

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

September 11, 2018

7:00 PM

Vice-Mayor Dan Henderson called the Regular Meeting at 7:00 p.m. to order with the following present: Councilwoman Leanne Phillips-Lowe, Councilman H. William Mulvaney, III, Councilman Orlando Holland, and Councilman James King. City Manager, Charles Anderson, Director of Finance, June Merritt, Chief of Police, Robert Kracyla and Fire Chief, Jack Wilson were also present.

Vice-Mayor Henderson held a moment of silence in remembrance of 9/11.

Councilman King offered the opening prayer and Vice-Mayor Henderson led those present in the Pledge of Allegiance.

Vice-Mayor Henderson solicited any changes to the agenda; there were none.

Vice-Mayor Henderson called for a motion to approve the minutes of the regular meeting on August 28, 2018. Councilman Holland made a motion to approve the minutes from the August 28, 2018 Council Meeting. Councilman King seconded the motion; the motion so passed with all present voting in favor.

Vice-Mayor Henderson called Chief of Police Robert Kracyla forward to present Patrolman James, McKinnon, Wilson and Wyatt certificates of promotion to Patrolman First Class.

**CORRESPONDENCE**

There were none.

**NEW BUSINESS**

Vice-Mayor Henderson presented New Business Item #1, Representatives of the Sussex Montessori School to present information regarding their plan to open a Montessori school in Western Sussex County.

Mr. Sean Steward came forward who introduced Ms. Jessica Bradley, board member, Mr. Mark Chura, project facility project manager and Ms. Linda Zankowsky who were all present representing the school.

Mr. Steward stated that in 2014, funding was received through the Longwood Foundation to help start a Montessori school in Sussex County. He added that there is currently a Montessori school in Wilmington and one in the Christina school district.

On April 19, 2018 it was approved to open a Montessori school in Sussex County and the search process started for a location. Currently, the old Wheaton's property on Stein Highway west of

Seaford is under contract to purchase to house the Montessori school. At this time, a search is underway to hire the head of the school for this location.

Ms. Zankowsky stated that they have requested an extension for a year to open the school; therefore, the expected opening is for the 2020 school year.

Ms. Zankowsky then gave a background of how the Montessori school operates and how the children learn in a Montessori school setting. The Montessori philosophy is based on the scientific research of Dr. Maria Montessori in Rome at the turn of the 20<sup>th</sup> century, in the belief that children are innate learners, driven by curiosity and thrive in physical and social settings prepared specifically for them. In a Montessori classroom, the teacher focuses on the child, rather than the group of children focusing on the teacher at the front of the room. The teacher moves among the students as they complete their individual work, independently or in small groups. Each child has the liberty to work for as long as it takes them to master the material, skill, or concept. Regardless of age or grade level, children who are ready to move to the next skill set are encouraged to do so. Children who need more time on a specific skill continue until they have mastered it. Children also work in interrupted blocks of time and have the freedom to move about the classroom.

Ms. Zankowsky also pointed out that children are typically grouped in multi-aged classrooms. For this location, it would be K-1, 2-3, 4,5,6 grades. Children are encouraged to assist one another. These more natural social settings provide room for the growth of leadership traits, social skills, and intellectual curiosity.

Teachers receive another two years of training to teach in a Montessori setting. Therefore, these teachers have more training than a typical teacher.

Vice-Mayor Henderson solicited questions from council. Councilman King asked how many jobs would be created for this school? Ms. Zankowsky stated that in the first year, it is expected to have ten classrooms. In each classroom there will be one teacher and one paraprofessional, there will also be office staff, a guidance counselor, building and grounds staff and many other staff. She added that the food services would be contracted out to a local company that has yet to be determined.

Vice-Mayor Henderson thanked them for coming this evening and shared that this is exciting for the City of Seaford. Ms. Zankowsky thanked the City Council and City staff for their support of the process so far and looks forward to working with them in the future.

Vice-Mayor Henderson presented New Business Item #2, George Owens, P.E. with Downes Associates to present a proposed cost estimate and planning information related to the second 69 kV interconnection (tie point) project at Ross Substation.

Mr. Owens stated that the Central Substation has about a 50-year life expectancy which is about over. The City of Seaford recently made a great investment by upgrading the Pine Street substation which was a \$7.5 million project. He added that if this project was not completed, the City would have experienced some major power outages. As part of the project, new circuits were

also installed which was about \$1 million of the investment. The Pine Street substation project replaced two near failing substations and rebuilt the entire distribution system in the City. In the process, major tree trimming was also completed.

Mr. Owens explained that during this project, discussion and planning was done to do a second tie point. He reminded everyone of the time that the entire City of Seaford was without electric when Delmarva Power had to upgrade the transmission system serving the City. While they completed that work, there was nowhere to switch the load, therefore, the entire City was without electric. This new line would be connected to a new City of Seaford 69 kV substation (Ross), which will take the entire load off of the current Pine Street Interconnection. Pine Street would then serve as a backup interconnection point.

City Manager Anderson mentioned that an electric committee meeting was held in early August to discuss the potential of a second tie point. When the Pine Street substation was built, all of the wood structures were replaced with steel. The substation is in a much better situation due to the project. Within the next 10 years, Ross substation will need upgrades due to the age of the equipment approaching its useful life. City Manager Anderson stated that we were able to do a two-step bond process with DEMEC for the recent project funding. We currently have a 10-year bond for the AMI project and a 20-year bond for the Pine Street Substation. Therefore, when it is time to consider this project, the AMI project should be paid off and we would have funding options for a second upgrade project that could include a second tie point. It was added that the estimated cost for this project is \$1.18 million for DP&L work and over \$5 million for the entire project.

It was asked how long would the design and approval from Delmarva Power take? Mr. Owens stated that he felt it would take about 24-36 months. He added that all major decisions such as this project would go through their Chicago corporate offices for approval.

City Manager Anderson stated that the City is working with the adjacent developers to plan sewer and water routings to ensure they will not impede any future interconnection path.

Vice-Mayor Henderson solicited questions from council. Councilman King asked once we do the tie point, how often would Delmarva Power need to do upgrades in the system causing potential outages for the City of Seaford. Mr. Owens stated that those are completed based on the life of the system; they have about a 35-40-year expectancy.

With no further questions Vice-Mayor Henderson thanked George for his attendance.

Vice-Mayor Henderson presented New Business Item #3, Present for approval a proposed Employee Attendance policy.

City Manager Anderson stated that this has been discussed during staff meetings with a recommendation to move forward. All of the directors and supervisors have reviewed the information and included their comments in the policy that is being presented tonight.

He added that as a part of the City's ongoing evaluation process and employee development program, Department Directors and Supervisors requested that a further refinement of our attendance policies be looked at to better outline organizational expectations regarding attendance. Currently, the City Employee Handbook and payroll policy govern employee attendance and payment rules should an absence or late arrival to work occur. No changes are proposed for those existing policies and requirements.

Staff identified a need to define for employees a process of progressive action that will occur resulting from events such as unscheduled absences, tardiness and unscheduled early departures. This progressive action meshes with our newly created evaluation process and outlines a uniform number of infractions for evaluation rating elements.

The policy states the following:

- Verbal warning upon five (5) occurrences and receives a rating of "Needs Improvement" under the attendance rating element on the next employee evaluation.
- Written warning upon ten (10) occurrences and receive a rating of "Unsatisfactory" under the attendance rating element on the next employee evaluation.
- Any occurrence beyond the ten (10) occurrences in a calendar year may be subject to discipline in the form of suspension without pay or termination of employment.

City Manager Anderson mentioned that if this policy is adopted, the Seaford Police Department General Orders Manuel requirements will continue to apply to sworn offices of the FOP.

City Manager Anderson added that the City of Seaford leadership team does work with staff and is very flexible. It is understandable that some incidents come up that cannot be avoided; this policy will not change that.

Vice-Mayor Henderson asked when this policy would be effective. Mr. Anderson stated that if approved tonight, it would go into effect tomorrow. Councilwoman Phillips-Lowe expressed some concern about the quick turnaround. She felt that the employees should have some time to review the policy prior to it being effective. City Manager Anderson stated that it can be effective upon whenever date Council desires.

Councilman Holland asked if there was nothing changing, then why create the policy. City Manager Anderson stated that this is a tool that can be used when evaluations are completed. He added that supervisors wanted a uniform guideline put in place.

With no questions or comments from Council, Vice-Mayor Henderson called for a motion. Councilwoman Phillips-Lowe made a motion to approve the Employee attendance policy as presented to be effective October 1, 2018. Councilman Mulvaney seconded the motion; motion so passed with all present voting in favor.

**OLD BUSINESS:**

There was none.

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

- Seaford Downtown Focus Day, Wednesday September 12, City Hall 8:00 a.m. – 4:00 p.m.
- Williams Pond Clean Up Day on September 15, 9 a.m. until 12:00, noon
- Seaford Night Out, Seaford Police Department, Thursday, September 27, 2018 5 p.m. – 8 p.m.

### **COMMITTEE REPORTS**

Vice-Mayor Henderson Reported on Police, Fire and EMS:

Monthly EMS Report  
August 2018

Total Number of EMS Runs- 322

Total Number of "Alpha" Calls- 93

Total Number of "Bravo" Calls- 52

Total Number of "Charlie" Calls- 88

Total Number of "Delta" Calls- 85

Total Number of "Echo" Calls- 2

Total Number of "Omega" Calls- 2

Total Number of Non-EMS 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.)

Seaford Volunteer Fire Department, Inc.  
Monthly Fire Report  
August 2018

Additional information from the month:

Hire one full-time employee, posting closing date-September 15, 2018 at 1600 hrs.

No reported injuries.

SVFD in the Community:

SVFD EMS stood by at the bike parade on August 4<sup>th</sup>.

SVFD annual softball tournament to benefit the Delaware Burn Camp, August 17-19<sup>th</sup>.

Meadowbridge Back to School Public Event, August 24<sup>th</sup>.

2018 Immanuel House of Praise Public Event, August 25<sup>th</sup>.

Upcoming events in the Community in August:

Lowe's Patriot Day celebration, September 11<sup>th</sup>.

Types and number of Alarms

|                    |                       |
|--------------------|-----------------------|
| MVC- 26            | Brush/Field Fire- 2   |
| EMS Assist- 15     | Structure - 1         |
| AFA- 13            | Child in a Vehicle- 1 |
| Assist other FD- 2 | Vehicle Fire- 1       |
| Structure-2        | Appliance Fire- 1     |
| Powerlines- 2      | Washdown- 1           |
| Trash Fire- 2      | Rescue- 1             |

(Duty Crew Calls- 7) Total number of alarms- 68  
Number of alarms within the City- 34  
Number of alarms outside the City- 32  
Number of assist/stand-bys at other fire companies- 2 / 0

**Training:**

08/01/2018-New SCBA training at Station 87 and walk through of the new Royal Farms.  
08/15/2018-Invista walk through.

**Notable Alarms:**

8/8-Serious MVC with entrapment at Sussex Hwy & Herring Run Road.  
8/22-WM trash truck fire at Middleford Road.  
8/22-MVC involving a Seaford Police cruiser on Sussex Hwy.  
8/27-Structure Fire at Family Dollar, 535 E. Stein Hwy.

Police Activity during period of August 22, 2018, through September 11, 2018:

Criminal

August 23, 2019 – DSP officers asked us to respond to Delux Dairy Market in Concord due to a disorderly male as they have no available units at the time. The suspect fled on foot when he saw the officers. Unable to restrain the suspect Sgt. Little deployed his Taser and was taken into custody. The suspect was transported to Sussex Correctional Institute after being charged with two felony counts of Resisting Arrest, Criminal Mischief, and Disorderly Conduct.

August 25, 2018 – Officers were called to the Belle Ayre development where an intoxicated male threatened two victims with a shotgun after an argument. One of the victims was able to remove the shotgun from the subject. The subject was then arrested and charged with Aggravated Menacing.

August 27, 2018 - Officers responded to the Family Dollar Store on Stein Highway for a structure fire. They shut down the area roadways and stood by until the Fire Department arrived. It is believed that the fire may have been deliberately set and investigation has been turned over to the State Fire Marshall's office. As a follow up, investigation revealed a 16-year-old juvenile started the fire.

September 3, 2018 – Officers responded to the Miracle Revival Center church for a reported attempted arson. Pastor Ross had arrived earlier at the church and discovered a Molotov Cocktail-

style device on the floor. The device appeared to have extinguished itself prior to causing any damage. It is believed to have been placed there between 2 p.m. on September 2 and the time Pastor Ross arrived on September 3 at 11:30 a.m. A suspect is under surveillance as the investigation continues.

September 5, 2018 – Seaford officers were dispatched to a residential fire at 1137 p.m. at 30 Crossgate Village. The residents called the fire in. The resident in the adjoining unit was not answering the door and officers had to break the door down. The resident eventually heard the noises and called 911 because she thought someone was trying to break in. She and her dog were rescued. The State Fire Marshall's office is investigating this incident; however, it is thought that this and the above incident may be related.

September 6, 2018 – Chief met with the SCOPE Team regarding surveillance of the suspect in the arson cases.

Another meeting with Delaware State Police and Bureau of Alcohol, Tobacco and Firearms was held regarding the serial arsonist.

September 8, 2018 – Pfc. Wilson responded to a call regarding an unconscious male. Wilson was unable to get any response from the subject. Additional officers and EMTs arrived on scene while Wilson performed CPR. The male was transported to Nanticoke Memorial Hospital, after which we were informed of his death.

#### Admin

August 27, 2018 - Chief met with Beverly Hitch, Director of the ACE Center, regarding her concerns of the homeless living under the bridge, drug dealing, prostitution, public urination, etc. This a cut through for children walking to school. Sergeants have been advised of the situation and are doing frequent patrols in the area to get the area cleared out.

August 28, 2018 – Chief, along with other City officials and employees, did a meet and greet for the first day of school for students.

Chief met with the Mayor and Mr. Petree of WXDE 105.9 about his comments regarding drugs and policing in the City of Seaford. A Ride-A-Long is being arranged for Mr. Petree in the near future.

Chief attended the Council Meeting. Two items on agenda were approved for the Police Department.

August 29, 2018 – Prayer meeting held outside of the Police Department with Pastor Ross and Pastor Tom in an effort to unite the community with its police officers.

August 30, 2018 – Chief attended a Bail Enforcement Administration board meeting in Dover.

Cpl. Frank Bradley and Pfc. Tyler Justice visited Seaford High School to hang out with students.



August 31, 2018 – Chief held a Sergeants meeting.

September 4, 2018 – Chief met with Adair Williams, a basketball coach, looking for ways to obtain a grant for his players.

September 5, 2018 – Chief met with two attorneys at the DAG's office in Georgetown regarding an ongoing problem they are having with evidence.  
Chief attended the Ribbon Cutting ceremony of the Jack Markel Trail dedication in Wilmington.

September 7, 2018 – Chief met with Maryland State Police regarding jurisdictional areas and joint investigations.

Chief has appointed Sr. Cpl. Matt Mills to a position in Criminal Investigations Division, with a 6-month probation.

The Department applied for the Sussex County Revenue Sharing Grant and has received \$25,000.00 from the County for a new police vehicle.

Chief has applied for two grants through Sussex County Health Coalition to purchase giveaways for the upcoming Seaford Police Night Out Against Crime. The grants will enable us to purchase purple flags with "Seaford Police Department – Real Heroes Don't Do Drugs" along with drinking cups and silicone bracelets with the same theme for Operation Purple.

The 2018 Justice Assistance Grant has been completed.

The 2019 Violent Crimes Grant of \$51,029.61 has been turned in for 6 rifles, 2 computers, a cyanoacrylate chamber for identifying fingerprints, and overtime funds.

Chief is working on obtaining additional funding for a community resource vehicle, or "Purple" car.

Karen is working on a grant from Wal-mart. The Department would like to add this to the "Purple" car purchase or possibly a Citizen's Police Academy.



Corporal Russell was stopped by a mother and her three children while conducting foot patrol under the Stein Highway Bridge to acknowledge her appreciation for extra patrols in the area, as she has seen the homeless population changing clothes in the open.

### Traffic

August 29, 2018 – Speed Enforcement – 41 total arrests; 5 speeding arrests; 9 seatbelt arrests; 1 wanted person apprehension; 22 other traffic arrests.

2-Week DUI Patrols, August 16-September 4, 2018: 35 vehicles stopped; 1 drug arrest; 32 other traffic arrests

Councilman Phillips-Lowe reported on Public Work and Wastewater

#### Public Works:

Work included weed spraying on various curbs, submitted application for planning grant for the Middleford Road sewer extension design, worked on preparing for AMI meter deployment and assisted the Recreation department by pulling snow fences at football fields.

Other work included cleaning various catch basins, performed equipment maintenance, responded to some SeeClickFix requests and attended multiple meetings.

Performed all routine tasks; swept, L & L, read meters, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc.

Two men down; one due to surgery and one resignation

In WWTF & COMPOST, plant performance is good and there is currently no compost available for sale. Received regular Proximity waste, leachate treatment going well and there are no major maintenance issues.

Councilman Mulvaney reported on Electric:

The crew set the transformer and finished the new service at the Ross Event Center, repaired a section of damaged street light conduit at Royal Farms, cut and removed vines from poles throughout the City to prevent outages and worked at Seaford Village shopping center connecting the directional boring to the transformers. They are replacing the last 2 segments of the old underground primary wire on the East front. Greg Brooke and Nick Moore attended the groundman class.

Director Bill Bennett continued working with Nextgen. He attended the Directors meeting and participated in 2 webinars using the Aursi system and AMI meter.

Upcoming work includes finish connecting the directional boring to transformers at Seaford Village, being remarking poles from the distribution circuit changes and continue working on the new circuit 330.

Councilman Holland reported on Administration:

Representatives from the department attended various meetings including the Unified Seaford prayer event at the Seaford PD, annexation committee meeting at City Hall and met with the Montessori School group regarding annexation and zoning questions.

Other work included attended the AURSI webinar with Bill Bennett, conferenced call with Bob Ehermann with Delaware State Parks regarding an ORPT grant submission for the Oyster House project. Attended a customer service training in Smyrna, attended a Unified sewer district meeting and attended the ribbon cutting for Your Sisters Closet on High Street.

Information Technology Report:

- Working on numerous PC's with issues
- Working on update server and Servers communication with update controller
- Working on PD Infrastructure updates and Desk Cleanups in Comm Center
- Safety committee and event coordination
- Budget prep and project coordination

Administration Report for Council:

- Working on FOP Negotiations.
- Working with staff - AMI Project Meter Swap
- Preparing for Annual Audit.

All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman King Reported on Code and Parks and Recreation:

Building Official Mike Bailey reports that the Code Department is doing routine inspections for on-going projects, violation inspections and performing plan reviews for new permits. The Code Department has issued 179 permits and 159 Rental Licenses received as of September 7, 2018.

Large Project Status:

Royal Farms - Work has been completed with an opening scheduled for mid-September.

Ross Station Event Center – has the foundation in and plumbing has been started.

Stargate Diner – plans for the exterior remodel have been submitted and work has begun.

Parks & Recreation:

Superintendent of Parks and Recreation Katie Hickey reports that the Parks Dept. has completed routine jobs including prepping the soccer and softball fields (11 tournaments hosted so far),

weekly trash pick-up, work orders (over 50 completed so far) and grass cutting. Men's slow pitch softball is in its fourth week but games were delayed due the Labor Day holiday. Prep for adult and youth flag football is continuing with the first week completed. Additionally, Seaford Elite Tackle football games were hosted on September 1<sup>st</sup> and 8<sup>th</sup>.

The parks department began preparing the Oyster House property for meeting and recreational activity as well as preparing Soroptimist Park for the City's Ice Cream Social held on September 7<sup>th</sup> which was a big success. The last 1<sup>st</sup> Saturday event was held on September 1<sup>st</sup> and achieved the highest attendance to date. Prep for the Stein Highway Bridge project scheduled for September 13 and 14 is underway. A short-list for potential full-time and part-time employee candidates has been submitted.

With no further comments, Vice-Mayor Henderson called for a motion to close the regular Council Meeting. Councilwoman Phillips-Lowe so moved. Councilman Holland seconded the motion; the motion so passed with all present voting in favor. The meeting was adjourned at 8:39 p.m.

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Charles D. Anderson, City Manager

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