

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

August 13, 2019

6:00 P.M.

Mayor Genshaw called the Public Workshop seeking public input for the Master plan to be developed for the Oyster House Park Project to order at 6:00 p.m. with the following present: Councilman Matt MacCoy, Councilman Dan Henderson, Councilman H. William Mulvaney, and Councilman James King. City Manager, Charles Anderson, Superintendent of Parks & Recreation, Katie Hickey & Director of Economic Development and Community Relations, Trisha Newcomer were also present.

Mr. Matt Spong from Landscape Architectural Services, LLC (LAS) came forward to present some background information on the project. In 2018, the Chesapeake Conservancy, a non-profit company based in Annapolis, MD and the Mt. Cuba Center, based in Hockessin, DE, purchased the nearly 1-acre, waterfront property location at the south end of Cannon Street. This property is the site of the former J.B. Robinson Oyster Packing House. The land was then donated to the City of Seaford to become a small, waterfront park that will provide recreational access to the Nanticoke River. This site is the last remaining undeveloped waterfront properties located within the City limits. The site offers spectacular views of the River, easy access from High Street, links to the Seaford Riverwalk and is close to the Seaford Museum. The site was historically occupied by an oyster processing facility, although no structure exists on the site today.

In 2018, the City of Seaford was awarded a Delaware DNREC Parks Department Outdoor Recreation, Parks and Trails Planning grant (ORPT) to fund the preparation of a Master Plan for the Oyster House Park.

Councilman Holland arrived at 6:08 p.m.

In May, 2019, a request for proposals was advertised; Landscape Architectural Services, LLC (LAS) was selected to prepare the Master Plan. A project team was put together consisting of representatives from the City of Seaford, Chesapeake Conservancy, Landscape Architectural Services, LLC, George Miles & Buhr, LLC and Ed Outter, Inc.

Mr. Spong then reviewed the goals for the Oyster House Park:

- Enhance the Gateway to downtown.
- Provide land-based visitor & water-based recreational shoreline access.
- Offer historic education and promote tourism.
- Stabilize the shoreline to protect water quality in the Nanticoke River.
- Establish a native landscape.
- Provide boat access including a Kayak Launch.
- Connect to existing Riverwalk, High Street businesses, Seaford Museum, etc. with a walkable route

- Offer a visitor Contact Station.

He added that the Oyster House Park will compliment other conservation projects along the River. The US Department of Defense Readiness and Environmental Protection Integration Program (REPIP), the Conservation Funds, Mt. Cuba Center and the Chesapeake Conservancy has completed 14 projects linking Vienna to Seaford.

Mr. Spong provided a timeline for the project. The Chesapeake Conservancy will be preparing several grant applications to fund the first phase, or multiple phases of construction. These applications are due in September, 2019, so the project has been on a fast track to develop the master concept plan. Once public comments are received and revisions are made; it will be ready for City Council approval in time for these grant deadlines.

Over the last six weeks, the project team has accomplished many tasks. A draft schedule was established along with base mapping. The property line survey obtained when the property was purchased and additional topography, site features to show the high and low tides were completed by GMB. A site analysis was completed which showed that the property is zoned C3 – Riverfront Enterprise Zone with a maximum lot coverage of 40%; the setbacks were 15' front, 14' side aggregate 6' minimum, 20' rear and building height is 35' (3 stories) maximum.

There is an 18" underground sanitary sewer interceptor line exists on site. The City of Seaford and Sussex County planned to replace and upsize this line by 2025. This line serves the hospital, three assisted living facilities, offices, part of the Route 13 Commercial Corridor, downtown Seaford and City Hall. There is an overhead electric line on site as well. Due to the recent closing of the substation on the River at Pine Street, this is the ideal time to reroute the service away from the River and place the line underground to improve the viewshed and maximize space on site.

There was a Phase 1 Environmental Assessment completed by Chesapeake Conservancy which revealed no evidence of recognized environmental issues, historically recognized environmental issues, controlled recognized environmental issues or significant data gaps or business environmental risks in connect with the site.

The Shoreline lies along the Nanticoke River with about 475 LF of shoreline. Shoreline Stabilization has been completed for about  $\frac{3}{4}$  of the shoreline, comprised of a rip-rapped bank, a stone sill at water level and wetland plantings between. The remaining  $\frac{1}{4}$  of shoreline is bulkhead, which is in failing condition. This could be fixed but would need a Subaqueous Land Permit from DNREC. Additionally, a section of submerged, historical wood bulkhead, which should be preserved, lies just off shore. The flood level elevation is 6.0 and the sea level rise is predicted to be between 1  $\frac{1}{2}$  to 5 feet. This would raise the flood level elevation to between 7  $\frac{1}{2}$  to 11 feet.

The stormwater management was then discussed for the site. The proposed site lies at the foot of the hill of Cannon Street and Pearl Street. This site ranges in grade from elevation from 3 to 9. At the top of the hill is High Street which has a grade of roughly elevation 26. Stormwater runoff from

Cannon and Pearl Street, along with portions of High Street and the Mt. Olivet church parking lot, makes it way to the foot of the hill, where it either overland flows to the river or infiltrates.

The proposed stormwater management system for the site will need to account for the off-site drainage area from the feeder streets. The Master Plan will create a functional, attractive, natural-appearing and “model” Stormwater Management system. The park’s stormwater management system is designed to promote environmental stewardship through the implementation of green infrastructure retrofits for water quality improvements.

The proposal park site borders the Nanticoke River which is listed in Section 7406 of the Delaware Natural Resources and Environmental Control (DNREC) Administrative Code, “TMDLs for Nutrients for the Nanticoke River and Broad Creek have excessively high amounts of nitrogen and phosphorus. The TMDL requires a 50% reduction from nonpoint source phosphorus and a 30% reduction in nonpoint source nitrogen. In addition, as part of the Chesapeake Bay overall watershed, the City of Seaford is included in Delaware’s Phase II and draft Phase II Chesapeake Bay Watershed Implementation (WIP). Finally, DNREC has recently expanded the universe of municipalities requiring NPDES Phase II MS4 permit coverage to include the City of Seaford.

By incorporating a stormwater project that will address water quality runoff, the proposed project would support the City’s efforts to meet the TMDL, WIP and MS4 goals, and thus be eligible for water quality improvement grants that are available through DRNEC’s Division of Watershed Stewardship, EPA’s Green Streets and Chesapeake Bay Stewardship Funds and the National Fish and Wildlife Foundation (NFWF) Enhancement Fund.

The buildable area on the site will be limited by access and turn-around from Cannon and Pearl Streets that meets the State of Delaware Fire Code. A 25’ utility easement for relocation of the electric and sanitary sewer has also been provided. The City zoning ordinance for front, rear and side setbacks are located within the utility easement.

There are 75 existing parking spaces that are located off site and there is one space provided onsite. There is emergency access for fire and medical personnel. Mr. Spong noted that this will allow pedestrian and vehicle linkages to the existing Riverwalk, downtown offices, shops and restaurants, Seaford Museum and the Nanticoke River.

An archaeological and history assessment was completed by Mr. Ed Otter, PhD. The property appears to have been created during the late 19th century by filling a portion of the Nanticoke River. There is potential for archaeological deposits within the fill including bulkheading, cribbing, buried boats, and the foundations and features of a ship yard and oyster houses dating from the 20th century. Auger testing of the fill could be informative. Specific recommendations for development will be included in the Final Report. There is an expectation of federal funding for future work, which would likely require compliance with Section 106 of the National Historic Preservation Act of 1966, as amended. The Archaeological Assessment Seaford Oyster House Property Seaford, Delaware, prepared by Edward Otter, Inc. is an effort to understand what archaeological issues would be involved with property development. The 1888 deed to William

Adams refers to two wharfs on the property. One is likely Horsey's Wharf shown on the east end of the parcel in the 1868 Pomeroy and Beers Atlas. The second is possibly the Adams Wharf. A significant amount of filling must have occurred between 1877 and 1891 as the shoreline appears about 100 feet south of its previous location. All of the Sanborn maps show a two-story frame building on the west end of the property in an area that had previously been water. In 1891 the building had one single story addition and is labeled as a ship carpenter building. Just east of the building is an area marked ship ways which would be an area for launching ships or hauling them out of the water for repair. On the east end of the property is a fertilizer warehouse. An undated photograph from the late 19th or early 20th century shows a two-story frame building. This is the ship carpenter building/oyster house. The building can also be seen in a 1910 postcard taken from up-river.

A planning meeting was held on July 27, 2019 to review the preliminary conceptual plans that were developed by LAS, LLC. The consensus was to prepare Option C, combining elements from both Option A and Option B. A preliminary conceptual plan was then shown for the Oyster House site.

Mr. Spong then discussed the features of the preliminary conceptual plan. An entry plaza will be established from Cannon Street with an oyster shell surface. This will provide pedestrian access from the Mt. Olivet Church City Parking Lot (57 spaces) and High Street businesses. A T turn-around will allow Emergency and user vehicles room to maneuver and gives access to the Visitor Contact Station. A parking area with one accessible space is located at the Entry Plaza. Pervious paving will channel runoff into underground storage which will manage stormwater quantity and treat stormwater quality before it is released to the River.

Mr. Spong provided information about the native plantings. There is an existing steep hill that will be regarded and a retaining wall that will be used to create a gentle slope that will be planted with native, riparian woody and herbaceous species. This will offer 4-season interest and can act as a demonstration garden. Further, a buffer between the Oyster House Park and the adjacent residential use will be established. Native plantings, including a meadow, canopy and flowering trees, shrubs and flowers, will be established throughout the site. Additionally, a Native Plant Walk will be created to link the Visitor Contact Station at Cannon Street with the east end of the site.

On Pearl Street, an entry plaza with an oyster shell surface will provide pedestrian access from the Seaford Museum, located one block away and offering eight parking spaces, and High Street businesses. A T turn-around allows emergency and user vehicles room to maneuver and gives access to an Amphitheater. Additionally, a drop-off is available, with ramp and stair access to Bulkhead City Dock. Pervious paving will channel runoff into underground storage which will manage stormwater quantity and treat stormwater quality before it is released to the River.

The City Dock will enhance the community's ability to access the recreational and natural resources of the Nanticoke River. The existing, failing Bulkhead will be replaced and the grade will be raised; in anticipation of sea-level rise. A fixed pier will support a gangway and floating docks to accommodate motor boats, canoes and kayaks. Kayak storage, restrooms or a rinse station could be offered at the proposed Amphitheater building. The City Dock is an ideal spot for an iconic landmark, perhaps an oysterman statue, giant tongs or oyster can label. An 18'x30' shed-type

building could be used as a stage, for a picnic shelter or for kayak storage. The grass amphitheater would accommodate about 35 people on each of two steps with more seating on the lawn. An oyster shell walkway provides an accessible path, rising from the Amphitheater Building at elevation 9 to the Visitor Contact Station at elevation 12.

Mr. Spong then discussed the next steps for the project. After tonight's meeting, the planning group will meet to revise the Master Plan and take all comments into consideration before preparing a Master Plan. All comments will be received by the City of Seaford until 4:00 p.m. on August 20, 2019. The committee will then produce a final master plan and prepare probable costs for construction of the Park. The required permits will be obtained from DNREC and USACE for the bulkhead repair and Riverwalk, Pier and Floating Docks construction. A plan will be developed for soliciting grant funds and the construction phasing plan. The Oyster House Final Master Plan will be presented to the City Council for approval. It is anticipated that the first phase of construction of the Oyster House Park could be completed by October 2020.

Mayor Genshaw asked for any questions or comments from the Council. Councilman King asked if they have considered putting a boat slip in at the floating dock? Mr. Spong stated that the dock would be long enough to do that. He estimates that the dock will be about 60 feet long; however, he did add that if you get more than four slips that you would need a Marina permit. So, he would suggest to keep the number under four.

Mayor Genshaw asked for any questions from the public. Ms. Katie Hickey asked about the location of the pervious pavers? Mr. Spong stated that they would be at the turn around areas; they will be on a compacted base.

Nan Zamorksi stated that she is very encouraged to see the partnerships for this project and hopes that it provides a jump start for the City for other grant opportunities. She added that a lot of our current development and regulations do not have setbacks, buffers and is all pavement. All of this is running right into Williams Pond which is pretty toxic right now. There are many good opportunities here. She asks that the development is done right.

Mr. David Perlmutter stated that his company recently purchased the Power Plant from the City of Seaford. His group is very interested in this project and would like to work in conjunction with their plan. He added that he is here investing a lot of money in Seaford and he looks forward to working with this group. He would like to be able to work with them prior to the plans being finalized.

Mr. Brian Shannon who is the Executive Director of the Laurel Redevelopment Corporation. He commended everyone that has been involved in the project and getting it to this point. He added that it looks like a great project. The green infrastructure and Riverwalk are what he feels every town need that is on the water. He did give some suggestions to give direct access to the water for the kayak and boat launch; don't do a 90-degree angle. He also suggested to be mindful when choose the plantings and to pick the right product that will have longevity. He wished everyone the best of luck on the project and looks forward to the finished project.

Susan Shingledecker from the Chesapeake Conservancy reaffirmed their commitment for this project. There are some short term items that are currently being worked on such as signage in conjunction with the Seaford Historical Society to bring the parcel to life. They are committed to help do the fundraising that is needed to put the ideas on paper and bring them to life. She added that her group is very excited to see where this project is going.

Councilman Henderson stated that he feels that this is a stunning plan. He noted that the area that the amphitheater is located; there is not a lot of grade change. He asked how much seating would be available for that area? Mr. Spong asked if anyone has ever been to the Milford Library which has an outdoor amphitheater that his company did back in the early 90s. The plan is to have two upper tiers like retaining walls and the rest would be grass area. He estimates that on the seats about 25 people would fit and on the grass area, most people bring lawn chairs or blankets to sit. Mr. Spong added that you do want the area to be able to be mowed but not too structural.

Councilman Henderson asked about the business operations; would they be run by a vendor, City staff or an outside group. He asked who would control the rental and use of the facility. City Manager Anderson stated that they have not gotten that far in their discussions. There has been a discussion at length about building design, if it is lockable and hours of operation. He added that the City would like to see local partners assist with the venue. However, at this time we have not developed any partnerships yet; but we are open to them. The City staff will not have the time to run this venue fully.

Councilman Henderson stated that he is very happy to see direct access from Church Street in the plan.

Councilman Mulvaney asked if there were any modifications considered for Pearl Street since it is so much narrower than Cannon Street. Mr. Spong stated that the plan for Cannon and Pearl Street is to provide parking and some green infrastructure items. City Manager Anderson added that what is being presented tonight is a scope of work provided by LAS which was issued in the RFP documents. Cannon Street is much wider than Pearl Street and once Cannon Street is filled and made the entrance to this building; there will be many opportunities there for a green street. Although Pearl Street is much narrower, the City would like to see connectivity with the Museum.

Ms. Marlene Mervine, Nanticoke Water Rivershed Conservancy stated that her group is so honored to be apart of this project. She thanked all of those that have bene involved and getting the project to this point. Her group will be holding the conservation easements for the property; she asked what legal language would need to be included in these easements. She also added that they will need to know where the utilities are and will be relocated on the property. Mrs. Judy Schwartz stated that the 25-foot easement that is currently shown is where the sewer and electric will be relocated on the property. She added that the plans for the relocation of the utilities has not been finalized yet, however, the plan is to have them fall into the easement area that is already in place.

Mayor Genshaw thanked everyone for coming out tonight and he looks forward to a great future for the downtown area and access to the waterway. He invited everyone out into the lobby to ask any questions that they may have.

Mayor Genshaw closed the Public Workshop at 6:51 p.m.

Mayor Genshaw called to order the Regular City Council meeting at 7:00 p.m. with the following present: Councilman Orlando Holland, Councilman Matt MacCoy, Councilman Dan Henderson, Councilman William H Mulvaney, and Councilman James King. City Manager, Charles Anderson, Superintendent of Parks & Recreation, Katie Hickey, Chief of Police, Marshall Craft, Deputy Chief, Mike Rapa & Director of Economic Development and Community Relations, Trisha Newcomer were also present.

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

Mayor Genshaw called for a motion to approve the minutes of the Regular Meeting on July 23, 2019. Councilman Henderson made a motion to approve the minutes from the July 23, 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 #1: Present for approval a letter of request from Seaford Development Associates LLC, for a Preliminary Plan approval extension for the Seaford Towne Center project phases 4-9 set to expire on August 25, 2019. City Manager Anderson stated that we have a development policy where all of our approvals are good for a two-year period. This is done so that sewer capacity is not tied up indefinitely. So, as long as the developer keeps their project moving and keeps the other agencies approval; then the City Council can offer an extension for the project.

Mr. David Perlmutter was present to answer any questions. He stated that The Residences at Riverplace phase 2 is currently underway and is about 30-35% preleased. The plan is for people to start moving in January 1, 2020. He added that there are several items that his group is working on for the Powerplant area. They have partnered with a restaurant group out of Brooklyn. They are also evaluating if it more cost effective to demolish the building at all or partial. The plan is to have apartments above and a restaurant on the ground level with garage doors that open up to the riverfront.

Mayor Genshaw asked for any questions or comments from Council. Councilman MacCoy asked if there was a timeframe known about receiving the assessment for the demo or partial demo? Mr.

Perlmutter stated that they are currently working with consultants and he does not have a timeframe at this time.

Councilman King thanked Mr. Perlmutter and his group for the huge investment that they have made here in the City. He asked when the fishing pier was planned to be completed. Mr. Perlmutter stated that it is estimated to be completed in November. Councilman King added that a lot of the buildings that were purchased by his group were in disrepair. He asked if there was a plan or timeframe if the project did not move forward of demolishing any of the buildings. Mr. Perlmutter stated there was not.

Councilman Henderson asked what was included in phases 4-9 for this project? Mr. Perlmutter stated that it includes all of the buildings that are west of Market Street.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the letter of request from Seaford Development Associates, LLC, for a Preliminary Plan approval extension for the Seaford Towne Center project Phases 4-9 until August 25, 2021 as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #2: Present for approval a proposed revision to the City Compensation policy to address pay for part-time employees. City Manager Anderson stated that it has been five years since the last compensation plan has been revised. The City has been successful in hiring people in the Parks department and there has been questions about compensation. The top line of the compensation plan is for seasonal part time labor; when the consultant laid the plan out the City always start part time people out at minimum wage unless they have some special skills. When part time people return to us, we have kept them at minimum wage due to no guidance on where to place them within the plan. There have been some concerns about that due to them returning for many seasons. In October, the minimum wage is increasing to \$9.25 and the minimum wage in Maryland is \$10.10. In order to attract more people for these positions, staff feels that a change needs to be made.

The change would be for part-time employees that work no more than 29 hours per week as scheduled by the department Supervisor or Director. They will be paid at a rate equal to the minimum wage in effect at the time of hire. In the event that a prospective part-time employee demonstrates a special skill and ability she or he may be paid at a rate above minimum wage as determined by the City Manager.

The maximum rate of pay for part-time employees shall be the minimum of the range for the particular departments entry level position (i.e. in the Parks Department; salary range minimum of the Parks Maintenance I, job description).

Part-time employees returning to work for the City of Seaford after one year of service shall be considered to have additional job skills and value. Upon recommendation by the department Director or Supervisor the employee shall be eligible for a pay increase of up to 25% of the spread between minimum wage and the minimum of the range of the particular department's entry level position upon reemployment the next fiscal year (i.e. after July 1).

Mayor Genshaw solicited any questions or comments from Council. Councilman Henderson stated that in a few weeks the minimum rate is going to reset to \$9.25. He asked if the min and max was established since the rate will be reset. City Manager Anderson stated that is typically done when the Mayor and City Council set the budget; this is an odd situation when the minimum wage rate is being raised. The revision should be made to be reflective of the wage change.

Councilman MacCoy asked about the track record of retaining part-time employees? City Manager Anderson stated that we have had three employees; it was started two budget years ago. The feedback that he has received is that it is working out. He added that he has spoken with other Directors about possible expanding part-time employees in other departments.

Mayor Genshaw then called for a motion. Councilman King made a motion to approve the revision to the City compensation policy to address pay for part-time employees as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3: Bids – Pad Mounted Switch Gear and Wire. Director of Electric, Bill Bennett came forward to present the information. Mr. Bennett stated that there were three bids received with Anixter being the low bidder in the amount of \$87,301.52. All three bidders acknowledged and received the bid addendum. Based on his review of the bids, he is recommending accepting the low bid from Anixter in the amount of \$87,301.52.

City Manager Anderson added that part of this expenditure will be a developer contribution by Lakeshore Motors. The other portion is being recommended to come out of the Electric Operating Inventory account which is an unbudgeted item. The other budgeted projects will still continue; therefore, this account may be overrun so a request may have to come back to Council for authorization as a budget overrun.

Mayor Genshaw solicited any questions from Council. Councilman Henderson asked if the two switch cabinets were to be for stock or replace inventory? Mr. Bennett stated that the PMH9 will be for stock and the other two will be for the Lakeshore Motors project. Councilman Henderson asked if the City would be getting a PO from Lakeshore? Mr. Bennett stated that we provide them with an estimate on the cost to extend distribution to their property. The plan is to install 750 MCM wire, therefore, if anything else expands on Bridgeville Highway or Sussex Highway, electric will be available. Once the estimate is given to the developer, he writes a check to the City of Seaford and we put it in an escrow account. Once the project is completed, we finalize it to see what the true cost was and either refund or bill the difference of cost. Councilman Henderson expressed a concern if Lakeshore doesn't come and we have already made this investment. City Manager Anderson stated that this project could fall through and we would have this stock in place. This is a risk that we are taking for the developer to have it in place to meet his timeframe. City Manager Anderson added that this is all standard equipment that is used in development; nothing is a special ordered piece. Councilman Henderson expressed his concern with putting the equipment in underground and then not having a customer.

Councilman King asked about the cost associated for a business that may come in across the street from this development. Mr. Bennett stated that if we only did enough to carry the load for Lakeshore Motors; if other businesses were to come in it may not carry the load to accommodate them. We would have to dig up his property again to put in six-inch conduit and Lakeshore Motors would be without power for a period of time while the work was completed. By doing it now for future growth, we would not have to do all of that work all over again. It was pointed out that this would save time for future businesses and some of this money will be reclaimed through the impact fees.

Councilman MacCoy asked if Lakeshore Motors plans do not work out and we have the equipment here; would the City be in dire straits? City Manager Anderson stated that we would not be; we would eventually use the equipment.

Mayor Genshaw then called for a motion. Councilman Mulvaney made a motion to award the bid to the low bidder Anixter in the amount of \$87,301.52 for the Pad Mounted Switch Gear and Wire with \$54,204.23 of the funding provided by the Electric Operating Inventory account in the FY20 budget and the remaining \$33,097.29 provided by a developer contribution as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: Present for approval a recommendation from the Economic Development Committee related to the Request for Proposals received for City Property Disposal and Neighborhood Revitalization. Mrs. Newcomer came forward to present the information. On Wednesday, August 7<sup>th</sup>, the Economic Development Committee met to review the submitted proposals for the RFP that was issued on July 10, 2019 for City Property and Neighborhood Revitalization. Proposals were to be submitted to the City of Seaford by Friday, August 2<sup>nd</sup> by 2:00 p.m.

The City solicited for proposals for the redevelopment of the property identified as Sussex County Tax Map and Parcel # 431-5.00-364.01. The property is approximately 15,000 +/- square feet in area and bounded by Third Street and Liberty Street. The intent of this RFP was to invite proposals for redevelopment which would result in the removal of the blighted conditions at the property and would maximize the neighborhood revitalization of this location for a greater community good.

There were two proposals submitted; one being submitted after the acceptance period deadline. Through the committee's discussions they felt strongly neither proposal could be deemed as a responsible proposal. Some reasons noted were: ineligibility due to late submission, proposal doesn't conform to zoning regulations, requested information omitted or not submitted. The committee felt the City may be better served if we go back through the RFP and qualify our statements as the City's desires and the specific information that must be included. Once that has been done, reissue the RFP and review any submission at a future time.

The Economic Development Committee's recommendation at this time is to reject all proposals submitted as no responsible proposal could be clearly identified, revise the City's RFP documents with clarifying statements and reissue at a future date and time. All groups submitting proposal through this past round received on August 2<sup>nd</sup> will be notified of the proposals rejections as well.

Councilman MacCoy asked if these two firms will be given feedback for the reason of the rejection. Mrs. Newcomer stated that she has letters prepared and if Council moves forward with the recommendation; she will mail them out tomorrow.

Councilman King asked how this will be reposted? Mrs. Newcomer stated that it will go back through the same process; we will notify those that we have on a list, post it on our website and advertise.

Mayor Genshaw then called for a motion. Councilman Holland made a motion to accept the recommendation of the Economic Development Committee related to the Request for Proposals received for City Property Disposal and Neighborhood Revitalization and reject all proposals received as presented. Councilman King seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #5: Present for approval a recommendation from the Chief of Police Marshall Craft to implement a uniform change for the Seaford Police Department sworn officers. Chief Craft came forward to present the information. This request for approval is a budgeted expenditure, however, it is a request to implement a uniform change. The cost savings to make the change will be approximately \$2,700.00. This will require using a new uniform vendor. The current navy pants would not match the new navy pants; therefore, a request is being made to change to grey shirts. The officers do support this change of the navy to the grey shirts.

Deputy Chief Rapa pointed out these uniforms will have an outer vest carrier that will be easy to get on and off to cool down at the station. This will help increase the officer's health and wellness during the warmer months. This will also provide a modern look for the department for the branding and image.

It was asked how long the vest carriers last? Chief Craft stated that they are a thicker material than the uniform suits so they will last longer. Deputy Chief Rapa added that the plan is to do a yearly check on the uniforms to keep them rotated in and out.

Mayor Genshaw called for a motion. Councilman Henderson made a motion to approve the recommendation from the Chief of Police Marshall Craft to implement a uniform change for the Seaford Police Department sworn officers as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #6: Present for approval a request from the Chief of Police Marshall Craft to submit applications for various police grants. Chief Craft stated that he is requesting approval to submit for various grant. The first is the FCVC grant in the amount of \$49,213.75 for the following:

- (1) Sig AR rifle \$ 2,006.81
- (2) Computers \$ 3,000.00
- GPS contract (3-year renewal) \$ 6,463.80

- (1) Surveillance Camera \$ 7,640.00
- Increase server storage capacity for SPD \$ 11,000.00
- OT High Crime \$ 19,103.14

The next grant is the SALLE in the amount of \$7,523.29 for the following:

- BVP \$ 500.00
- Maglocen Fee \$ 400.00
- Training \$ 2,500.00
- OT High Crime \$ 4,123.29

The next grant is the JAG in the amount of \$ 12,537.00 for the following:

- (1) Portable Radio \$ 4,059.29
- (2) Sig AR rifles \$ 4,013.62
- (4) Body Armor vests \$ 3,520.00
- (2) Stop Sticks \$ 986.00

The next grant is the EIDE in the amount of \$ 5,336.11 for the following:

- Buy Funds \$ 500.00
- OT High Crime \$ 4,836.00

The final grant is the SLEAF in the amount of \$ 7,730.06 (estimated request) for the following:

- (29) Puncture Proof Gloves \$ 1,171.89
- (29) Tourniquet & Holders \$ 1,905.88
- (1) Portable Radios \$ 4,059.29
- (1) Stop Stick \$ 493.00

Mayor Genshaw asked for any questions from the Council; there were none. He then called for a motion. Councilman Henderson made a motion to approve the request from Chief of Police Marshall Craft to submit applications for various police grants as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business item #7: Present for approval a request from Chief of Police Marshall Craft to purchase a "purple" police vehicle as an unbudgeted expenditure for the purpose of increasing Opioid awareness in the Seaford Community with partial funding provided by Sussex County and USDA. This is an unbudgeted expenditure to increase Opioid Awareness. Chief Craft explained that a USDA grant was presented before City Council in June 2019, in open forum which is part of the requirement of the grant. The USDA grant provides 55% of the project cost up to a maximum of \$27,500.00. The estimated project total is \$30,000.00 which includes the purchase of a Fiat 500, TTT, vinyl purple wrap for awareness and LED lighting.

There has been some funding that has been secured for the vehicle:

- USDA grant partial funding \$ 16,500.00
- County Council (Mike Vincent) \$ 5,000.00
- County Revenue Sharing grant \$ 5,000.00 (additional funding)
- Balance of funding needed \$ 3,500.00

Chief Craft pointed out that there is possible future use for a CADET program to augment department resources, increase awareness and community outreach.

This would be a high visible and unique vehicle to inspire conversations and awareness with our youth and other community members. This could be used at many of the community events as well.

Mayor Genshaw asked for any questions or comments from Council; there were none. He then called for a motion. Councilman Henderson made a motion to approve the request from Chief of Police Marshall Craft to purchase a “purple” police vehicle as an unbudgeted expenditure for the purpose of increasing Opioid awareness in the Seaford Community with partial funding provided by Sussex County and USDA with \$3,500 of funding provided by an overrun of the Police Capital account as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

### **OLD BUSINESS:**

Mayor Genshaw presented Old Business Item #1: Second 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 Anderson stated it would allow the Council to impose up to a 3% lodging tax. This would not be effective until after January 1, 2020 and will be implemented by the Director of Finance. It is being brought forward now so that the hotels can be made aware of this and meetings can be held with them if needed.

Mayor Genshaw asked for any questions or comments from Council; there were none. Councilman Holland made a motion to approve the ordinance to amend Chapter 18 of the Municipal Code of the City of Seaford, relating to the implementation of a lodging Tax as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

### **REMINDER OF MEETINGS & SETTING NEW MEETINGS:**

- Employee Award & Appreciation Dinner – August 16<sup>th</sup> at 6:00 p.m. – Vanderwende Acres

### **COMMITTEE REPORTS**

Councilman Matt MacCoy reported on Public Works.

**Past two weeks:**

**Public Works:**

- Continued troubleshooting problem meters
- The Tull Drive road extension started 8/5/19 and is a 90-day project
- Venture Drive road extension bid was advertised
- Market Street sewer main replacement is underway and going well
- Repaired gutter broom motor on sweeper
- Riverview Park shoreline project starting 8/12/19 and Park will be closed
- I am still working on easement acquisitions for Rt13 and Middleford Rd. projects
- Repaired water leak at 732 East Ivy
- Attended multiply meetings Oyster Park, Montessori school, Riverview pre-construction, Tull Dr. pre-construction, PD Oral Boards, Western Sussex progress #1
- 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
- Leachate treatment going well
- Installed shade covering on chlorine contact tank to minimize UV effects on chlorine residuals
- Jetted and inspected both filter underdrain systems. Removed a significant amount of media from east filter underdrains. Filter performance is significantly improved.
- Installed new IR pump; cleaned old one and set up for emergency use.
- Sand and rags removed from blend tank by CES.
- Installed new motor on BNR blower #3.
- Installed new flow tube on leachate flowmeter.
- Replaced diaphragm in hypochlorite feed backpressure valve.
- Installed new motor starter for primary waste pump #2 as work around for this pumps inability to operate properly on VFD.

**Upcoming two weeks:**

**Public Works**

- Work on replacing remaining meters
- Work on AMI meter issues
- Monitor projects
- 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
- DNREC annual inspection scheduled for 8/21/19

Councilman Henderson reported on Police, Fire, & EMS.

## **Seaford Volunteer Fire Department, Inc.**

### **Report from President Rick Stewart:**

The Fire Department Annual Picnic is coming up on August 25<sup>th</sup> at the Seaford Community Swim Center. Council Members and immediate family are welcome to attend.

The initial meeting between the SVFD and IAFF is scheduled for August 26 in Dover.

The installation of the new audio system is scheduled to begin today August 13, 2019.

### **Report from Chief John Wilson:**

YTD as of 3:00 PM 8/12/2019 there have been 433 Fire Calls and 2190 EMS calls.

All Apparatus is in service.

The delivery of the new Pumper Engine 87-5 is scheduled for delivery by the end of November 2019.

The department recently lost 3 members:

One to Armed Forces deployment.

One to relocation out of the fire district.

One served his last alarm:

Richard Wayne Truitt, 72, of Seaford passed away peacefully Sunday, Aug. 4, 2019, at the Delaware Hospice Center in Milford. Wayne was born in Lewes, son of the late George Lee and Hazel (Hudson) Truitt.

Wayne worked for the DuPont Company, retiring after over 40 years' service. Following retirement he has worked part time for Sussex Printing in Seaford. He also served in the Army National Guard.

Mr. Truitt was a life member and past president of the Seaford Volunteer Fire Department Station 87 with over 48 years' service to the department, including vice president and treasurer. He had also previously served as fire policeman.

In his spare time, Wayne enjoyed spending time with his grandchildren, gardening, Baltimore Orioles baseball games, and spoiling his dog Tiffany. Wayne attended St. John's U.M. Church in Seaford where he served as a trustee.

In addition to his parents, Wayne is preceded in death by his stepmother, Anna Mae (Neal) Truitt. Wayne is survived by his wife of 44 years, Betty (Belk) Truitt; a son, Brian Wayne Truitt and wife Kathleen of Seaford; a daughter, Tara E. Truitt and companion Howard Bowden of Dagsboro; four grandchildren, Noah, Kaley, Brayden and Natalie Truitt; Mason Bowden who was like a grandson; a sister, Virginia Chmielewski and husband Glendon of Harrington; a brother-in-law to whom he was close, Robert L. Belk; two nieces, Crystal Benson and Brandi Killinger; several great-nieces, great-nephews, extended family and friends.

In lieu of flowers, the family suggests contributions in Wayne's memory to Seaford Volunteer Fire Department, PO Box 87, Seaford, DE 19973, or Delaware Hospice, 100 Patriots Way, Milford, DE 19963. Arrangements in the care of Short Funeral Services, Georgetown.

### **Other News:**

The annual softball tournament is scheduled for August 16-18.

**Seaford Volunteer Fire Department, Inc.**  
**Monthly Fire Report for July 2019**

Total number of alarms- **75**

Number of alarms within the City- **42**

Number of alarms outside the City- **21**

Number of assist/stand-bys at other fire companies- **10 / 2**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2400-0100				1	1		
0100-0200							
0200-0300	1		1			1	
0300-0400							
0400-0500				1			
0500-0600		1					
0600-0700							
0700-0800							1
0800-0900					1	1	
0900-1000					1		2
1000-1100	1	1	1				
1100-1200	2			1			1
1200-1300			2	2		1	1
1300-1400			1			1	
1400-1500		2		2			1
1500-1600	1		2	1	1		1
1600-1700		1		1	1		
1700-1800			2	1	3	3	1
1800-1900	1	1	3				
1900-2000				1	1		1
2000-2100							1
2100-2200		3		1	1		1
2200-2300		1	1	1		2	1

2300-2400

1

1

Types and number of Alarms

MVC-17

1

EMS Assist- 17

AFA- 15

Structure Fire- 2

Smoke Investigation-2

Stand-Bys- 2

1

Vehicle Fire- 2

Service Call-

2

Odor Invest.-

Powerlines- 1

Brush/Field Fire- 1

Fuel Spill- 1

False Alarm: 1

Rescue-

\*\*\*\*\*  
Assist other FD- 10

9

Structure Fire- 5

1

MVC- 2

Water/Dive Rescue- 2

Rescue- 1

Duty Crew Calls Total-

Duty Crew Calls (Friday Nights)-

EMS Asst.- 6

Public Asst.- 1

Special Event- 1

False Alarm- 1

Training:

July 3, 2019- Drafting and Dry Hydrants training throughout territory.

July 20, 2019- Red Flags seminar conducted by Chief Mike Lombardo (Ret.) of the Buffalo Fire Department at Station 87.

Notable Alarms for the Month:

July 6, 2019- Assisted Sta. 87 (Laurel) with a working trailer fire.

July 15, 2019- Working structure fire at 402. E. King Street.

July 21, 2019- Assisted Sta. 78 (Greenwood) with a MVC (vehicle into a structure).

July 23, 2019- Assisted Sta. 100 (Federalsburg) with a working structure fire.

July 24, 2019- Working structure fire at 24100 Concord Pond Road.

**Seaford Volunteer Fire Department, Inc.  
Monthly EMS Report for July 2019**

Total Number of EMS Runs- 326

Total Number of "Alpha" Calls- 85

Total Number of "Bravo" Calls- 66

Total Number of "Charlie" Calls- 86

Total Number of "Delta" Calls- 80

Total Number of "Echo" Calls- 9

Total Number of "Omega" Calls- 0

(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:

EMS encountered three patients for heat related emergencies during River Fest. All handled by event paramedics and EMTs.  
Increase of overdoses towards end of July. Additional Narcan was provided by the State of Delaware.  
No reported injuries.

### **Seaford Police Department**

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

##### Criminal

A citation was given to a juvenile for repeatedly trespassing on vacant property.

An officer observed a female in the area of Seaford Royal Farms whom was wanted on a bench warrant out of Court of Common Pleas. This suspect is frequently the subject of prostitution/loitering complaints in the East Seaford area. The suspect was arraigned and released by the Magistrate.

An officer stopped a vehicle for a traffic violation. The driver immediately admitted to having no driver's license and handed over a roach that he stated was the only illegal item in the vehicle. A search of the vehicle revealed 4 baggies of heroin, 0.1 grams of crack cocaine, and 4 grams of marijuana. The suspect did have a suspended driver's license and 3 separate bench warrants. The suspect was committed to SCI.

A suspect was attempting to cash a fraudulent check at WSFS Bank, and units were dispatched. A search revealed the suspect was in possession of two hypodermic needles, a tourniquet, and a makeshift spoon used for heating up heroin prior to injection. The suspect was charged with felony forgery, attempted theft by false pretense, criminal impersonation, possession of drug paraphernalia, in addition to being wanted in Maryland for a burglary. He was committed to SCI.

A male Victim was struck in the head by an unknown male with a stick causing a laceration, which had to be closed surgically. The incident occurred in the area of River Walk (S. Pine Street).

##### Traffic

A new driver with a learner's permit crashed into concrete pole barriers at Royal Farms. There was no damage to the concrete barriers; however, the vehicle had to be towed away. The driver used the gas instead of the brake pedal.

A vehicle collided with a fire hydrant and utility pole on Sussex Avenue causing disabling damage to both. The driver fled, and someone else attempted to take responsibility for the crash. Both were subsequently charged with several criminal offenses.

A citation was given to a driver of a vehicle that cut off a motorcycle causing the driver to veer sharply to avoid a crash with said vehicle. The motorcycle driver sustained multiple injuries and was transported to Nanticoke Memorial Hospital.

**Note.**

The below phone stats are provided by our vendor monthly and there seems to be a slight difference in totals when adding the Outgoing, Incoming and Abandoned calls. The vendor has been contacted, and we are awaiting their response. The Police, EMS and Fire calls are correct. Note. Significant increases for Police and Fire calls.

July 2019 Phone Stats		June 2019 Phone Stats	
Wireline 911	156	Wireline 911	144
Cell Phone 911	628	Cell Phone 911	694
VOIP	115	VOIP	90
Total 911	907	Total 911	931
Abandoned 911	95	Abandoned 911	103
Total Administrative Calls	2371	Total Administrative Calls	2273
Outgoing Admin Calls	557	Outgoing Admin Calls	573
Incoming Admin Calls	1814	Incoming Admin Calls	1664
Abandoned Admin Calls	95	Abandoned Admin Calls	36
INCIDENTS		INCIDENTS	
Police	1880	Police	1415
Fire	74	Fire	63
EMS	325	EMS	326

Admin

- July 16 and July 18 - MEMEX training at SPD
- July 23 - COPT (Council on Police Training) meeting in Dover - Chief.
- July 24 - United Seaford Prayer at the Police Department. Chief and D. Chief
- July 25 and August 1, 2019 - Police recruit testing at PD.
- July 30 - Seaford Night out meeting at SPD (Multiple agencies)
- July 31 - Meeting with Cardio Kinetics -Chief
- August 3 - Two SPD bike patrol officers participated in the Glo Ride, which was a great success
- August 5 - New patrol platoons formed and various personnel were transferred to aid in the workflow.
  
- August 5 – Chief attended Welcome Back to School meeting.
- August 6 - Security Camera Meeting at SPD – D. Chief
- August 6 - Chief attended Pastor luncheon and presented on status of the department
- August 7 - BRIDGES meeting at the Cross-building Chief and D. Chief
- August 8 – Sussex Drug Coalition meeting – Chief and SRO
- August 8 & 9 – Chef attended Global Leadership Network training at Grace Church
- August 10 – Honor Guard detail at Cape Henlopen High at School. ‘Tunnels 2 Towers fund raiser for Steven Siller foundation.’ (Fire Fighter from FDNY who ran through tunnels to the Twin Towers with all of his gear on to aide victims was subsequently killed when the towers collapsed)

August 10 – Chief and Cpl. Tyler Justice attended AFRAM. I also observed Senior Corporal Bradley at the event as well.

### Training

Cpl. Wingate attended Advanced Auto Collision training during the week of July 29.

Councilman Mulvaney reported on the Electric Department.

### **Since the last report**

#### **Crew**

Sprayed for weeds around the utility building.

Collected pad mount transformer information for GIS.

Trimmed trees on Dover St.

Took down our old communication wire on Market St.

Trimmed trees on High St to move the last pole behind the sidewalk.

Cut down a tree at Virginia Ave & Pine St so we could set a pole and put on the underground to supply the 3 lots on Pine St.

Had an outage on Willey St due to a storm, 6 customers were off about 3 hours.

Had a blip on circuit 210, road it out to find causes.

#### **Director**

Had a bi-weekly AMI conference call.

Had a directors meeting.

Reviewed the specifications for the new batteries for Ross Substation.

Sent out the bid documents for the switch cabinets and 750 MCM wire.

Sent out the RFP for the new batteries for Ross Substation.

Did the estimate for relocating the primary wires underground for the Oyster House project.

Had an AMI conference call about voltage analysis & event management.

Had a meeting about the solar application for the library.

Opened the bids and wrote my recommendation for the switch cabinets and 750 wire.

### **Upcoming Weeks.**

Continue remarking poles from the distribution circuit changes.

Continue collecting the data for the GIS system.

Move the pole on high St from curbside to behind the sidewalk.

Councilman Holland reported on Administration.

### **MEETINGS:**

- ✓ Attended the resilient by design charrette at the SVFD.
- ✓ Attended the tour of the Sussex County Emergency Operations Center.
- ✓ Attended two Oyster House Park design meetings.
- ✓ Attended a meeting with the Seaford Library RE: Solar application.
- ✓ Attended a Ross Business Park Phase II meeting.

- ✓ Attended an ED meeting for RFP review.
- ✓ Attended the Riverfest wrap up meeting.

**OTHER WORK:**

- ✓ Prepared the Council agenda.
- ✓ Attended PD interviews.
- ✓ Attended the Delaware Decision Makers luncheon.
- ✓ Attended Part-time Parks interviews.

**Information Technology Report:**

- ✓ Removal software no longer used from networked pcs
- ✓ Meeting to discuss Security Cameras at SPD
- ✓ Preparing bid documents for Servers
- ✓ Prep work for safety committee meeting
- ✓ Work continues on new website. Currently in preliminary design phase (Appx 5-6 months to complete)

**Administration Report for Council –**

- ✓ Prepare for Audit
- ✓ Review Actuarial Services RFP.
- ✓ Attend police applicant interviews.
- ✓ Attend DEMEC board meeting.
- ✓ Prepare and submit annual pension census data request to actuaries.
- ✓ 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 161 permits and 553 Rental Licenses as of August 13, 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 – Framing continuing.
- Chick-Fil-A – (Opening August 22<sup>nd</sup>)
- Wawa – DelDot approved site plan. Tea Tyme property demo to start 1-2 months.
- Starbucks – Opened
- Our Lady of Lourdes Church – Site work has started.

**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.

- Field preparation for the Field Hockey Clinics.
- Replaced an irrigation valve & controller problem at the Sports Complex.
- Installed 2 new toddler swings at the Jay's Nest Playground.
- Preparation for AFRAM Festival & SCSC Swim team Banquet.
- Organizing teams & coaches for the Youth Soccer & Youth Flag programs.
- Current sign ups - 162 for Youth Soccer & 142 for Flag Football.
- Currently have 41 registrations for Youth Flag Football.
- Preparation for 1<sup>st</sup> Saturday & the Glow Ride – 85 Reported riders at this event.
- Completed 3 work orders (64 total this year)
- Katie also attended various meetings and workshops.

Mayor Genshaw solicited a motion to close the Regular Council meeting. Councilman King made a motion to close the Regular Council Meeting. Councilman Holland seconded the motion; motion so passed with all voting in favor; the regular Council Meeting was adjourned at 8:24 p.m.

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Charles D. Anderson, City Manager

/tnt