

**MINUTES OF THE OF THE MAYOR AND COUNCIL
JANUARY 27, 2026
SEAFORD CITY HALL - 414 HIGH STREET**

Attending: Mayor Matthew MacCoy
Vice-Mayor Dan Henderson
Councilman Orlando Holland
Councilman Mike Bradley
Councilman Alan Quillen
Councilwoman Dr. Stephanie Grassett

Staff Members Present:

Charles Anderson - City Manager
Kathery Anger- Customer Service Coordinator
Chief of Police – Marshall Craft
Deputy Chief of Police – Tyler Justice
Lieutenant - Valerie Horn
Beth Stewart - Recording Secretary

7:00 P.M. Mayor MacCoy calls the Regular Meeting to order.

Invocation

Invocation led by Councilwoman Grassett

Pledge of Allegiance to the Flag of the United States of America.

Mayor MacCoy led those present, in the Pledge of Allegiance.

Changes to the agenda for this meeting.

Mayor MacCoy solicited any changes to the Agenda; there were none.

Executive Session:

1. Negotiations, Preliminary discussions of site acquisitions or sales/leases of real property.

Approval of the minutes of the Regular Meeting on January 13, 2026.

Mayor MacCoy called for a motion to approve the minutes of the Regular Meeting on January 13, 2026. Councilman Holland made a Motion to approve the minutes of the regular meeting on January 13, 2026. Councilwoman Grassett seconded the motion. Mayor MacCoy called for a vote; all present voted in favor. The motion so passed.

Chief Craft announced that the Seaford Police Department has received CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation effective November 15, 2025.

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PUBLIC COMMENT:

There were no individuals present for public comment.

CORRESPONDENCE:

There was no correspondence.

NEW BUSINESS:

- 1. Mr. Charles T. Kistler, Executive Director with the HELP Initiative, Inc. to request approval of Project Safe Neighborhoods and present an implementation timeline proposed for the City of Seaford residents.**

Charles T. Kistler, Executive Director, Bethel Rojas, Chief Operating Officer, and Melari Binet, Program Manager with the HELP Initiative, came forward and presented the information for the request of the approval of Project Safe Neighborhoods and presented the implementation timeline proposed for the City of Seaford Residents.

Mayor MacCoy solicited any questions from Council; Vice-Mayor Henderson reported that they are doing an incredible job, and he appreciates all that they are doing for the community. He suggested reaching out to Sussex County and requesting a copy of the waiting list for the Community Development Block Grant as this waiting list is extensive. He suggested maybe to reach out to these individuals and connect them with resources and/or programs while they wait. Councilman Quillen thanked them for all of their efforts and reported that he appreciates everything that they are doing for this community. Mayor MacCoy reported that he appreciates all of their efforts and he is happy they are back in Seaford.

Mayor MacCoy called for a motion; Councilman Holland made a Motion to accept the request from Mr. Charles T. Kistler, Executive Director of the HELP Initiative, Inc., and to approve the City of Seaford's participation in the Project Safe Neighborhoods program as presented. Councilman Quillen seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

- 2. Present for approval a request from Kathy Anger, Customer Service Coordinator to set formal Real Estate Tax Appeals to City Council for February 10, 2026, from 7:00 p.m. until 8:00 p.m.**

City Manager, Charles Anderson, reported that Council has a memo in their packet that is a request to set Tax Appeals to be heard on February 10, 2026 from 7:00-8:00 p.m., and

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our Charter states that Council acting in this capacity, has to be all members of Council. Mr. Anderson confirmed everyone's attendance at the February 10, 2026, Council Meeting.

Kathy Anger, Customer Service Coordinator, presented the information for the request to set formal Real Estate Tax Appeals to the City Council for February 10, 2026, from 7:00 p.m. until 8:00 p.m.

Mayor MacCoy solicited any questions from Council; Vice-Mayor suggested that it be advertised that this is only for City of Seaford Appeals and not for Sussex County Appeals. Ms. Anger reported that she mailed out letters to any property owner that has had their property re-evaluated within the last year. She reported that it is also advertised in the Newspaper and on Social Media.

Mayor MacCoy called for a motion; Councilman Holland made a Motion to approve the recommendation from Kathy Anger, Customer Service Coordinator, to set formal Real Estate Tax Appeals to City Council for February 10, 2026, from 7:00 p.m. until 8:00 p.m. Councilwoman Grassett seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

OLD BUSINESS:

There was no old business to discuss.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. CITY OF SEAFORD Municipal Election – Saturday, April 18, 2026

The City of Seaford Municipal Election will be held on Saturday, April 18, 2026, in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

One (1) Mayoral Seat (2-year Term)

Two (2) Council Member Seats (3-year Term)

Vice-Mayor Dan Henderson has filed for reelection.

Councilman Mike Bradley has filed for reelection.

Mayor Matt MacCoy has filed for reelection.

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All candidates must have filed by 4:00 p.m., E.S.T., Friday, February 27, 2026. Registration can be completed at City Hall, 414 High Street, Seaford, DE. Registration hours are Monday through Friday, 7 a.m. until 4:00 p.m. or by appointment if you cannot register during these normal business hours. Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/her name after 4:00 p.m., E.S.T., February 27, 2026, will still appear on the official ballot for election. You must meet the following to qualify to hold the office of Council Member or Mayor:

- Be a bona fide citizen of the United States and of the State of Delaware and a resident of the City of Seaford for at least one (1) year next preceding the annual election; provided, however, that no full-time employee of the City of Seaford shall serve as City Councilmember during such time as he/she is a full-time employee of the City of Seaford; and
- At least eighteen (18) years of age; and
- A non-delinquent taxpayer of all capitation and property taxes of the City of Seaford for at least one (1) year next preceding the annual election. 65 Del. Laws, c. 249
- Shall not have been convicted of a felony. 76 Del. Laws, c. 153

To be eligible to vote, anyone eighteen (18) years of age or older who is a bona fide City of Seaford resident and US Citizen **must have been registered at the State of Delaware Department of Elections by 4:00 p.m., E.S.T. on Friday March 27, 2026.**

Nonresident property owners must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 18, 2025) and shall have one vote **provided he or she is registered in the "Books of Registered Voters" maintained at the City Hall by 4:00 p.m. E.S.T. on Friday, March 20, 2026. Registration hours are Monday through Friday, 7 a.m. until 4 p.m., or by appointment if you cannot register during these normal business hours.**

All voters will need to show proof of residency which may be a State of Delaware driver's license, a State of Delaware identification card, a federal or state tax return with address, a City of Seaford utility bill or real estate property tax bill, or other acceptable proof of residency or ownership.

LIAISON REPORTS (All reports attached to the end of this document)

Code, Parks and Recreation – Councilwoman Dr Stephanie Grassett

Police & Fire – Councilman Dan Henderson

Administration – Councilman Orlando Holland

Electric – Councilman Mike Bradley

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Public Works & WWTF – Councilman Alan Quillen

Mayor MacCoy solicits a motion to hold an Executive Session for the purpose of discussing negotiations.

Mayor MacCoy then called for a motion to open the Executive Session; Councilman Quillen made a Motion to open the Executive Session. Vice-Mayor Holland seconded the motion. Mayor MacCoy called for a vote; all present voted in favor, the motion so passed. The Executive Session was opened at 7:54 p.m.

Executive Session:

1. Negotiations, Preliminary discussions of site acquisitions or sales/leases of real property.

Mayor MacCoy reopens the Regular Council Meeting.

The Regular Council Meeting was reopened at 9:17 p.m.

Mayor MacCoy called for a motion to act on items discussed in Executive Session.

Vice-Mayor Henderson made a motion to appoint city staff to negotiate on the sale of city lands per the contents of our discussion in the Executive Session. Councilman Bradley seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

Mayor MacCoy solicits a motion to adjourn the regular Council meeting.

Mayor MacCoy then called for a motion to close the Regular Council Meeting. Councilwoman Grassett made a Motion to close the regular council meeting. Councilman Quillen seconded the motion; the motion so passed with all voting in favor.

The Meeting was adjourned at 9:18 p.m.

Charles D. Anderson, City Manager
/bas

Approved by Council: 02/10/2026

1/26/2026

Code Department Report

- Issuing permits (13 in 2026)
- Rental Licenses (1,865 Units)
- 2026 Rental renewals are being processed.
- 2026 License renewals for plumbers, septage haulers and trash vendors are being processed.
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits

Large project status's

- **Mearfield 1 Phase 4** – Ryan homes finishing the lots they have under construction and are not continuing in Mearfield. They requested refunds on 11 permits. 17 Lots remain in phase 4. GMB reinspected phase 3 prior to dedication, few items remaining for repair.
- **BelleAyre Single Family** –Danfield Dr – Lennar has completed all the homes, developer has tested the last sewer line, found an issue, public works to run a camera to see what it is.
- **Western Sussex Business Campus** – Waiting for final inspection. Talked to KRM and they will be scheduling the inspection soon. They are also working on the first lease for storage space.
- **Nylon Capital** –Permits ready to go for the front building shell spaces. Fitout for “The Mill” has started. Deltech fitout permit issued and work has started. Tidal Health building construction progressing.
- **Modwash** – Building is up. Exterior façade installation started. Working on interior as well.
- **Governors Grant Phase 4** – Utility installation completed. Lots are graded. DR Horton has 2 homes under construction.
- **Aldi** – Deldot approved the plans last week. SCD to follow. Permit ready to issue as soon as we get copies of the approvals.
- **Cookout** – Final revised plans returned and have been approved. Still working on architectural plans for submission.
- **Seaford Inn** – Discussed potential demolition at planning session. Rough estimate of \$450,000 for demolition. Council approved unbudgeted expenditure for demolition. Demo bid package ready to send out in January. Property scheduled to go to settlement on 1/26/2026. New owner is ready to start working ASAP.

Parks & Recreation
Council Liaison Report
for 1/26/26 Council Meeting

Accomplished week of 1/12

Parks – Removed Christmas décor at City Hall and Gateway Park
Parks – Assessed condition of Riverview pavilion and options for the future
Parks – Removed old anchors in the softball fields to prep for work on the fields, including adding more infield mix for better drainage
Rec. – Held second week of youth basketball games and finalized pictures
Rec. – Attended the RCX Sports Summit in Orlando, FL – learned about other organization’s operations for sports programs
Parks&Rec. – Opened registration for youth soccer – have around 50 registered
Parks&Rec. – Attended the month Seaford Tomorrow meeting – discussed 2026 Friday Night Live concert series and sponsorships
Parks&Rec. – Began scheduling field rentals for both softball and football

Accomplished week of 1/19

Parks – Cleared limbs at Soroptimist Park & cut back rose bushes around Gateway Park sign
Parks – Created a better drainage pathway at the entrance of the Industrial Park to prevent flooding
Parks – Prepped for snow – parks employees came in and cleared sidewalks at PD, SVFD, City Hall, & Stein Hwy bridge
Rec. – Held third week of youth basketball games
Rec. – Have 80 kids registered for youth soccer
Parks&Rec. – Began working on presentation for Parks & Rec Committee mtg – date TBD
Parks&Rec. – Met with Hastings Marine Construction regarding ORPT grant project – railing and bench install at Riverwalk (east side)
Parks&Rec. – Coordinated snow schedule for parks department

Parks & Recreation Highlights 1/12 – 1/25

PARKS:

- Removed all holiday decorations at Gateway Park & City Hall
- Removed old anchors at the softball fields to prep for work on the fields for better drainage for upcoming Spring season
- Cleared loose limbs at Soroptimist Park and trimmed rose bushes around Gateway Park sign
- Prepped for snow and had parks employees come in on 1/26 to clear sidewalks at PD, SVFD, City Hall, and Stein Highway Bridge

RECREATION:

- Tina attended the RCX Summit in Orlando, FL 1/16-1/19, RCX Sports is a platform the recreation department uses for their sports programs and she learned about operator management/maintenance
- Finalized pictures for youth basketball and held 2nd & 3rd week of games
- Opened registration for Spring Youth Soccer with 80 registrations so far

SUPERINTENDENT:

- Attended the monthly Seaford Tomorrow meeting to discuss 2026 Friday Night Live concerts and sponsorships
- Worked with two football organizations regarding field rentals in the Spring and two inquiries about softball rentals
- Met with Hastings Marine Construction regarding ORPT grant project – railing and bench install at Riverwalk (east side)
- Coordinated snow schedule for the parks department



Meeting of Mayor and City Council
Tuesday, 27 January 2026
Fire and Police Department Liaison Reports



Seaford Volunteer Fire Department, Inc.

Communications from President Mark O'Bier:

There is no communication to report for this period.

Communications from SVFD Fire Chief Matthew Read:

Fire Statistics

Month / Year	Calls to date	Call per day
Total 2026		
January 2026	100	3.84

*Calls per day as of 12:35 01/26/2026

EMS Statistics

Month / Year	Calls to date	Call per day
Total 2026		
January 2026	318	12.23

*Calls per day as of 12:35 01/26/2026

Total Department Responses

Year	Calls to date	Call per day
Total 2026	418	16.07

Significant Incidents

- 1/3/2026 – Garage Fire – 31946 Gordy Rd (Assist Laurel FD)
- 1/10/2026 – MVC Entrapment – Bucks Branch Rd / Baker Rd
- 1/11/2026 – Residential Fire – 21857 Mill Park Dr
- 1/22/2025 – Residential Fire – 25632 Brookside Dr
- 1/25/2025 – Residential Fire – 33 Church St (Assist Bridgeville FD)

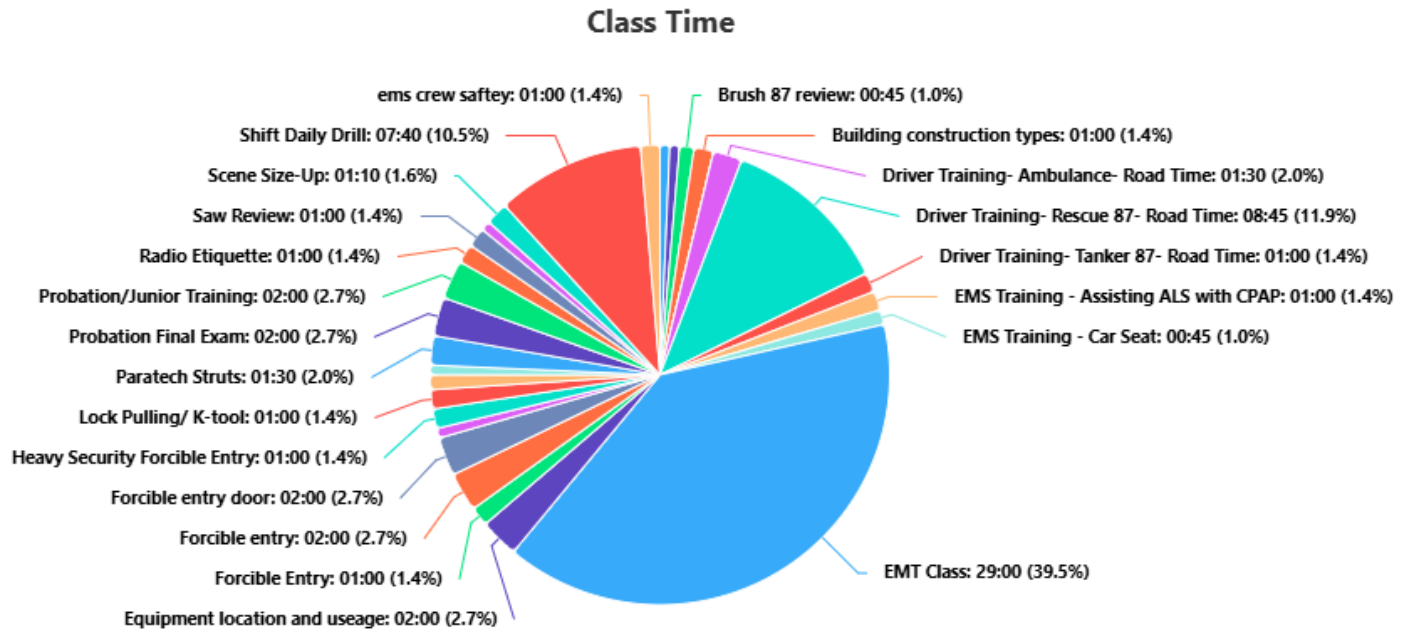
Apparatus Status

- E872 has been moved to reserve status. Will be listed for sale next month.
- B87 OOS. Bad blower motor causing no heat in the cab.

Training

- **Last Training:** Wednesday, January 21, at 1900 hours – Forcible Entry

- **Next Training:** Wednesday, February 18th, at 1900 hours – Man vs Machine



Emergency Medical Services / Career Services

- EMT Coryn Deitz has completed EMT FTO process
- EMT MJ Butler has completed EMT FTO process
- FF/EMT James Durr has completed 4 years of service.
- FF/EMT's Alaina Strates, Lewes Donofrio, and Robert Helsel have completed one year of service.
- Hiring process for full-time FF/EMT closes on 1/30/2026. Six qualified applicants so far. Hiring to fill one vacant position.

News and Events

- Snow event over the weekend of January 23rd – January 26th. Operation plan is attached.
- 14 volunteers staffed fire apparatus at the station for a total of 283 hours, not including the scheduled Duty Chief.

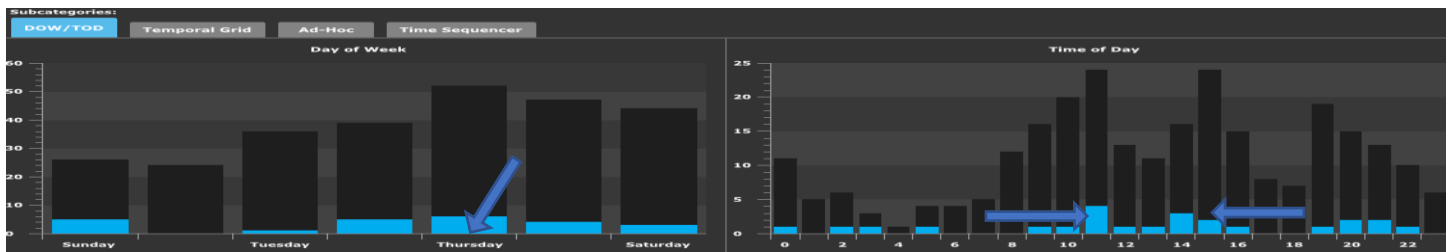
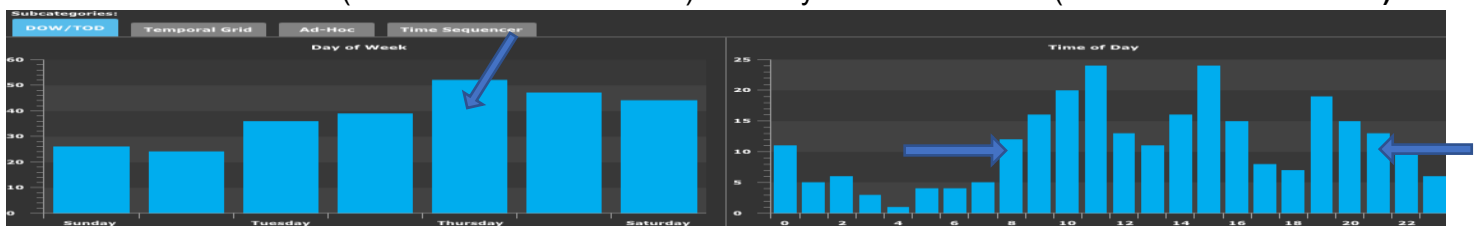


Seaford Police Department

Police Activity during period of Thursday, January 01, 2026 – Sunday, January 25, 2026, as reported by Chief Marshal Craft, Jr.:

INCIDENTS	2026	2025	2024	2023	2022
TOTAL COMPLAINTS	741	11,468	12,552	11,112	9,593
All crimes	268	4,708	5,559	5,010	6,164
Homicide	0	2	0	1	0
Robbery	0	8	15	24	8
Sex Crimes	0	35	22	25	18
Burglary	2 (2 Burg/0 TFV)	67 (33 Burg/34 TFV)	57 (24 Burg/33 TFV)	122(58 Burg/64TFV)	197
Drug Crimes	23	241	481	285	444
Overdose	1	18	32	43	31
All Traffic (E-Tickets)	339 (240)	6,136 (3,504)	7,527 (3,422)	6,579 (1,898)	8,168 (2,105)
All DUI	3	82	102	72	79
All Crashes	46	651	741	684	656
False Alarms	18	371	373	343	546

- All crimes: **268** (defendants: **19** adults & **0** juveniles)
 - Felony: **10**
 - Misdemeanor: **49**
 - Violations: **16**
 - Civil: **0**
 - Other: **193**
- **90% Clearance Rate** (overall = **15** PA and **12** PI) Tuesdays from 0800-2100 (See Crime Chart below)



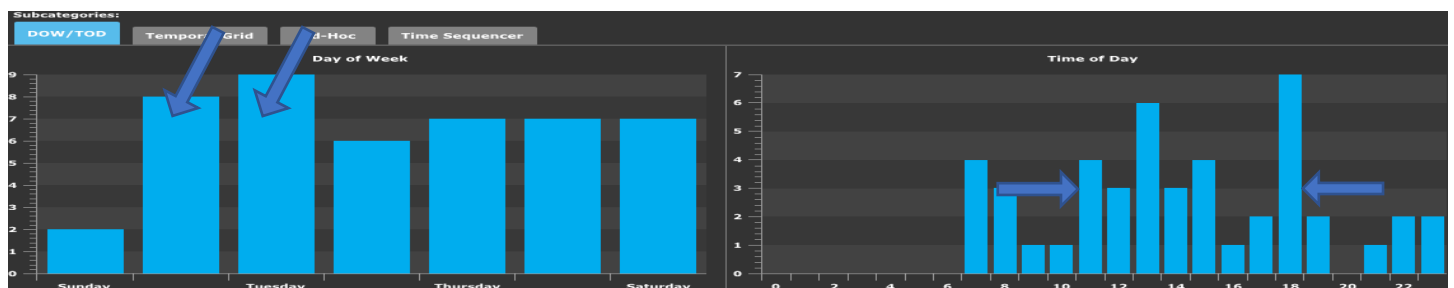
Additional Crime Data below: There were **24** complaints, including Assault, Burglary, Fraud, Larceny, and Weapon: (8 Felonies and 16 Misdemeanors); excluding shoplifting: (**62% clearance rate**): **5** PA, **4** PI, **6** A/A, **0** J/A, **7** E/C, and **2** U/F. Most incidents occurred on Wednesday & Thursday from 1100-1500.

Drug Complaints:

- Drug Crimes: **23**
 - Adult Arrest: **21**
 - Juvenile Arrest: **0**
 - Juvenile/No Custody: **0**
 - Pending Active: **0**
 - Pending Inactive: **0**
 - Prosecution declined: **2**
- Search Warrant(s): **0**
- Seized Firearms: **0**
- Money Seized: **0**
- Overdose: **1**

Traffic:

- Contacts/Citations: **339** traffic contacts resulting in **240** citations and **58** warnings
- DUI: **3** (Alcohol/drug-related) - 2 crash-related
- Crashes: **46**
 - Fatal: **0**
 - Injury: **5** (Sussex Hwy & Swain; Sussex Hwy & Herring Run; Sussex Hwy & Tharp; Stein & N. Market; and West Stein e/o Dairy Ln)
 - Non-Reportable: **16**
 - Reportable: **25**
 - **Additional Information:**
 - Hit & Run: **7** (5)- private property parking lots (McDonald's, Lowes, M&T, Walmart); (1) State ST. & N. Market; and (1) Arch St. & Poplar
 - Bicycle: **1** (private property parking lot)
 - Motorcycle/Scooter: **0**
 - Pedestrian: **1** (McDonald's Parking lot)
 - School Bus: **0**
 - Alcohol/drug-related crash: **2**
 - Incidents: Mon & Tue, from 1100-1800 – primary cause: Following too close (**See Crash chart below**)



Significant Events: All suspects/defendants are considered innocent until proven guilty.

Summary Report:

UPDATE: 08/09/25, #71-25-7009 - shots fired complaint where an occupied vehicle was struck by gunfire at Woodland Mills. On 01/07/26, #71-26-170 -SPD apprehended Tywon Williams, who fled on foot from DSP. SPD officers also located a firearm during the incident, described below, that was later determined to have been used in the above shooting incident. Williams, a detainee, was charged – case is pending.

01/01/26 – Shoplifting investigation led to apprehension and drugs - Lowes

Complaint #71-26-11 SPD located and arrested a wanted individual (Thomas Morris) in connection with multiple shoplifting cases that occurred at Lowes and two capiases following a coordinated response with DSP. Morris was taken into custody without incident and was additionally charged with drug-related offenses for having possession of 10 baggies of suspected heroin. Morris was arraigned and committed to SCI in default of a secured bond on the outstanding capias.

01/01/26 – Shots fired with damage to a house and vehicle – 3rd Street

Complaint #71-26-17 SPD dispatched to investigate a report of gunfire that damaged a vehicle and a short-term rental property in the area of 3rd Street. No injuries were reported. Evidence was recovered, and SPD CID are actively following leads, including vehicle information identified during the investigation.

01/07/26 – Assist DSP led to Apprehension with a firearm by SPD – Wooded area (Middleford/Old Furnace)

Complaint #71-26-170 SPD assisted DSP with a traffic stop in the Middleford/Old Furnace Road area. A fleeing suspect (Tywon Williams) was located by SPD and taken into custody following a brief foot pursuit. Officers recovered a firearm during the incident, and it was confirmed that the individual was also wanted on an outstanding felony warrant out of SPD. Williams was charged and committed to SCI.

01/08/26 – DOA – wooded area

Complaint #71-26-228 SPD dispatched to a report of a deceased individual located in a wooded area behind the Smash and Dash. The individual was pronounced deceased at the scene. The investigation was TOT SPD CID and is ongoing in coordination with the Delaware Medical Examiner's Office.

01/08/26 – DUI-related crash – Market & Stein

Complaint #71-26-229 SPD responded to a traffic collision with reported injuries at the intersection of Market and Stein Streets. During the investigation, a female driver attempted to flee the scene but was apprehended and arrested for DUI and related traffic offenses.

01/09/26 – Proactive Policing led to fugitive apprehension – Woodland Mills

Complaint #71-26-257 SPD located a vehicle (Nissan Altima, Gray, TX tags# VKJ6168) connected to an individual, Dionne Warner, who was wanted on multiple felony warrants (including firearms) from DSP Troop 4. SPD Officers observed the vehicle parked in a residential complex (Woodland Mills) and took deliberate steps to ensure public safety, including allowing nearby children to clear the area before making contact. After a brief coordinated response, Warner was taken into custody without incident. The vehicle was secured and towed as part of the ongoing investigation, and the subject was transported to DSP for further processing.

01/10/26 – Traffic Stop led to CCDW – Firearm – W. Stein Highway

Complaint #71-26-274 SPD officer conducted a traffic stop on West Stein Highway for a vehicle equipment violation (headlight out). The vehicle was discovered to match the general description of one previously associated with an ongoing shooting investigation. During the stop, officers detected indicators of criminal activity, which led to a search of the driver (Jai'Don Major, 19 yoa) and the vehicle. As a result, Major advised that he had a concealed firearm on his person (9mm ghost gun with 3D printed lower and non-serial slide, a 30-round capacity 9mm magazine with 13 rounds). Further search revealed Major had (5) 12-gauge shotgun shells, (96) .223 rounds, and an empty rifle case with numerous AR magazines. Major also had possession of 14.6 grams of marijuana and a scale. Major was charged with multiple firearm, drug, and traffic-related offenses.

01/13/26 – Traffic Stop led to apprehension and PWID Marijuana

Complaint #71-26-349 SPD Officer conducted a traffic stop on a wanted individual (Breyon Baine), after confirming an outstanding capias. During a subsequent vehicle inventory, officers located 97.6 grams of marijuana broken down into 11 individually packaged baggies, in a manner consistent with distribution,

along with related paraphernalia. Baine was charged with PWITD and possession of paraphernalia and released on unsecured bail.

01/17/26 – Pedestrian contact led to Drug charges – Fred Douglas School property

Complaint #71-26-514 SPD Officer contacted an individual (Michael Stern) who was located on Fred Douglas school property after hours. The individual initially provided false identifying information but was later positively identified with assistance from DSP. Officers confirmed multiple outstanding out-of-state warrants and recovered suspected narcotics (12 bags of heroin) and drug paraphernalia. During post-arrest processing, the individual briefly attempted to flee and was quickly apprehended. He was medically evaluated and then transported without further incident to Sussex Correctional Institution.

01/23/26 – Domestic-related incident involving a firearm - Sunrise Motel

Complaint #71-26-680 SPD was dispatched to reports of a domestic-related disturbance involving a firearm at the Sunrise Motel. The suspect (Nacari Williams) had fled the scene. Through further investigation and coordinated communication with Sussex County Communications and Delaware State Police, officers located the suspect vehicle on Mill Park Drive and conducted a high-risk traffic stop. Williams was taken into custody without injury, and a black Taurus .38 Special 'Revolver' and a blue ski mask were recovered from the vehicle. Williams was charged with related charges and committed to SCI in default of a cash bond.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 01/05/26: Staff attended Cpl. Snooks Funeral Service
- 01/07/26: Constituent Coffee with Representative Short: Chief
- 01/13/26: Delaware Assoc. Chiefs of Police (DACP) Meeting - Chief
- 01/16/26: Western Sussex County Public Safety funding meeting - Chief
- 01/21/26: Police Applicant Interviews - Chief and D. Chief
- 01/22/26: Weather meeting - D. Chief
- 01/22/26: Prescription Opioid Settlement Distribution grant meeting 'SCORI' - Chief
- 01/23/26: City storm Response Staff meeting - Chief

Community Events:

- Ongoing "Food On" Program in partnership with the HELP Initiative - SPD Officers
- 01/19/26: MLK Celebration event at St. Johns - Chief
- 01/23/26: Community Engagement 'sledding' - SPD Officers

Training/Other:

- SPEAR Team Training (ongoing) twice / month - Team Members
- Dover Police Academy: Began Sun 01/11/26 (21 weeks) - Three SPD recruits
- January 12th, 14th & 20th, 2026: CPR training - Mandatory Departmentwide training

Total Criminal Arrests:

Arrests YTD	2026 Total	2026 Adult	2026 Juv	2025 Total	2025 Adult	2025 Juv	2024 Total	2024 Adult	2024 Juv	2023 Total	2023 Adult	2023 Juv	2022 Total	2022 Adult	2022 Juv
Total	19	19	0	507	472	35	720	642	78	523	455	68	630	571	59

Respectfully Submitted,
Councilman, Fire and Police Liaison, and Vice Mayor



Dan H Henderson



Seaford Volunteer Fire Department

P.O. Box 87
Seaford, DE 19973

(302) 629-3112
(302) 629-9355
Fax (302) 629-9438

Operational Plan – Snowstorm Event

01/24/2026 – 01/26/2026

1. Purpose

This operational plan outlines staffing, response modifications, and support resources during snow conditions to ensure continued emergency response capability, life safety, and access throughout the district.

2. Plan Activation

This plan will be enacted as soon as roadways become covered and major snowfall begins. The Duty Officer is responsible for initiating this plan and advising personnel of activation.

3. Unit Assignments

EMS Support Unit – Utility 8710

8710 will be staffed by a minimum of two personnel.

Respond to all EMS calls along with the dispatched ambulance.

Responsible for assisting EMS with getting patients safely from the residence to the ambulance.

Responsible for pulling out the ambulance in the event the ambulance becomes stuck.

Contact the duty officer if the ambulance is severely stuck and an outside agency will be needed.

In the event of a fire response, personnel will not assume duties until directed by the incident commander.

Chief 1 – Duty Officer - 8715

Will respond as the Incident Commander on all major emergencies in the district, or if the station is dispatched for mutual aid.

Responsible for managing the operational plan.

Point of contact for any operational needs.

Coordinate with city and county entities on needs.



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Chief 2 – Support Chief - 878

Will respond to the station for box alarms, entrapments, and gas emergencies to ensure appropriate apparatus response is made.

If the second apparatus, Ladder/Rescue responds, may redirect and respond to the scene.

For minor incidents, they will remain available in district for second emergencies.

4. Staffing

AFC Holmes is obtaining volunteer availability and will publish staffing via Chief Scheduling for the operational period.

Shift lieutenants will add any additional volunteers who show up for staffing into the schedule.

Two additional career staff positions were added for the operational period, giving us a total of 8 employees on duty. They may be used as needed within the apparatus hierarchy.

5. Apparatus Hierarchy

The order in which apparatus will be staffed as minimum staffing on apparatus is met. Order of priority is left to right.

* This apparatus will be cross staffed if possible.

AMB1 ➡ 8710 ➡ AMB 2 ➡ E875 ➡ AMB3*/L87*/R87* ➡ Chief 2

6. Response Guidelines

E875 will handle all fire-related responses.

Ladder/Rescue will respond to:

- Box alarms
- Serious MVCs
- Street Alarms

7. Driving Operations / Safety

Personnel are reminded to slow down and take your time.

Chief 1 will advise when to install chains on apparatus.

Maximum speed with chains installed: 30 MPH (do not exceed).



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(302) 629-3112

(302) 629-9355

Fax [\(302\) 629-9438](tel:(302)629-9438)

8. Water Supply Considerations

Anticipate limited water supply due to frozen or inoperable hydrants.

If hydrants are frozen/dead, prepare for alternate water supply (daisy chain operations, water shuttle/tankers).

Consider requesting a 2nd alarm and/or tankers.

Remember, these resources will NOT arrive in a timely fashion.

If water supply becomes an issue:

- Do not commit too far into the dwelling
- Use water conservatively
- Life safety remains the top priority.

9. SOG Modifications

Unless a box alarm is dispatched with reports of subjects trapped, or as a working fire, the engine will stand by at the most appropriate hydrant, and the officer will proceed to the scene.

10. Salt / Ice Control

We were able to get some salt from the city that is currently in the station. If there are additional needs, contact Chief 1.

City public works will be plowing the parking lots and shoveling the sidewalks as they're available.

11. Food / Sustenance

VP/Lt Wolf has coordinated with the Auxiliary for hot meals to be provided at the station. Breakfast, lunch, and dinner have been planned for Sunday.

Additional food and beverage will be in the downstairs kitchen available for crews.

Two Week Work Report

1/12/26 to 1/23/26

Charles Anderson, June Merritt &
Trisha Newcomer

MEETINGS:

- Met with the HELP Initiative folks to discuss the potential of an assistance program for Seaford residents.
- Attended the quarterly golf course meeting with Adkins Management.
- Attended a meeting at the PD regarding potential program funding.
- Attended the WWTP expansion pre-construction meeting.
- Attended a 250 planning meeting.

OTHER WORK:

- Prepared the Council agenda.
- Participated in Police Department interviews.
- Prepared for the weekend snow event.
- Attended the MLK day of celebration at St. John's Church.

INFORMATION TECHNOLOGY REPORT:

- PC repairs
- Ordered recently approved storage server
- SPD computers returned from DELJIS and deployed
- Meet with Telewire regarding budgetary information for phone system
- Prep for budget information in FY27
- IT Van received and began setup.
- Routine technical assistance

ADMINISTRATION REPORT FOR COUNCIL:

- Prepare and distribute the FY'27 Budget schedule.
- Update audit RFP document.
- Process W2's and Form 1095 for 2025.
- Prepare for Winter Storm.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Input:

Charles Anderson, CM

June Merritt, DF & HR

Trisha Newcomer, DED & CR

Council Liaison Report

Electric Department

Period ending 1/26/26

Since the last report

Crew

- Helped Parks and Rec take down Christmas tree in Gateway Park
- Worked in Seaford Innovation Center, set two new transformers (one for Tidal Health building, one for Building E.1 Sal's etc.) Pulled in 3-phase underground wire from pole to switch gear and from switchgear to both transformers.
- Pulled in duplex wire and installed new streetlight in low-lit area on Locust St.
- Began installing underground electric infrastructure in Governor's Grant Phase 4
- Prepared all equipment for snowstorm

Director

- Met on site at Seaford Innovation Center to discuss transformer pad specifics and inquire about temporary feed for existing services
- Prepared estimate for Eastern Shore Metals 480v transformer upgrade, inquired with First State Crane to set transformer
- Sent a proposal out to several contractors to get quote for Sunrise Motel job. Scheduled meeting with AUI Power and Accutrench is interested as well.
- Reached out to Solar Edge to have two communication modules replaced in inverters for the solar array.
- Worked on two solar applications

Upcoming Weeks.

Continue work in Governor's Grant Phase 4.

Continue work on Seaford Innovation Center.

Council Liaison Report
Public Works & Wastewater
Departments
Date 01/26/26

Past two weeks:

Public Works:

- Secured parking bumpers at Sorop Park
- Truck #4 in the shop for a coolant leak
- Camera sewer lateral on Nylon
- Camera Dover St. sewer line
- Had contractor come replace old 4" orangeburg line that serviced three houses on Dover St.
- Prepared equipment for snowstorm
- Hooked up plows and loaded salt spreaders
- Brined streets for snow
- Pulled head off sweeper to rebuild – waiting on one more part
- Plowed snow for 19.5 hours during snow storm
- Held multiple meetings in person and on-line
- Performed all routine tasks; swept, L & L, big piles, read meters, re-reads, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

WWTF & COMPOST

- kjPlant: Plant performance is good.
- Dewatering: Dewatering has been decent, some schedule changes due to snow storm.
- Tristan Glandz took leaves from street sweeping.
- Reports: septage, SCUSSD, DSWA, DMR, DNREC Biosolids quarterly and annual.
- Failing bearing on WAS pump, prepping for repair.
- Shorted wires on West grit collector, completed repair.
- Attended pre-construction meeting for headworks upgrade, BT, MS and DS.
- Street sampling at Water St. location.
- Moved old effluent Sampler to Dolby for sampling.

Upcoming two weeks:

Public Works

- Repair some snow equipment from storm
- Redo patches on Porter St.
- Run water line to SVLS
- Have check valves replaced at 534
- Order materials to replace flow meter at Arbutus station

WWTF & COMPOST

- Keep the plant up and running with no violations
- Perform maintenance as needed
- Perform work at lift stations as needed

Berley Mears, DPW