

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

September 10, 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, Director of Economic Development and Community Relations, Trisha Newcomer, Director of Public Works, Berley Mears and Chief of Police, Marshall Craft were also present.

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

Mayor Genshaw solicited any changes to the agenda. City Manager Anderson stated there were none.

Mayor Genshaw stated that the minutes from the City Council meeting held on August 27, 2019 will be tabled for approval until the next Council meeting, as they had not been submitted for review yet.

New Business

Mayor Genshaw presented New Business Item #1: Representatives of the Seaford School District to update the City Council regarding 2019-2020 school year activities. Mr. Perrington, Superintendent of Seaford School District, came forward to discuss the current school year and how things were progressing so far. He mentioned that the student population has increased by approximately 80-100 students from the previous school year. The school was also recognized for the teacher of the year in 2018 as well as having a National Distinguished Principal at Blades Elementary and an individual named Regional Manager in the food service department. Students have increased scores over the past years, which means students are learning and developing skills that will offer opportunities in the future. Dr. Mikalus, assistant Superintendent, came forward to discuss the academic improvements in testing scores; which are some of the highest in the state.

Mayor Genshaw thanked them for presenting the information as well as the hard work that happens every day at the school that helps the students and our community.

Mayor Genshaw presented New Business Item #2: Approve a request from the Executive Director of the Western Sussex Chamber of Commerce to use facility space at Seaford City Hall once per week. Mrs. Newcomer came forward to present the information. She stated that Terry Carson, is the new Executive Director for the Chamber of Commerce. Prior to Mrs. Carson taking the position, the Chamber of Commerce had relocated from a location on High Street to Sussex Highway to be in a more accessible location for surrounding towns. Mrs. Newcomer stated that in conversation with Mrs. Carson and the City Manager, they felt that having an existing open office at City Hall that Mrs. Carson could utilize to meet with Chamber members at a more convenient location would be beneficial for the Seaford business/Chamber members. Mrs. Carson would also be reaching out to

other towns to initiate the same idea of being available at their locations. This would allow for her to meet with clients without them having to leave City limits.

Mayor Genshaw solicited any questions or comments from Council;

Councilman Henderson stated that it was disappointing to see the Chamber previously move from High Street so having Mrs. Carson present, even for a day or so a week, will be valuable to have her available to the community and business owners.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a motion to approve the request from the Executive Director of the Western Sussex Chamber of Commerce to use the facility space at Seaford City Hall once per week as presented. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #3: Approval a proposal from the Western Sussex Chamber of Commerce to offer the donation of the Chamber sign located at West Stein Highway and Dulaney Street. Mrs. Newcomer came forward to present the information in regards to the existing sign on West Stein Highway. The sign currently represents the Chamber of Commerce. In conversations with the previous director of the Chamber, she stated that the Chamber did not utilize the sign. In discussion with Mrs. Carson, she stated that the Board members for the Chamber of Commerce do not have a desire to do anything with the existing sign and offered to donate the sign to the City. With that conversation, the City reached out to Penco, the owner of the sign, to determine if they would like to utilize the sign or if the City could replace the sign with a sign to welcome people coming into the City. If the Council decides to move forward with the sign, a new sign would take the place of the current and a formal agreement would need to be made with Penco.

Mayor Genshaw solicited any questions or comments from Council;

Councilman Henderson asked if the new sign will reference the Chamber of Commerce.

Mrs. Newcomer stated no; it would be a City of Seaford sign.

Mr. Henderson also asked if the sign was in city limits.

City Manager, Charles Anderson, stated yes.

Councilman Mulvaney stated that during the electric liaison meeting, a discussion regarding the possibility of upgrading the lighting to LED if the City moves forward with replacing the sign.

Mr. Anderson stated if the City moves forward a new sign will be designed and replace the existing as well as landscaping and replacing the lighting; all of which would be a budgetary issue and would come before Council before that would take place.

Councilman MacCoy stated that if the City moves forward with replacing the sign but the expenses related to that are too much, is the City still held responsible for the ownership of the sign.

Mr. Anderson stated yes and no. Penco will take the sign if the City decides to not utilize it; but they are willing to have the City use it.

Councilman Henderson asked if Penco owns the whole sign or just the poles for the sign; and/or will the City just own the rights to the signage.

Mrs. Newcomer stated to her knowledge, the Chamber purchased the sign and placed it on the poles owned by Penco, so the new sign that will be placed on the poles, will be owned by the City.

Mr. Anderson stated with moving forward, the City will finalize the agreement with Penco to have terms in writing.

Councilman King asked if the Chamber is in the position to donate the sign to the City, since technically the property and poles of the sign are owned by Penco. Would they need to donate the sign back to Penco?

Mrs. Newcomer, stated they reached out to Penco in regards to that question, to see if Penco wanted to have the sign donated back to them and then donated to the City. They did not see the issue in having the City take over the sign. However, the City will have an agreement between the City and Penco.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the proposal from the Western Sussex Chamber of Commerce to offer the donation of the Chamber sign located at West Stein Highway and Dulaney Street as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #4: A request from the Sussex County Health Coalition for support of the Seaford Goes Purple initiative. City Manager, Charles Anderson stated that Peggy Geisler, Executive Director of the Sussex County Health Coalition, reached out to thank the City of its \$1,000.00 donation to the "Seaford Goes Purple" Drug Abuse Awareness Campaign in 2018. The Sussex County Health Coalition is requesting a consideration to sponsor the 2019 campaign which is part of a larger "Delaware Goes Purple" campaign launching this year. The donations help to increase access to support services and treatment options for the community related to the opioid epidemic in Sussex County.

Mayor Genshaw solicited any question or comments from Council; there were none.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the request from the Sussex County Health Coalition for support of "Seaford Goes Purple" initiative by making a donation of \$1,000.00. Councilman Henderson seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #5: Bids- Venture Drive road extension. Berley Mears, Director of Public Works, came forward to present the information. Mr. Mears stated that the paving is the last portion of Venture Drive and will complete the street. Mr. Mears stated the City received three bids for the referenced project. All of the bids came in higher than expected, however Dixon Contracting Inc. was the lowest bidder for the total of \$115,456.53 and met all of the bidding requirements. The street paving will be postponed this year so that the City can use MSA funds for this project.

Mayor Genshaw solicited any questions or comments from Council.

Councilman Henderson asked if the cul-de-sac was included.

Mr. Mears stated yes.

Councilman Henderson asked if the paving was an extension of 100-200 feet of paving.

Mr. Mears stated it was more than that, but not sure of the exact footage.

With no further questions or comments, Mayor Genshaw called for a motion. Councilman MacCoy made a motion to approve the Venture Drive road extension project bid to Dixon Contracting Inc. in the amount of \$115,456.53 as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #6: A proposal from the City Engineer; George, Miles and Buhr for Phase one design services for the north portions of the Ross Business Park. Mr. Anderson stated that in working with the State legislators the City of Seaford received a \$750,000.00 appropriation from the Bond and Capital Improvements Act for fiscal year 2020 for an economic development business park. This funding is provided through the Municipal Infrastructure Fund as one-time assistance for the City of Seaford and does not require a local match. The scope of work for the extension of the Ross Business Park will include a proposed new entrance road from Herring Run Road, extension of the road and utilities necessary for the development of four lots as shown on the Concept Plan C. The project will also include roadway drainage, regional Stormwater management, Fire Marshal compliant turnaround, extensions of utilities and a temporary sewage pumping station and force main. The estimated costs associated with the design work is \$87,500.00. Bond appropriations come with a three (3) year time limit, so it's best to move forward and start the project as soon as possible. The bids will still need to be put out for the project as the \$87,500.00 is only for the design services from GMB.

Mayor Genshaw solicited any questions or comments from Council.

Councilman MacCoy asked if the \$87,500.00 will come from the bond.

Mr. Anderson stated yes, it is a recoverable expense.

Councilman King asked if the City required a bid for the proposal of the Phase One design service or automatically go with GMB.

Mr. Anderson stated GMB is the City's Engineer so the City can use their services. However, if it was over \$100,000.00 it is a state law that it would have to go thru an RFP process.

Mr. King then asked if he felt that \$87,500.00 was a fair price, or could someone come in cheaper for the same work.

Mr. Anderson stated that in his opinion, it is possible someone could do it for a lesser amount, however with GMB's knowledge of the City's infrastructure and they do the City's electric and civil engineering, they understand the lift stations, etc. that could impact larger systems.

Councilman MacCoy stated that in the RFP, the time frame is 6-9 months, is that on schedule for getting the project completed within the three year term.

Mr. Anderson stated yes. The 6-9 months will more likely be closer to 9 months because it will be tied into a DelDot approval for the proposed entrance road, so a traffic impact study, etc. will need to be done which can take a little longer.

With no further questions, Mayor Genshaw called for a motion. Councilman King made a motion to approve the proposal from the City Engineer; George, Miles and Buhr for Phase One design services for the north portions of the Ross Business Park, in the amount of \$87,500.00; with funding provided by FY 2020 Bond and Capital Improvements Act appropriation as presented. Councilman Holland seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #7: The appointment of a 911 Services Evaluation Committee. Mayor Genshaw stated that he hand-picked a diverse group of people to serve on the committee and they will discuss the value in having our own 911 Center verses a County/State Dispatch center; what the differences are, how to justify the cost of those differences and review how the City would fund the center. This may require the committee to have multiple meetings and visits to discuss what the next plan of action should be and the recommendation for the plan moving forward. Mayor Genshaw asked City Manager, Charles Anderson, to present the list of persons he is recommending to serve on the 911 Center Evaluation Committee:

Dan Henderson- Vice Mayor and Liaison to Seaford Police and Fire, Chairman
Charles Anderson- City Manager
Anita Bell- Manager Seaford 911 Center
Jack Wilson- Seaford Volunteer Fire Dept. Chief
Pastor Isaac Ross- Seaford Resident
Cole Scott- Acting Sgt. Seaford Police Dept.
David Tull- Seaford School Board President
Terry Carson- Director Western Sussex Chamber of Commerce
Penny Short- Nanticoke Hospital President
Greg Massey- VP of Agent Operations, Trinity Logistics

Joan Neal- President, Regional Builders
Alan Cranston- Owner of Every Fiber Coffee, Seaford Resident
Jose Santos- Real Estate Agent, Seaford Resident

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

Mayor Genshaw called for a motion. Councilman Mulvaney made a motion to approve the appointment of a 911 Services Evaluation Committee as presented. Councilman MacCoy seconded the motion; motion so passed with all present voting in favor.

Mayor Genshaw presented New Business Item #8: Recommendation to the City Council regarding staffing of the 911 Center. City Manager, Charles Anderson, stated that staff members including, directors, supervisors and administrative on-call personnel met to discuss and make a draft of the procedures that will be followed in the event that the 911 Center were to fold and/or close down. The Call out Procedures have always been in place, however they have been modified to add in the Administrative On-Call personnel. In the event that the 911 Center closes, the Administrative On-Call person will be responsible for answering the on-call phone and making the first call to standby personnel for the respective utility service. They will also be responsible for making additional calls on the basis of numerous issues that may arise, which is outlined in the procedures. Mr. Anderson stated that currently, two Dispatchers have given their resignation, and if they receive one more, the Center will have to follow the procedure of folding down for an allotted amount of time during the day/night to provide adequate service and safety to the community.

Mayor Genshaw solicited any questions or comments from Council.

Councilman King asked if the City will hire anyone to fill the two positions.

Mr. Anderson stated no. They will not be re-hiring for the positions currently; the status of the Center is unknown, and the training process for someone to be certified can be six months or longer, which is not worth the process of hiring and/or training with the uncertainty of the 911 Center and what will come of it.

Councilman King stated that since two employees have already resigned it could be an indication that more is to come, so if not rehiring then we may be at a point that it will have to be closed because of staffing issues.

Mr. Anderson stated yes. If anymore dispatchers were to resign, they would be short staffed and that would then turn into a safety issue. The Center must meet the requirements of the law for staffing/personnel and if the City does not meet that we have to make the best decision for the community.

Councilman Henderson asked why the agenda item was presented to be voted on; wouldn't it be a staff decision.

Mr. Anderson stated yes. The staff would like to make the Council aware of the procedures and the direction that the City is going in; with the circumstances that we are in. It was an existing directive that was modified. Therefore, the Council doesn't necessarily have to vote on it.

Councilman MacCoy asked what the folding down time frame and/or process is.

Mr. Anderson, stated it is based on staffing. The Center could close down for a 12 hour period/day, but it would be dependent upon staffing.

Councilman Mulvaney stated he did not see the need for a motion to be made.

OLD BUSINESS:

There was none.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- *Measure for Measure* Outdoor Theatre Performance at the Jay's Nest, Thursday, Sept. 12th at 7:30 p.m.
- Movie Night in the Park at the Jay's Nest, Saturday, Sept. 14th at 7:30 p.m.
- September 16th will be the start of the repainting of Spruce Street Water Tower. (The Christmas star will be affected)
- Coastal Clean-Up Day at William's Pond (Soroptomist Park), Saturday, Sept. 21st at 9 a.m.

COMMITTEE REPORTS

Councilman Matt MacCoy reported on Public Works.

Past two weeks:

Public Works:

- Continued troubleshooting problem meters
- The Tull Drive road extension project is going well
- Replaced damaged hydrant on Sussex Extended
- Cleaned up a couple more properties for Code
- Market Street sewer main replacement is on-going
- Riverview Park shoreline project continues to go well
- Venture Drive bids received
- Equipment maintenance
- Attended multiply meetings CPR training, Riverview construction, Tull Dr. construction, Rt. 13 water main project with County, dispatch procedure, Spruce tower preconstruction
- 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
- DNREC annual inspection went well
- Ryne Wood completed and passed his level 3 wastewater exam and has submitted an application for his level 3 license

Upcoming two weeks:

Public Works

- Work on replacing remaining meters
- Work on AMI meter issues
- Monitor projects
- Spruce tower 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.

Seaford Volunteer Fire Department, Inc.

Report from President Rick Stewart:

The Delaware Volunteer Fire Fighter's Association will hold their annual conference from September 10 through September 14, 2019. The SVFD will be participating. Some distinguished honors will be given to SVFD and Auxiliary Members this year:

1. Mrs. Carolyn Calhoun will be named to the Ladies Auxiliary Hall of Recognition.
2. Mr. Barry Calhoun will be recognized for 50 years of service to SVFD.
3. Mr. John Botdorf will be recognized for 50 years of service to SVFD.

C. Bryan "Spuck" Bennett, Past President and Chief Emeritus, celebrated his 90th birthday on September 9, 2019.

The next meeting with the IAFF and SVFD officials will be held on September 23, 2019 in Seaford Library Meeting Room.

The audio system installation project by Mid South Audio is substantially complete. There remain a few punch items.

Under the Board of Director's consideration is the possible relocation of the Auxiliary's Meeting Room to the current Conference Room. If approved EMS Captain Jason Hudson would be relocated to the former Auxiliary Meeting Room.

Report from Chief John Wilson:

YTD as of 12:00 9/9/2019 there have been 417 Fire Calls and 2464 EMS calls.

Rescue 87 is back in service from repairs due to damage sustained in a traffic accident.

Ambulance B87 in Out of Service due to air conditioning issues.

Equipment testing is taking place. Most equipment so far has passed, or there are minor issues.

The exception being several sections of hose failed the hydrostatic test. The failed sections will need to be replaced.

New Engine 87-5 online for fabrication with an expected delivery toward the end of November.

The Seaford School District have arrived at an agreement for EMS coverage at all home football games this year.

Fire Prevention week is October 6 through October 12, 2019. This year's theme is, "Not Every Hero Wears a Cape" PLAN and PRACTICE YOUR ESCAPE! The State Fire Prevention Poster and Essay contest packets have been delivered to the Seaford School District.

Assistant Chief Gaskin has presented updated insurance information to City of Seaford administration.

On September 8, 2019 Firefighter Allie Scritchfield completed a 110 story climb (approximately 1980 steps) in full SVFD firefighting gear while participating in the 9/11 Memorial Stair Climb in Lancaster, PA. She also earned the top spot on the donation list with \$540.00 donated. The donations will benefit the National Fallen Firefighter's Foundation. Congratulations Allie!!

**Monthly Fire and EMS Report for August 2019
 as reported by 1st Asst. Chief Tom Lecates**

Total number of alarms- 77

Number of alarms within the City- 39

Number of alarms outside the City- 37

Number of assist/stand-bys at other fire companies- 1 / 0

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2400-0100							
0100-0200		1					
0200-0300	1						
0300-0400				1			
0400-0500					1		
0500-0600							
0600-0700				1			
0700-0800	1	1					
0800-0900	1				1		
0900-1000		1	1	1	1	1	
1000-1100		1					
1100-1200	1			2		1	
1200-1300				1		1	
1300-1400	1				1		
1400-1500		1		2			
1500-1600	1		1	1		1	1
1600-1700		2	1			1	2
1700-1800	1	1	2	2	2	2	
1800-1900		2		1	8		
1900-2000	2	1		1	2		1
2000-2100	1				1	1	
2100-2200	1						

2200-2300	1	1	3	1
2300-2400			1	1

Types and number of Alarms

AFA- 25	Brush/Field Fire- 3
MVC- 23	Smoke Investigation-1
EMS Assist- 11	Trash Fire- 1
Powerlines- 11	Fire Police Asst.- 1
Assist other FD- 1	Duty Crew Calls Total - 6
MVC- 1	Duty Crew Calls (Friday Nights)- 1
Powerlines- 2	EMS Asst.- 1
Trash Fire- 1	Fire Police Asst.- 1
Assist on MVC- 1	

Training:
 August 21, 2019- Forcible Entry at Station 87.

Notable Alarms for the Month:
 8/1/2019- Thunderstorm went through the area causing 9 alarms in one hour time period.
 Numerous motor vehicle collision, automatic fire alarms, EMS assist calls and powerlines down during the month but nothing noteworthy.

Monthly EMS Report for August 2019 from First Assistant Chief Tom Lecates

Total Number of EMS Runs- **314**
 Total Number of "Alpha" Calls- **98**
 Total Number of "Bravo" Calls- **65**
 Total Number of "Charlie" Calls- **66**
 Total Number of "Delta" Calls- **83**
 Total Number of "Echo" Calls- **1**
 Total Number of "Omega" Calls- **1**

(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:

No reported injuries.

SVFD in the Community:

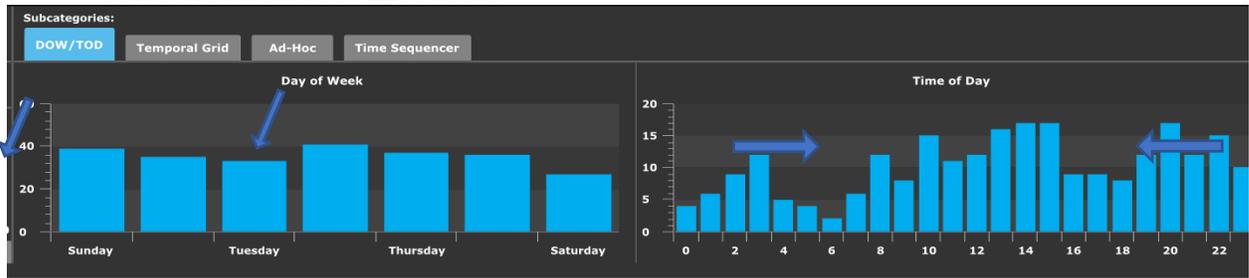
August 15: Blood Bank at Station 87.
 August 16: Back to school party at Meadowbridge.
 August 22: Grand opening at Chick-Fil-A
 August 26: Welcome children back to school at various schools in the district.

Seaford Police Department

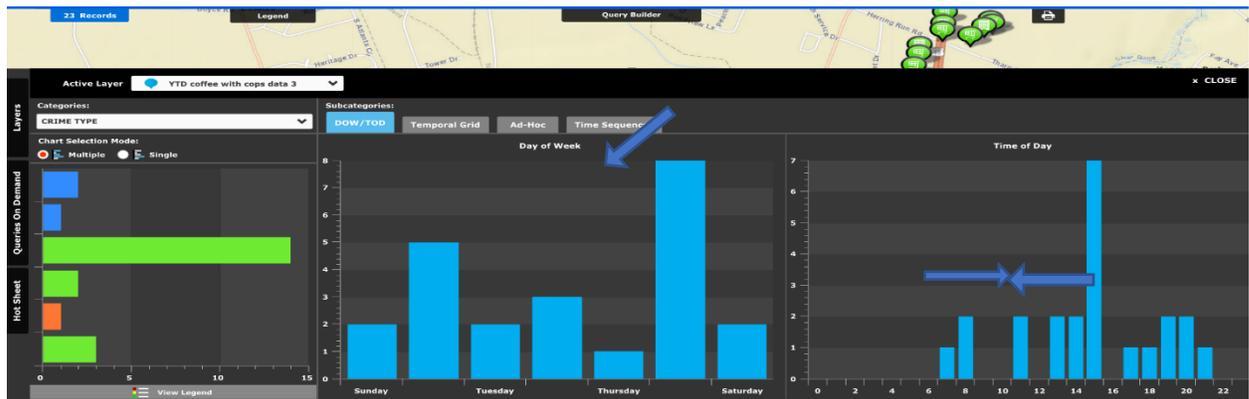
Police Activity during period of August 26 through September 8, 2019 as reported by Chief Marshall D. Craft, Jr.:

Criminal

- All complaints: 248
 - Felony: 10
 - Misdemeanor: 51
 - Violations: 6
 - Other: 181
- 89% Clearance Rate (overall)
- Sun & Wed from 1000-2200 hours

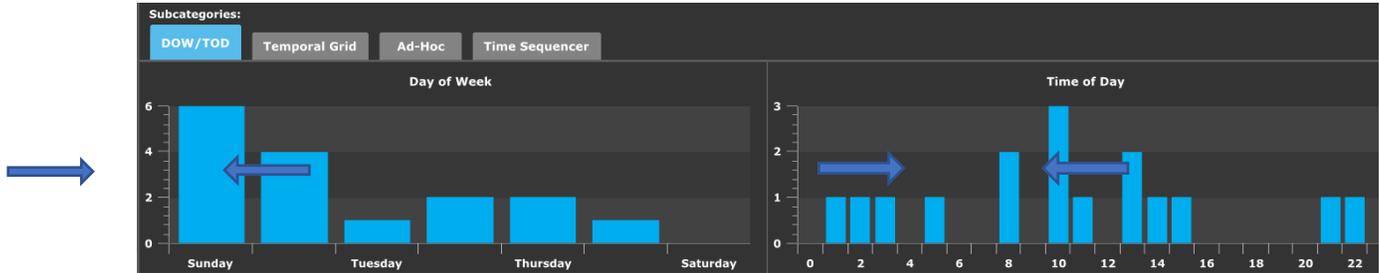


Additional Data: Aggravated Assault, Burglary, Theft and Shoplifting: (43% clearance rate during this reporting period)



False Alarms this reporting period:

- All Alarms: 16
- Sun & Mon from 0800-1300 hours

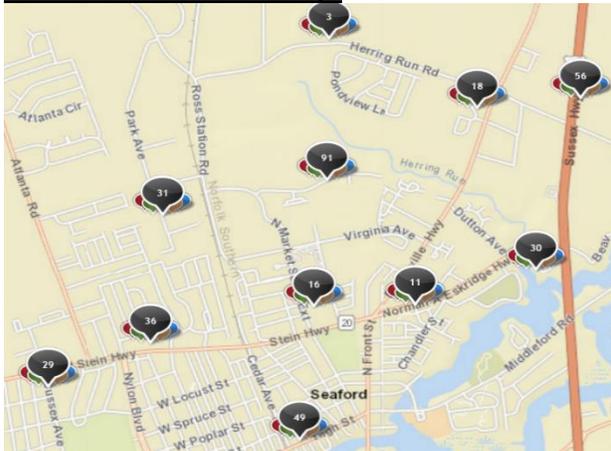


False Alarms YTD:

- All Alarms YTD: 371
- Fri, Sat & Sun from 1900-0100 hours



YTD False Alarms Pin Map:



Drug Complaints:

- Drug Crimes: 11
- Search Warrants(s): 1
- Overdose: 1

Significant Events:

On August 31, 2019, at 2214 hours, the Bridgeville Police Department was dispatched to a shooting in their town limits. Upon arrival, the officer requested immediate assistance from all available units as there were approximately 500 people present and several victims. (#71-19-10112). Seaford PD officers responded quickly to assist Bridgeville PD and Delaware State Police Troop 5. Officers cleared the pathway for Paramedics and EMS to treat and transport the victim(s). Nanticoke Memorial Hospital was placed on lockdown after reports of a large crowd were received. Seaford PD officers, along with DSP, Laurel PD and Bridgeville PD responded to NMH to ensure the safety and security of the hospital patients and staff.

On Friday September 6th, 2019, The Seaford Police Department, assisted by the Dover Police Department, concluded an investigation into the sales of illegal drugs at a residence in the 400 block of North Street in Seaford with the execution of a search warrant. Upon executing the Search Warrant, Detectives located 5 grams of crack cocaine, .4 grams of power cocaine, 144.7 grams of marijuana, various items of drug paraphernalia indicative of drug dealing to include scales and packaging materials, prescription pills and a large amount of United States Currency which is suspected of being proceeds from selling illegal drugs. Two subjects were arrested and released on the below listed charges.

Defendant: John King, 37 YOA, New Castle
Charges: Possession with the Intent to Deliver a Controlled Substance (Crack)
Possession with the Intent to Deliver a Controlled Substance (Marijuana)
Possession of a Controlled Substance (Cocaine)
Possession of a Controlled Substance (Marijuana)
Possession of a Controlled Substance (Crack)
Possession of Drug Paraphernalia

Defendant: Samuel West, 67 YOA, Seaford
Charges: Possession of Drug Paraphernalia

Traffic

- Citations: 261
 - Cell Phone Violation: 5
- DUI: 0
- Crashes: 18
 - Injury: 2
 - Non-Injury: 16
 - Both injury accidents were Hit & Runs
 - Sun & TH 1200-1600



911 Center Telephone Stats

Telephone Stats	
August	2019
Wireline 911	148
Cell Phone 911	637
VOIP	121
Total 911	920
Abandoned 911	107
Total Administrative Calls	1817
Outgoing Admin Calls	645
Incoming Admin Calls	1763
Abandoned Admin Calls	54
Incidents	
Police	1165
Fire	313
EMS	74

Admin

8/26- Director Meeting- Chief
8/27- Welcome Back to School – Chief, D. Chief, Sgt. Little and Sgt. Sterner
8/27- Council Meeting- Chief
8/28- Staff Meeting - Chief
8/28- Crises Response Training/meeting - Sgt. Little
8/29- Sussex County Drug Coalition meeting - Chief & CI
9/03- DSP Intel Meeting at SPD ref. CrimeView - Chief
9/04- Sergeants / Admin meeting
9/04- Staff meeting City Hall - Chief
9/05- Community Café/ 'Coffee with a cop' – Chief, Sgt. Little, Sgt. Sterner and S/Cpl. Wingate
0/05- Sergeants oral boards – D. Chief
9/05- Seaford Night Out meeting – Chief, D. Chief, Sgt. Sterner, Ms. Manso

Training

No training this reporting period.

Councilman Holland reported on Administration.

PROJECT UPDATES:

MEETINGS:

- Met with Sen Carper about the Oyster House project.
- Attended the September BOA meeting.
- Attended the Venture Drive bid opening.

- Attended a meeting with the Sussex County Engineer regarding extending water services on Sussex Highway.
- Attended a meeting regarding the Library solar/battery installation.

OTHER WORK:

- Prepared the Council agenda.
- Attended the CPR training and obtained recertification.

Information Technology Report:

- Research on virtual desktop environment and change over process
- Run fiber at City Hall from basement network rack to server room
- Fix remote desktop issue with SCADA
- Purchase syslog software

Administration Report for Council:

- Prepare for Audit
- Write policies for JAG grant Subrecipient Monitoring.
- Attend CPR/AED training & received certification.
- Work with MetLife to locate participants beyond the effective date.
- 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 178 permits and 557 Rental Licenses as of September 09, 2019. (Invoices have been mailed out for the rentals that did not apply for the license. There are 44 outstanding rental invoices.)

Large Project Statuses:

- Riverplace Phase 2 – Insulating the walls
- Wawa – Permits paid for. Tea Tyme property demo to start 1-2 months.
- Our Lady of Lourdes Church – Site work has started. Footers are poured.

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 5 soccer games.
- Promoted Outdoor Theatre Performance & Movie Night in the Park.
- Preparation for the 1st Saturday in Seaford event.
- Preparation for the Outdoor Theatre Performance Sept. 12th
- Preparation for Move Night in the Park Sept. 14th
- 3rd week of Men's slow pitch softball.
- Current sign ups - 185 for Youth Soccer & 145 for Flag Football.
- 1ST Week of Youth Soccer – Youth Flag to start Tuesday 9/10
- Canceled Food Truck Friday due to the weather.
- Completed 3 work orders (78 total this year)
- Katie also attended various meetings and workshops.

Mayor Genshaw called for a motion to close the regular Council Meeting. Councilman Henderson made a motion to close the regular Council Meeting. Councilman MacCoy seconded the motion; motion so passed with all voting in favor. The regular Council Meeting closed at 7:57 p.m.

Charles D. Anderson, City Manager

/sep