenda.
- ✓ Attended a DEMEC Board meeting.
- ✓ Assisted with Riverfest.

Information Technology Report:

- ✓ Riverfest
- ✓ Participated in IT Round Table at DEMEC
- ✓ VMWare Horizon Demo and Calls w/ Dell on Multiple Projects
- ✓ Work with Advanced Securities regarding camera issues
- ✓ Research for Security Camera Project

Administration Report for Council –

- ✓ Prepare for Audit
- ✓ Prepare property tax annual billing – still working on accounts with exemptions
- ✓ Prepare information for Actuarial Services RFP Addendum
- ✓ Submit workers compensation claims
- ✓ Adjust schedules to cover for employee on maternity leave
- ✓ All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc

Councilman King reported on Code and Parks and Recreation:

Code Department Report:

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

The Code Dept. has issued 144 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 50 outstanding rental invoices.)

Large Project Statuses:

- Riverplace Phase 2 – Trusses Installed.
- Chick-Fil-A – Furniture and Equipment delivery soon. (Opening August 22nd)
- Family Dollar – Store is opened.
- Wawa – DelDot approved site plan. Tea Tyme property demo to start soon.
- Starbucks – Signage is on the building. Working on the interior & drive- thru.

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.

- Completed advertising on social media about programs and upcoming events.
- Sprayed / trimmed Stein Highway Bridge.
- Prep for 2nd Field Hockey Clinic. (Start July 23rd)
- Prep for Nanticoke Riverfest.
- Currently have 41 registrations for Youth Flag Football.
- Organizing meetings for adult fall sports. (softball & flag football)
- Followed up on landscape contractor areas for improvements.
- Katie also attended various meetings and workshops.

BIG THANK YOU to Katie Hickey & Mike Bailey and the City Of Seaford staff for making the 25th Annual Nanticoke Riverfest a huge success! Thank You for your commitment and dedication to our city!

Mayor Genshaw called for a motion to close the regular Council Meeting and go into Executive Session to discuss personnel. Councilman Holland made a motion to close the regular Council Meeting. Councilman King seconded the motion; motion so passed with all voting in favor. The regular Council Meeting closed at 8:16 p.m.

Mayor Genshaw reopened the Regular Council Meeting at 9:30 p.m.

Mayor Genshaw solicited a motion to close the Regular Council meeting. Councilman MacCoy made a motion to close the Regular Council Meeting. Councilman Mulvaney Seconded the motion; motion so passed with all voting in favor. Regular Council Meeting closed at 9:31 p.m.

Charles D. Anderson, City Manager

/sep