

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

July 28, 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, Building Official, Mike Bailey, Director of Economic Development and Community Relations, Trisha Newcomer, Director of Public Works, Berley Mears, Chief of Police Marshal Craft and Director of Finance and HR, June Merritt, were also present.

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

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 July 14th, 2020. Councilman Henderson made a motion to approve the minutes of the Regular Meeting on July 14th, 2020. Councilman Holland seconded the motion. The motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: Mayor Genshaw to make various Committee appointments.

Mayor Genshaw confirmed that there were no objections to any of the committee member appointments presented to the Council Members. He then called for a motion. Councilman MacCoy made a motion to approve the various committee appointments as presented. Councilman King 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.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- Employee Appreciation and Awards Dinner, August 21, 2020 at Vanderwende Acres starting at 6:00 p.m.

Councilman Santos reported on Administration and IT:

PROJECT UPDATES:

MEETINGS:

Participated in the Unified Command call with SVFD and SPD.

Attended the Economic Development Committee meeting.

Attended the Rt 13 water installation progress meeting.

OTHER WORK:

Prepared the City Council agenda.

- Made inspection of the roof framing replacement at the PD garage.
- Gave a presentation to the Seaford School building committee regarding City growth and zoning provisions.
- Participated in the interviews for the Building Inspection position.
- Attended the Montessori School paving bid opening.
- Prepared draft Annexation Committee information.

Information Technology Report:

- Working on coordinating/scheduling FY21 projects
- Server updates
- Software reconfiguration.
- Installed & Mounted Thermal scanner equipment at the Police Department & City Hall Administration Report for Council –
- Attend conference calls for unified command.
- Attend DEMEC board meeting.
- Attend contract negotiations meeting with the police department Teamsters Local 326
- Correspond with auditors-provide requested reports and documentation for preliminary fieldwork.
- Participate in Code Dept. Building Inspector interviews.
- Prepare various grant reports.
- Prepare policy for temperature scanning of customers/vendors at City facilities.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

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

Public Hearing

Public Hearing Item #1: A. Jay Dolby, Trustee, property owner of Tax Map and Parcel # 331-4.00-37.00 is requesting to rezone the property from R-1 Low Density Residential to R-2 Medium Density Residential.

Building Official, Mike Bailey, came forward and explained that the request by the property owner is to rezone the land to develop a subdivision. He noted that property meets the area and bulk requirements for R-2 Medium Density Residential zoning.

Mayor Genshaw solicited any questions from Council. Councilman Henderson noted that a similar request for this land came before Council previously; he asked what differentiates this request from

the last. Mr. Bailey explained the request is for a slightly modified subdivision that would require the R-2 zoning.

Councilman King asked if Mr. Bailey could explain the difference between R-1 and R-2. Mr. Bailey explained that R-1 is a larger lot size at 7,500 square feet, whereas R-2 has a 4,500 square foot lot size.

Mayor Genshaw solicited any additional questions from Council; there were none. He then solicited any questions from the Public; there were none.

Public Hearing Item #2: A. Jay Dolby, Trustee, property owner of Tax Map and Parcel # 331-4.00-37.00 is requesting a Sketch Site Plan review for a proposed 118 lot Residential Community to be constructed on 33.32 acres of land, zoned R-2 Medium Density Residential.

Building Official, Mike Bailey, explained the layout, proposed lot sizes, and required approvals for the proposed subdivision.

Mayor Genshaw solicited any questions from the Council. Councilman Henderson noted that the prior request was for fewer lots due to the need for a central septic system for the entire subdivision. Mr. Bailey confirmed, and noted that with the new sewer extension project the subdivision would have access to sewer and water from the City, allowing for more density.

Mayor Genshaw solicited any additional questions from Council; there were none. He then solicited any questions from the Public; there were none.

Public Hearing Item #3: Park Venture East LLC, located at Lot 7, Venture Dr., Tax Map and Parcel # 331-5.00-4.27 are requesting a Final Site Plan Review to construct six (6) flex space units totaling 43,000 sq. ft.

Building Official, Mike Bailey, explained the location of the site and reviewed the Site Plan. He noted there are 6 flex warehouses spaces with parking spaces and a loading dock. Mr. Bailey noted that Venture Drive will be extended by the City to accommodate the project's entrances.

Mayor Genshaw solicited any questions from the Council. Councilman Henderson asked if any changes were made from the previous Site Plan. Mr. Bailey explained minor adjustments were made to the parking to meet code requirements.

Mayor Genshaw solicited any additional questions from Council; there were none. He then solicited any questions from the Public; there were none.

Mayor Genshaw closed the Public Hearing at 7:13 p.m. and reopened the Regular Meeting.

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

Findings of Facts:

- Project: Dolby Rezoning
- Owners: A. Jay Dolby Trustee
- Property Location – Old Furnace Rd
- Tax Map & Parcel 331-4.00-37.00
- Zoning: R-1 Low Density Residential
- Proposed zoning R-2 Medium Density Residential
- Property meets the area and bulk requirements for R-2 zone.

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilman Holland made a motion to approve A. Jay Dolby, Trustee, property owner of Tax Map and Parcel # 331-4.00-37.00 to rezone the property from R-1 Low Density Residential to R-2 Medium Density Residential, as presented. Councilman MacCoy seconded the motion.

Mayor Genshaw then called for a Roll Call Vote:

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

The motion so passed.

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

- Project: Dolby Sketch Site Plan
- Owners: A. Jay Dolby Trustee
- Property Location – Old Furnace Rd
- Tax Map & Parcel 331-4.00-37.00
- Zoning: R-2 Medium Density Residential
- Proposed 118 Residential Lots
- Proposed Lots meet the area and bulk requirements for the R-2 Zone (4,500 sq. ft. 35 ft min width)
- Proposed lots are Min 7,560 sq. ft. and Min 63 ft. wide.
- Proposed connection to City water and sewer with lift station.

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilman Santos made a motion to approve the request from A. Jay Dolby, Trustee, property owner of Tax Map and Parcel # 331-4.00-37.00 for a Sketch Site Plan approval for a proposed 118 lot Residential Community to be constructed on 33.32 acres

of land, zoned R-2 Medium Density Residential, as presented. Councilman King seconded the motion.

Mayor Genshaw then called for a Roll Call Vote:

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

The motion so passed.

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

- Project: East Park Business Center Final Site Plan
- Owners: Park Venture East LLC
- Property Location – Venture Dr
- Tax Map & Parcel 331-5.00-4.27
- Zoning: M1 Light Industrial
- 6 flex warehouses.
- (2) 9,000 sq. ft.
- (2) 7,500 sq. ft.
- (2) 5,000 sq. ft.
- 91 paved parking spaces
- 43 required by code (1 per 1,000 sq. ft.)
- Stormwater to outfall into existing pond in Ross Business Park
- Received Approvals from:
- State Fire Marshal
- Sussex Conservation
- City Engineer for S.W.

Planning and Zoning made a favorable recommendation to Council.

Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the request for Park Venture East LLC, located at Lot 7, Venture Dr., Tax Map and Parcel # 331-5.00-4.27 for Final Site Plan approval to construct six (6) flex space units totaling 43,000 square foot, as presented. Councilman Holland seconded the motion.

Mayor Genshaw then called for a Roll Call Vote:

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

The motion so passed.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval an employment contract extension for the Chief of Police, Marshall Craft.

City Manager Anderson began by explained Chief Craft joined the City of Seaford 14 months ago under a two-year contract. A four-year, Contract Extension Agreement was presented to Council, which included a pay increase, and amendments to vacation and accumulated time amounts.

Mayor Genshaw solicited and questions from Council; there were none. He then called for a motion. Councilman Santos made a motion to approve the employment contract extension for the Chief of Police, Marshall Craft, 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.

Mayor Genshaw presented New Business Item # 2: Present for approval a recommendation from the Economic Development Committee to consider a potential fee reduction for proposed annexation of Sunrise Motel property (SCTM #331-3.00-180.00) located at 22512 Sussex Highway, Seaford, DE 19973.

Director of Economic Development and Community Relations, Trisha Newcomer, came forward and explained, the Economic Development Committee met on July 21st and discussed a request from the developer and property owner of the Sunrise Motel, Mr. Sapan Shah, for a fee reduction for the requested annexation. Mrs. Newcomer explained Mr. Shah's plan is to annex the existing 22 units on the property, and construct a new two-story, 6,000.00 square foot building that would add an additional 22 units to the property. The City then gave Mr. Shah a Preliminary Cost Estimate to tie into the city's water and sewer services, based on the existing units and the proposed construction. It was the recommendation of the Economic Development Committee to provide a prorated fee schedule to exclude the existing 22-units, and apply cost only on the proposed new units, for a period of 24 months from certificate of beneficial use.

Mayor Genshaw solicited any questions from Council. Councilman King asked if Mr. Shah is aware of the City's Hotel/Motel Tax; Mrs. Newcomer confirmed. Mrs. Newcomer explained that Mr. Shah

estimated annexation of this property will result in about \$30,000 to \$35,000 a year in property taxes and utilities use.

Councilman MacCoy asked for more details on the proposed new construction on the property and if the room sizes would be similar to the current units. Mr. Shah came forward and explained that the new units would be 240 square feet including the bathroom.

With no other questions, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the recommendation from the Economic Development Committee to provide a fee reduction for proposed annexation of Sunrise Motel property (SCTM #331-3.00-180.00) located at 22512 Sussex Highway, Seaford, DE 19973, for a 24-month period from the beneficial occupancy of water and sewer utility installations, as presented. Councilman MacCoy 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 a proposal to provide employees with an Employee Assistance Program.

Director of Finance, June Merritt, came forward and explained with the COVID-19 pandemic, the City of Seaford, in an effort to better support employees, has researched the implementation of an Employee Assistance Program through Health Advocate. She then went through the various confidential work-place services that would be provided free of charge to all employees. These include short-term counseling of up to 3 sessions by phone, online, or the mobile app to employees and their families. Issues such as workplace conflicts, drug addiction, mental health, legal advice, etcetera, would be included in this service. She added the cost of this benefit would be \$4,000.00 per year based on a 3-year agreement. Mrs. Merritt noted she believes this could be a great resource for Management to support employees through difficult work/life situations.

Mayor Genshaw solicited questions from Council. Councilman King asked how this plan would roll out to the employees, if approved. Mrs. Merritt explained Health Advocate representatives would come to provide training to Human Resources' staff, who would then roll out the program to the employees.

Councilman Santos asked about a report from Health Advocate and whether it would show the requests for individual types of services. Mrs. Merritt explained there would be information provided to Management in regards to the type of services requested; however, the information on the employee or family member requesting it would remain confidential.

With no other questions, Mayor Genshaw called for a motion. Councilman King made a motion to approve the proposal to provide employees with an Employee Assistance Program from Health Advocate for a cost of \$4,000.00 annually for a 3-year agreement, with funding in FY21 to be a budget overrun, 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 #5: Bids – Montessori School DeIDOT Entrance and Parking Lot Paving.

Director of Public Works, Berley Mears, came forward and explained on July 22nd, 2020 four bids were received for the Montessori School DeIDOT Entrance and Parking Lot Paving project. Thompson & Sons came in with the lowest bid at \$317,294.20, and they are currently the existing project general contractor. Mr. Mears noted that the Montessori School has received CTF funds in the amount of \$290,695.00 for the project, and they are willing to pay any additional overages or unexpected costs. He added that the hope was to have the project completed by the time school was set to open; however, it is not likely that will happen.

Mayor Genshaw solicited questions from Council. Councilman Henderson asked if with the anticipated delays for the state to start the entrance work if there is any contract language in regards to holding the price for the project. Mr. Mears explained that they have asked Thompson & Sons how long they would be willing to hold the price since the City's contract is only for a period of 40 days; however, it has been made clear that any cost above and beyond the CTF funds would be covered by the Montessori school.

Councilman King asked what DELDOT's expectations were for the traffic at the entrance to the school. Mr. Mears explained the Montessori school already has an approved set of plans from DELDOT and this bid is solely for the construction project to install the parking lot and entrance.

With no other questions, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to award the bid for the Montessori School DeIDOT Entrance and Parking Lot Paving to Thompson & Sons, the low bidder at \$317,294.20, with funding provided by CTF and Montessori school funding, as presented. Councilman King 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 #6: Present for approval a proposal from Parkson Corporation to purchase replacement membranes for the oxyc tanks at the Waste Water Treatment facility as an unbudgeted expenditure.

Director of Public Works, Berley Mears, explained the current oxyc tank aeration panel membranes were installed in 1998 during the expansion of the Wastewater Treatment Facility, and then replaced by staff in 2011. Since that time, Staff has noticed some failures in some of the panels which can cause major issues with the treatment process. A quote was received from Parkson Corporation for \$32,500.00 to replace the existing panels with a newer model. All installation would be completed by City Staff, saving the City thousands of dollars. The request is to approve an unbudgeted purchase for these panels to ensure the facility remains operational.

Mayor Genshaw solicited questions from Council. Councilman Santos asked how much is currently in the Wastewater Capital Reserve fund at this time. City Manager Anderson explained that just this year there was around a half a million dollars earmarked to go into Sewer Reserves. He noted a large loan was paid off in 2019, and the City chose to direct that payment amount to the reserve account in order to build it up for costs associated with a plant expansion in the future. Councilman Santos asked if the new membrane should last for another 10-12 years; Mr. Mears explained that the hope is they will last that long and typically they do not replace the panels all at one time.

Councilman King asked if they anticipate the panels themselves to last that long as well. Mr. Mears explained the Capital Improvement Plan for the new plant is set for around 6 years from now, and hopefully, they will last until that time. Councilman King asked if the \$141,800.00 cost for the new panels included the cost of the labor completed by staff. Mr. Mears explained the cost was solely based on the cost of the panels.

Councilman Henderson asked if the oxyc systems and tanks will stay in place when the expansion of the plant takes place. Mr. Mears explained the tanks and some of the down piping will stay in place; however, it is likely the membrane system will be replaced by a new technology.

Councilman Holland asked what the life expectancy of the panels are; Mr. Mears stated between 10-12 years.

With no other questions, Mayor Genshaw called for a motion. Councilman King made a motion to approve the proposal from Parkson Corporation for \$32,500.00 to purchase replacement membranes for the oxyc tanks at the Waste Water Treatment facility as an unbudgeted expenditure

with funding provided by wastewater Capital Reserve Funds, 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.

OLD BUSINESS:

There was none.

COMMITTEE REPORTS

Councilman Henderson reported on Fire, Police and, EMS.

Report from President Matt Read: No Report this period

Notes from SVFD Fire Chief John Wilson's report:

☐ Alarms to Date (7/27/2020)

- FIRE / RESCUE - 402
- EMS - 1809

Significant Calls

- None to report

Apparatus

- Tower 87 out of service, aerial issue needs to be addressed for upcoming aerial testing
- Hydraulic Rescue Tool Testing and Maintenance was performed by ESI equipment to meet the requirements of NFPA 1936 (All Good)

EMS

- Ambulance B87 specification bid sent out to vendors
- New Employees are working out well

Training / Meetings / Business

- Last Training was on July 22, 2020 on Engine Company Operations / Hydrants at Industrial Park
- Nest Training is on August 12, 2020 on High Rise equipment and procedures

Events

- Firefighter Brock Willey has returned safely from overseas on a deployment with Delaware National Guard.

- Still doing limited Social Distancing Celebration Drive By.

Police Activity during period of Monday July 13, 2020 - Sunday July 26, 2020

INCIDENTS	2020 YTD	2019	2018
All crimes	3252	6,619	4918
Drug Crimes	119	249	390
Overdose	19	25	23
All Traffic Contacts (E-Tickets)	4001/ (811)	7,819 (1,782)	6387 (3,617)
All DUI 18	42	52	
All Crashes	294	584	533
False Alarms	254	494	333

Criminal

- All complaints: 222 (defendants: 13 adult & 1 Juvenile)
 - o Felony: 9
 - o Misdemeanor: 39
 - o Violations: 5
 - o Civil: 0
 - o Other: 169
- 84% Clearance Rate (overall)
- Monday from 0900-2300 hours (overall crime)
- The below chart shows data for overall crime during this reporting period:

Additional Crime Data below: There were a total of 11 complaints consisting of Assault, Burglary and Theft; Excludes Shoplifting: (27% clearance rate during this reporting period. Most occurred on Monday, Sunday from 0900-1400.)

Drug Complaints:

- Drug Crimes: 12
- Adult Arrest: 12
- Juvenile Arrest: 0
- Prosecution Declined: 0
- Search Warrants(s): 0
- Overdose: 0

Traffic:

- Citations: 259 traffic contacts resulting in 66 citations
- 19 Distracted driver charges (Inattentive, reckless, careless, cell phone violations)
- 13 accident related
- DUI: 1 (0 accident related DUI's)
- Crashes: 26
- Injury: 3
- Non-Injury: 23

Additional Information:

- Hit & Run: 5

- Alcohol/drug related crash: 0 (not DUI)
- Pedestrian: 0

Significant Events:

07/13/20, SPD responded to Meadowbridge Apartments for a reported 'Shots fired' complaint that occurred at 3:59pm. At the time, witness(s) reported hearing male voices arguing and then they heard four gunshots. No injuries, damage or evidence located and no other information was provided. On 07/14/20, Meadowbridge staff reported bullet holes in the 900-building located on Laura Ln and no additional information. The case was TOT Criminal Investigations Unit for follow-up. #71-20-5306

07/13/20, SPD responded to parking lot between Texas Roadhouse and Lowe's for a 'Check the Welfare' complaint. Upon arrival, officers contacted the subject that provided a false name and attempted to flee. Upon apprehension D-Ronald Rose was found in possession of 19.7 grams of Methamphetamine. A K9 alerted on his 2003 vehicle resulting in the execution of a search warrant. Additional evidence was located in same. #71-20-5293.

07/25/20, SPD and DSP responded to Woodland Mills Dr. at 2:49am for a report of 'Shots Fired' and a large group of people fighting. Upon arrival, several vehicles were observed leaving, but no witnesses reported fights or shots fired. #71-20-5665.

07/25/20, Community event at Nutter Park resulted in a 'Large Crowd' (approximately 200 people or more.) Complaints related to noise and people blocking the street (Collins Ave and surrounding area) resulted in SPD, DSP, Laurel PD, Delmar PD (K9) and Bridgeville PD responding to assist with dispersing of the crowd. Crowds then responded to the Woodshed, Royal farms (Seaford/Blades) and Meadowbridge, which required additional intervention. No fights or other incidents reported. #71-20-5692.

During this reporting period, SPD has responded to numerous reports of 'Large Crowds' at North St. & Clarence St; NE High St; North St and Collins St and Aqua Lane (Meadowbridge).

During this reporting period, SPD has responded to numerous reports of 'Noise Complaints' at Aqua La & Tull Dr; William Ross La; Hickory La; SW High St; S. Ivy Dr West; W. Third St and Woolford St.

Admin

- Attended virtual Director, Staff, Liaison and Unified Command meetings as scheduled -

Chief

- 07/14/20 - Delaware Chiefs meeting (ZOOM) - Chief
- 07/17/20 - Use of Force Model Policy committee meeting - Chief
- 07/22/20 - Sergeants/Team Leader meeting - Administrative Staff
- 07/23/20 - Meeting w/ County Administrator (MOU for JAG grant) - Chief
- 07/24/20 - Sussex County Chiefs meeting (Zoom) - Chief

Training

- Continue to follow Attorney Generals' guidance related to Governor's Declaration of State of Emergency.
- Virtual Training (Risk Reduction practices) - Chief
- TAC officer training at DSP Academy - Pfc. Ruark
- Sex Crimes training at DSP Academy - Sgt. Miller (Supervisor - Criminal Investigations section)

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.
- 07/16/20 - Criminal Investigation (local fugitive initiative with Probation & Parole) resulted in apprehension of two people with active VOP charges and one person with drug possession.
- 07/23/20 - SPD assisted with Food Truck (Harry K Foundation) distribution location at Seaford Middle School - Lt. Little, SSgt. Sterner and Mr. Thornton Parker.

Councilman Henderson closed by saying he would like to send his condolences to the family of Mr. Ben Peterson, husband of former Councilwoman, Grace Peterson.

Councilman Holland reported on Code, Parks and Recreation:

Parks –

- Repaired parts on Kubota & Snapper mowers
- Completed grass cuttings at all parks including common areas at Williams Pond Park
- Sprayed at boat ramp, Riverview park, & Williams Pond Park
- Continued working on final section of irrigation on High St section in front of GMB)
- Completed 2nd week of Field Hockey & Tennis – received several compliments from parents
- Presented idea of hosting Fall clinics for youth soccer & flag football rather than leagues
- Met with Evan Deckers from Nanticoke Watershed Alliance on potential projects
- Assisted Erica with audit documents
- Celebrated National Parks & Recreation Professionals Day on 7/17

Accomplished week of 7/20

Parks

- Completed grass cutting and spraying at multiple locations
- Completed 4 work orders (31 total for the 2020 season)
- Trimmed trees & fixed fence at Hooper's Landing
- Did maintenance work at Gateway fountain & irrigation on High St.

Rec.

- Completed 3rd week of Field Hockey & Tennis, next week will be the last session
- Completed online registration set-up through Edmunds

Parks & Rec

- Assisted June with labeling and filing
- Completed labeling and filing with Tracy for Kathy
- Followed up with Steve Cannon about pool & Gateway fountain

Councilman Holland congratulated Hooper's Landing on their 10-year anniversary and noted the increase in rounds played and new memberships even during the COVID-19 pandemic.

Councilman MacCoy reported on Electric.

Since the last report

Crew

- Worked with Verizon setting a new pole in Woodside Manor.
- Transferred all of our infrastructure to the new pole.
- Did substation checks.
- Changed gloves and sleeves.
- Had an outage at Arby's & Motel 6 due to a bird.
- Set a pole and transformer to split the secondary services at 38 Cedar Ave.
- Pulled in the 12 pair fiber from the pole to Dolby Lift Station.
- Energized Dolby Lift Station.
- Nick Smart completed week 4 of 8 for lineman training.
- Trimmed trees behind Arbutus Ave where a fence is going to be placed.
- Trimmed trees & vines behind 419 Hickory Lane.

Director

- AMI bi-weekly conference call
- Had COVID 19 Unified Command conference calls.
- Had a staff meeting.
- Talked with the contractor at the Montessori Scholl about holding a pole while they dig in stormwater pipe.
- Talked with the electrician and GMB about scheduling pulling in the fiber and the secondary wires at Dolby Lift Station.
- Sent the estimate for Melanie's Ridge distribution extension and received the check.
- Order inventory from the low inventory report.
- Put in for the PO for the architect for the building expansion.
- Had our monthly construction coordination meeting.
- Did the estimate for the Caven Construction distribution extension.
- Talked with an engineer for Walmart about the fault current at their building.
- Talked with QEI about SCADA training that is rescheduled for Greg Brooke.
- Sent in the demand readings for June 10 – July 22 to CPower for the 3 City accounts and 2 school accounts. Upcoming Weeks.
- 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 Mearfield 2 as they build more units

Councilman King reported on Public Works & WWTF.

Public Works:

- Replaced water service to 413 Arch St.

- Installed new water service on State St.
- Repaired sink hole on Third St.
- Street paving bid is out
- Montessori School DeIDOT entrance and parking lot bid came in
- Weed sprayed
- Cleaning key sewers
- Completed the grinding at the L & L disposal area
- Installed sign for PD to calibrate radar
- Pressure tested water service to 411 Shipley and came up with a good 10 p.m.
- Rt. 13 Water main extension is going well and nearing completion
- Force main and pump station installation for the Unified Sewer District is on-going.
- Ordered signs for Mearfield sign request
- Held multiply meetings in person, zoom, and by conference call, SWMPO TAC, MS4
- 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 paving to start July 27th
- Preparing to do lead and copper testing of water system
- Advertise fire department roof project
- Start the Montessori school entrance 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

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 8:03 p.m.

Charles D. Anderson, City Manager

/ash