

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

September 12, 2023

7:00 P.M.

Mayor Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman James King, Councilman Orlando Holland, Councilman Matt MacCoy, Councilman Dan Henderson, Councilman Michael Bradley. City Manager, Charles Anderson, and Director of Economic Development and Community Relations, Trisha Newcomer, were also present.

Councilman King offered the opening prayer. Mayor Genshaw then asked Boy Scout Troop 182 to lead those present in the Pledge of Allegiance. Mayor Genshaw then asked everyone to stay standing for Troop 182 to lead those present in the Scout Oath.

Mayor Genshaw introduced Daniel (Danny) Teffeu and Cameron Felmlee, Troop 182 members. He explained that they are working on their first and second class badges and welcomed them to share the table for this meeting.

Mayor Genshaw then solicited any changes to the agenda; there were none. He did note that there would not be an Executive Session held at the end of the meeting. He then called for a motion to approve the minutes of the Regular Meeting on August 22, 2023. Councilman MacCoy made a motion to approve the minutes of the Regular Meeting on August 22, 2023. Councilman Holland seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; the motion so passed.

Mayor Genshaw then called for a motion to approve the minutes of the Special Meeting on September 7, 2023. Councilman MacCoy made a motion to approve the minutes of the Special Meeting on September 7, 2023. Councilman Holland seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; the motion so passed.

Mayor Genshaw made an announcement that the Live Stream service was offline, and the IT Department would work to get that back up and running.

Public Comment

Mayor Genshaw inquired if there were any requests for Public Comment; there were none.

Correspondence

There was none.

New Business

Mayor Genshaw presented New Business Item #1: Bids – Magnolia Drive ADA (Handicap) Curb Ramps.

City Manager Anderson noted that this project received two bids; one from Shea Concrete and the other from Johnson Concrete. He noted that this project was brought forth by a community member that expressed a concern to Councilman Holland that members of her family were not able to access the sidewalks easily and safely in the area without ADA curb ramps. He further explained that there were five intersections on Magnolia Dr where sections of existing concrete would be removed, and ADA curb ramps would be installed and interconnected. He explained that Director

of Public Works, Berley Mears, made the recommendation to Council to award the bid to the low bidder, Shea Concrete. He noted that the funds for this project would come from Municipal Street Aid.

Mayor Genshaw solicited any questions from Council. Councilman Henderson inquired for clarification of the intersections that would be affected by this project. City Manager Anderson explained that there are a total of five locations along Magnolia Drive, from Crossgate Drive to Tulip Place. Mr. Anderson further explained that the area does have existing sidewalks, so this project would just make those sidewalks handicap accessible with ADA curb ramps.

With no further questions, Mayor Genshaw then called for a motion. Councilman Holland made a Motion to award the bid for the Magnolia Drive ADA (Handicap) Curb Ramps to the low bidder, Shea Concrete, in the amount of \$32,540, as presented. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Holland voted yes;

Councilman MacCoy voted yes;

Councilman King voted yes;

Councilman Henderson voted yes;

Councilman Bradley voted yes.

The motion so passed.

Mayor Genshaw presented New Business Item #2: Superintendent of Parks and Recreation, Katie Hickey, to present a draft resolution request to apply for an Outdoor Recreation, Parks, & Trails (ORPT) Grant for railing at Riverwalk pier, sidewalk extension in the Sports Complex, and Oyster House Park Master Plan revisions. The total requested amount of ORPT funds will be \$51,064 (75%/25% match).

Director of Economic Development and Community Relations, Trisha Newcomer, explained that she was filling in for the Superintendent of Parks and Recreation as she was otherwise obligated with the City Sports programs. Mrs. Newcomer briefly explained the projects that are included in the ORPT Grant application. She explained that if approved, Ms. Hickey would submit the Grant application this week, however, we will not be notified of the result until the end of fall/beginning of 2024 and then the projects would be scheduled. She further noted that the two projects for the railing at the Riverwalk pier and the sidewalk extension in the Sports Complex are budgeted projects in this budget year, however the Oyster House Park Master Plan revision project was not a budgeted project and funding would need to be found.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Bradley made a Motion to approve the draft resolution to apply for an Outdoor Recreation, Parks, & Trails (ORPT) Grant for railing at Riverwalk pier, sidewalk extension in the Sports Complex, and Oyster House Park Master Plan revisions. The total requested amount of ORPT funds will be \$51,064 (75%/25% match), as presented. Councilman Holland seconded the motion.

Mayor Genshaw presented New Business Item #3: Director of Economic Development and Community Relations, Trisha Newcomer, to present information related to the Business Recognition Program and the City Project updates on the City website.

Mrs. Newcomer explained the Business Recognition Program and showed the steps for applying through the City website. She explained that the idea for this program came from Canada, where they currently have a similar program. She noted that the City does a lot with supporting new businesses in our community and the City wants to ensure to share recognition and support with businesses that have been in our community and continue to share their services with our constituents. She explained that once a business has been added to the system it will be tracked for future milestones.

Mayor Genshaw solicited any questions from Council. Councilman Bradley inquired if this program celebrates the amount of time that a business is located and operating inside City of Seaford limits. Mrs. Newcomer confirmed that this would only pertain to businesses and/or non-profits that are operating in City limits and the time that they have been located and operating in City limits. She further explained that the entity must be in Financial Good Standing with the City of Seaford to qualify for this recognition program. Councilman MacCoy asked for clarification that this covers non-profit entities, such as Nanticoke Little League and the Boys and Girls Club, as well as traditional business entities. Mrs. Newcomer confirmed. Councilman King inquired if the business is receiving anything further than a certificate of recognition from the City of Seaford. Mrs. Newcomer explained that at this time there is nothing further budgeted for this program. She further explained that the plan is to have a physical presentation of the framed certificate either at a Council meeting or at the business location with City officials present. She noted that as the program grows there can be changes and additions. Mayor Genshaw further noted that the intent of this program is to make the business aware of the support and appreciation from the City of Seaford that they choose to do business in our community.

Mrs. Newcomer then explained the new City Project updates on the City website. She noted that this idea was put into action by Buddy Lynch, code inspector, and she wanted to note that he deserves all the credit for the updates to the website to include this information. She shared some parameters of how the information for projects is obtained by the City of Seaford and then what information can be found on the City website. She walked everyone through an example of what information is available for the Nylon Capital Shopping Center project. She explained that as projects move forward any updates available to the City of Seaford will be added to the website. Mayor Genshaw commended Mr. Lynch for his hard work and special skill set to put all this information together and make it accessible to the Public. Mrs. Newcomer noted that it has taken approximately 3-4 months to bring this project to fruition.

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

Old Business

There was none.

Reminder Of Meetings & Setting New Meetings:

- Coastal Cleanup Day with Nanticoke Watershed Alliance at Soroptimist Park on Saturday, September 16th at 9:30a.m.
- Pink Ribbon Walk & Ceremony beginning at TidalHealth Nanticoke to Gateway Park on Wednesday, September 27th at 7:00 p.m.

Councilman Bradley reported on Code, Parks, and Recreation.

Code Department Report

- Issuing permits (279 Issued in 2023)
- Rental Licenses (1,765 Issued)
- Rental inspections being completed for 2023.
- Rental license late fees were sent out on Feb 1.
- 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 3 – Permits issued to Ryan homes for 13 lots.
- East Park Business Center – New building is almost completed construction.
- BelleAyre Single Family –Danfield Dr – Construction started on homes on the first 10 lots. First 3 lots have been completed.
- Western Sussex Business Campus – Site work started on lot 1 for KRM. On-site utility construction underway. Shell building has started construction.

Parks and Recreation Report

Accomplished week of 8/28

<i>Parks – Began edging around sports complex and Hooper's Landing</i>
<i>Parks – Completed 2 work orders (15 total this season)</i>
<i>Parks – Cut & lined sports fields for games & practices</i>
<i>Rec. – Held 1st week of Men's Slow Pitch league with 7 teams</i>
<i>Rec. – Completed and distributed Youth Soccer schedule to coaches and referees</i>
<i>Rec. – Held Youth Soccer coach's meeting to review rules and answer questions on 8/30</i>
<i>Rec. – Met with chick-fil-a to discuss concessions for youth flag games and review concession needs for games beginning 9/6</i>
<i>Parks&Rec. – Met with two landscape companies to get quotes for City Hall landscape replacement</i>
<i>Parks&Rec. – Met with Brimming Horn Meadery to discuss event ideas for downtown – more details to come</i>

Parks&Rec. – Ordered uniforms for Parks department & new sweatshirts for Fall/Winter

Accomplished week of 9/4

Parks – Completed edging around Hooper's landing & began edging around sports complex/N Market St Ext

Parks – Completed Bob Sanger's 5-month evaluation and wrote a letter of recommendation to come off his 6-month probation

Parks – Prepped sports fields for youth & adult leagues and football field rental

Rec. – Held 2nd week of Men's Slow Pitch league

Rec. – Held 1st week of youth flag football games with 7 teams in both 6-9 and 10-13 age groups

Rec. – Held 1st week of youth soccer with 7 teams in 5U, and 5 teams in 7U, 9U, & 13U

Parks&Rec. – Coordinated movie night (provided showing rights& movie) for outdoor event at Seaford Community Garden on 9/8

Parks&Rec. – Coordinated getting concessions prepared for youth soccer, youth flag, and the Coastal Cleanup Day luncheon

Parks&Rec. – Worked on grant reimbursement paperwork for the Jays Nest & began application process for upcoming ORPT cycle

Councilman Henderson reported on Police & Fire.

Seaford Volunteer Fire Department, Inc.

Communications from President Patrick Gaskin:

There is no communication to report for this period.

Communications from SVFD Fire Chief John Wilson:

Fire Statistics

Month / Year	Calls to date	Call per day
Total 2023	723 calls	2.8
August 2023	77 calls	2.4
September 2023	28 calls*	2.5

*Call per day so far in month

EMS Statistics

*Call per day so far in month

Month / Year	Calls to date	Call per day
Total 2023	2841 calls	11.1
August 2023	342 calls	11.0
September 2023	94 calls*	8.5

Department Responses

Month / Year	Calls to date	Call per day
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Total 2023	3564 calls	14.0
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Statistic	DATE	FIRE	EMS	Total Year
Hours in Service	Aug 2023	70.4	190.5	1971.6
Personnel in Service	Aug 2023	591	706	10467
Total Personnel Hours	Aug 2023	210.1	399	4366.9
Miles Traveled	Aug 2023	564.8	2183	22074.9

Other Statistics

Response	FIRE/Year	EMS /Year
In City	390	1644
Out of City	237	979
Assist	70	124
Total	697	2747

- *All Fire responses are not up to date until QA of reports at end of month.*

Fuel Usage

# Usage	Gallons Used	Total Fuel Cost	Gross Cost	Net Cost	Unleaded	Diesel
72 times	1063.89	4146.38	4146.38	3923.91	41 times used	31 times used
Fire	19 times	EMS	35 Times	Support	18 Times	

Significant Incidents

- 8/24/23; (Assist Station 81) – 6092 Woodland Ferry Road- Residential Fire
- 8/28/23; (Assist Station 78) – 14564 Blanchard Road – Agriculture / Chicken House
- 8/29/23; (Out of City) Sussex Highway and Swain Road- Motor Vehicle Crash with Entrapment
- 9/7/23; (City) 500 N. Hall Street- Multi- Family Dwelling Fire

Apparatus Status

- All Units are Currently in Service

Training

- Next Training:
 - Wednesday, September 20, 2023, At Station 87 – Rescue Machinery Rescue Basics

Count of Classes and People by Class Category with Class Hours and Man Hours for Date Range
Passed/Failed: Both Passed and Failed | Start Date: 01/01/2023 | End Date: 12/31/2023

	CLASS COUNT	TOTAL CLASS HOURS	COUNT OF PEOPLE	TOTAL MAN HOURS
DSFS Core Classes	6	126:00	8	174:00
DSFS - Delaware Learning - ONLINE	1	4:00	2	8:00
EMS	15	83:00	50	215:00
Fire Officer Training	20	95:10	69	180:20
Firefighter Training	89	166:15	294	606:45
Inservice Department Training	6	14:20	77	198:00
Rescue Training	8	46:45	66	205:45
Special Operations Training	4	44:05	23	128:05
SVFD Driver Training	17	24:00	22	34:00
GRAND TOTALS:	166	603:35	611	1749:55

- New Firefighter/ EMT Hunter Hardesty Started his full time with FTO process and orientation.
- New Firefighter/EMT Kyle Peterman is nearing completion of FTO process doing well.
- One Full time opening and still hiring part time.
- Ambulance C87 air conditioning was repaired in Cab.
- Ambulance B87 Air Conditioning was repaired in patient care compartment.
- Update on new Ambulance A87 start date should be around August 17, 2026

News and Events

- Fire Prevention
 - State Poster and Essays were sent out to all our schools. Return Date is October 20th to Station 87.
 - Fire Prevention tours and programs are filling up on our schedule rapidly.
 - Fire Prevention Week is October 8 - 14, 2023
- Delaware State Fire Conference starts September 11 to September 15, in Wilmington. Several SVFD members will be in attendance.
- SVFD is currently working on a possible sale of the Dive Trailer, we will inform you if it is successful.
- SVFD attended Welcome Back to Seaford Schools on August 29th.
- EMS Standby and L87 Flag display at Seaford High School Home Opener Football on August 31st.
- SVFD attended Welcome Back to School to Montessori School on September 9th.
- Tanker 87 and Chief Wilson attended Greenwood's Fire Company's 100th Anniversary Parade on September 9th.

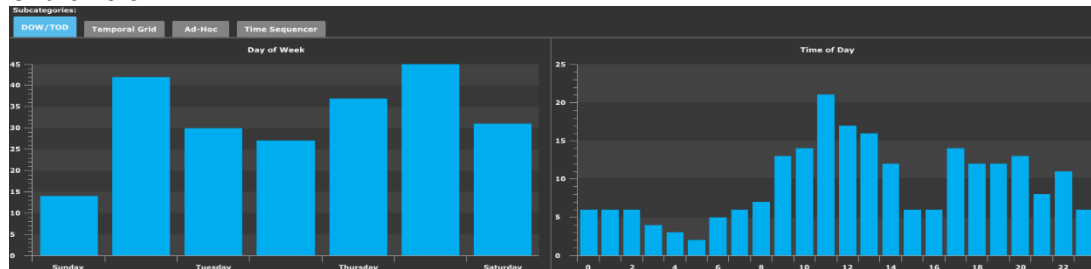
Seaford Police Department

Police Activity during period of Monday, August 21, 2023 – Sunday, September 10, 2023, as reported by Chief Marshal Craft, Jr.:

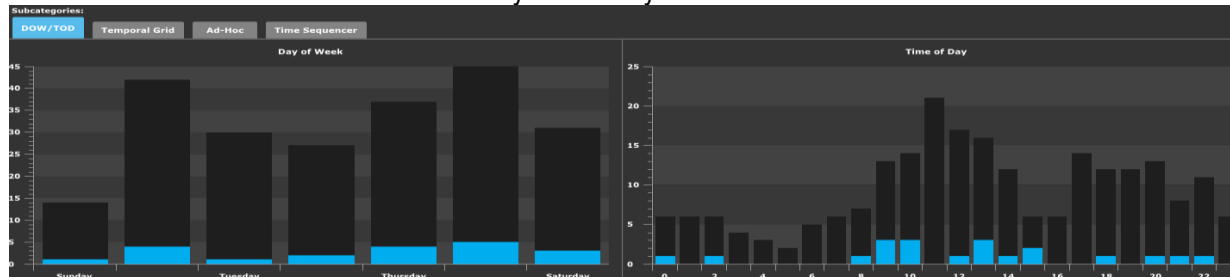
INCIDENTS	2023 YTD	2022	2021	2020	2019
TOTAL COMPLAINTS	7,628	9,593	10,686	10,141	13,865
All crimes	3,880	6,164	6,107	5,803	6,619
Robbery	17	8	14	9	12
Sex Crimes	14	18	30	39	32
Burglary	90 (48 Burg/42 TFV)	197	133	175	123
Drug Crimes	236	444	416	199	249
Overdose	22	31	26	26	25
All Traffic (E-Tickets)	5,055 (1,279)	8,168 (2,105)	8,098 / (2,021)	7,770/ (1,448)	7,819 (1,782)
All DUI	56	79	71	44	42
All Crashes	455	656	620	533	584
False Alarms	304	546	521	426	494

- All crimes: **226** (defendants: **22** adults & **5** Juvenile)

- Felony: **13**
- Misdemeanor: **43**
- Violations: **11**
- Civil: **0**
- Other: **159**
- 84% Clearance Rate (overall= 21 PA and 15 PI) Mon and Fri from 0900-2200 (See **Crime Chart Below**)



Additional Crime Data below: There were a total of **21 complaints** consisting of Agg. Assault, Assault, Burglary, Fraud, Larceny, Weapons, Robbery and Motor Vehicle Theft: (**5 Felony and 16 Misdemeanors**); Excludes Shoplifting: (**48% clearance rate**): **6 PA, 5 PI, 4 A/A, 1 J/A, 4 E/C, and 0 U/F**. Most incidents occurred on Thursday and Friday from 0900-1500.



Drug Complaints:

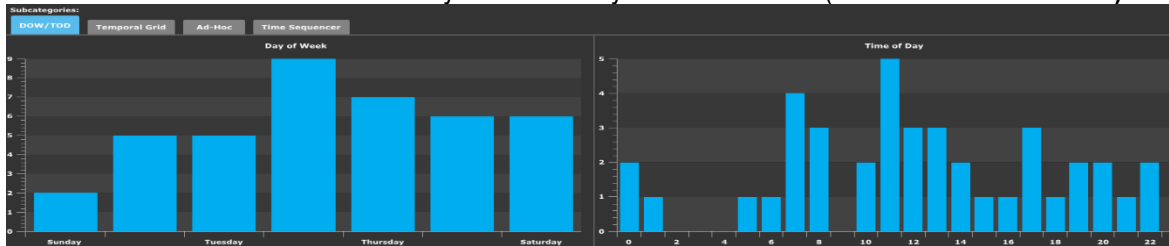
- Drug Crimes: **15**
 - Adult Arrest: **12**
 - Juvenile Arrest: **0**
 - Pending Active: **0**
 - Pending In-active: **0**
 - Prosecution declined: **3**
- Search Warrant(s): **0**
- Overdose: **1** (Hotel - Sussex Highway)

Traffic:

- Contacts/Citations: 279 traffic contacts resulting in 52 citations and 6 warnings
- DUI: 3 (3-Alcohol & 0-drug related) *1 - Crash related
- Crashes: **40**
 - Fatal: **0**
 - Injury: **5** (1-Herring Run & Mears Dr., 2-Sussex Hwy, 1-Market St & Hight St, 1-Unknown)
 - Non-Reportable: **13**
 - Reportable: **22**
 - **Additional Information: Driver Inattention – the primary cause of accidents)**

- Hit & Run: 8 (5 -priv. prop and 3-Stein Hwy)
- Bicycle: 1 (Sussex Hwy & Norman Eskridge Hwy)
- Motorcycle/Scooter: 1 (Herring Run & Mears Dr.)
- Pedestrian: 0
- School Bus: 0
- Alcohol/drug-related crash: 1 (DUI-related)

○ Incidents: Wednesday and Thursday from 0700-1700 (**See Crash chart below**)



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

- **UPDATE: #71-23-4742.** SPD investigated a shooting on 06/04/23, which occurred on Nutter Lane. Shyheim Drayton-Upshur was developed as one of the suspects and arrest warrants were obtained. On 09/07/23, LPD apprehended Upshur in their town limits, and a detective(s) from SPD responded. As a result, Drayton-Upshur confessed to his role in the shooting, was arrested and incarcerated to SCI.
- 08/22/23, SPD dispatched to a reported Robbery at the M&T bank located on Sussex Highway. Investigation revealed the suspect, later identified as D-Toshawn Furlow, walked in the bank and handed the teller a piece of paper that read 'give him the money or she would die.' The teller gave \$1,000 to D-Furlow and he fled from the bank. Further investigation revealed that D-Furlow had also committed another robbery in Laurel earlier that day. DSP responded to a reported overdose involving D-Furlow in Laurel. He was treated and released and DSP transported him to SPD where he was arrested for Robbery and later incarcerated at SCI. #71-23-7336.
- 08/26/23, SPD dispatched to Rose Tree Ln for a disorderly subject. Investigation revealed that D-Jeffrey Cox was reportedly intoxicated and yelling at the RP. Upon arrival, SPD contacted D-Cox and discovered he had an active capias, and possession of 4.45 grams of cocaine on his person. D-Cox was arrested for PWID controlled substance and incarcerated at SCI in default of a secured bond, #71-23-7450.
- 08/29/23: SPD was notified of a subject riding on a bicycle carrying a drill and threatening to kill everyone. SPD officer(s) located the suspect, identified as Shawn Warren, in the parking lot of the Royal Farms and he was taken into custody and arrested for CCDI, Possession/consumption of Controlled substance (Heroin), paraphernalia, Disorderly Conduct, and an active Capias. D-Warren received a secured bond for the capias and was incarcerated at SCI, #71-23-7529.
- 08/30/23, SPD dispatched to Comfort Suites for reported drug activity. Upon arrival, SPD observed the suspect vehicle fleeing the area with no headlamps and attempted a traffic stop but the defendant, Alan Clayton, failed to stop at command and began throwing what was later identified as cocaine and heroin out the vehicle window before he crashed into a pole. Officers recovered 11.0 grams of crack cocaine and 65 white bags containing suspected heroin. D-Clayton was arrested for PWID controlled substance, Tampering with

evidence, disregarding a police officer's signal to stop, Resisting arrest, and other related charges. D-Clayton was arraigned and incarcerated at SCI, #71-23-7562.

- 09/07/23: SPD dispatched to El Torito De San Marcos located on Bridgeville Hwy for a reported Burglary. Investigation revealed the incident had occurred on 09/05/23 and Defendant Victor Knee was identified, through video surveillance, as the suspect. D-Knee was located and arrested on 09/08/23 for Burglary, possession of burglar tools, and other related charges. #71-23-7778.
- 09/07/23, SPD officer conducted a traffic stop, in the parking lot of Save A lot, on a gray Nissan Altima operated by D-Lamar Nichols, who was known by the officer to have an active felony warrant on file. D-Nichols was taken into custody without incident. As a result, 4 bundles of heroin, each containing 13 bags of heroin, were located inside the vehicle tucked down on the right-side passenger seat. D-Nichols was arrested for PWITD. #71-23-7783.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 08/22/23: Police Officer Interview(s) - Chief, City Manager & Personnel Director
- 08/23/23: Meeting with Seaford Village Shopping Center at City Hall - Chief, City Manager and Mayor
- 09/06/23: Meeting with New AG (Kathleen Dickerson) at SPD – Chief
- 09/07/23: Executive Session (negotiations) - Chief

Event:

- 09/02/23: Saturday Night Alive - Church of God on Clarence St. - Chief
- During this reporting period, CADET had reduced hours due to college, however, he handled 25 complaints, 0 crash investigations, obtained 1 warrant, and initiated 2 arrests.

Training/Other:

- 09/5/23: Fall Firearms recertification began for department members

Total Criminal Arrests:

Arres ts YTD	202 3 Tot al	202 3 Adu lt	202 3 Juv	202 2 Tot al	202 2 Adu lt	202 2 Juv	202 1 Tot al	202 1 Adu lt	202 1 Juv	202 0 Tot al	202 0 Adu lt	202 0 Juv	201 9 Tot al	201 9 Adu lt	201 9 Juv
Total	373	325	48	630	571	59	586	511	75	499	428	71	653	577	76

Councilman Holland reported on Administration.

MEETINGS:

- Attended the 106 Spring Street roof replacement bid opening. No bids received. Will rebid in February 2024.
- Attended pre-construction meeting with Chesapeake Utilities regarding service to the Western Sussex Business Campus.
- Attended the SCAT Dinner in Milford.
- Attended the Special Council meeting.
- Attended the Board of Adjustment meeting.
- Attended the Seaford Village Shopping Center Lift Station renovation progress meeting.

OTHER WORK:

- Prepared the City Council agenda.
- Attended the bid opening for ADA ramps on Magnolia Drive
- Worked on the 800 MHZ tower lease renewal.
- Attended recruit graduation at the Dover police academy.
- Attended the PW Tec I interview.

INFORMATION TECHNOLOGY REPORT:

- Completed updates and configuration on switches.
- Placed order for FY24 Security Camera project.
- Replace wireless access points.
- Routine calls for technical services.

ADMINISTRATION REPORT FOR COUNCIL:

- Attend mediation meeting with the Police Department & Teamsters.
- Prepare for audit.
- Train new customer service representative.
- Attend Special Council meeting.
- Attend interviews for the PW Tech I position.
- Attend Mutual Aid Workshop with DEMEC.
- Attend Welcome Back to School event.
- Provide coverage due to manpower shortage – two employees out.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman MacCoy reported on Electric.

Crew

- Trimmed trees.
- Took down the capacitor bank on circuit 320 for maintenance.
- Dug in the conduit at the transformer pad for MSP property so they can pour the pad.
- Took down some fiber on Middleford Rd for Gary and left a loop at Soroptimist Park.
- Worked with the engineer on breaker 320 for control issues and automatic capacitor bank controls.
- Put the temporary primary underground at the Manor House.
- Finished digging in the conduit at the MSP property.
- Dug in the secondary conduit, pulled the wire in and set 2 more meters in Belle Ayre single family.
- Ran some wire and hung a booster for Gary.

Director

- Had a directors meeting.
- Had a staff meeting.
- Had my council liaison meeting.
- Installed GPS trackers on the trucks.
- Participated in welcoming the students back to school.
- Worked with the engineer on breaker 320 control issues and automatic capacitor bank controls.

- Worked on an estimate to place all of the utilities underground at NCSC. .

Upcoming Weeks.

- Pull in the primary wire and set the transformer at the MSP building on Venture Drive.
- Continue working in Belle Ayre single family residence section.
- Continue working in Mearfield 1 phase 3.
- Continue changing the lights on Sussex Highway to LED.

Councilman King reported on Public Works & WWTF.

Past two weeks:

Public Works:

- Woolford St. project is going well and just about completed. Striping to come this Friday. **It is now a one-way road with parking only on the north side**
- Installed two new water service to lots on Pennsylvania Ave.
- Installed new water service to lot on North St.
- Installed two new water services to lots on Porter Street
- Installed new stop signs on North Street and on Chandler Street creating 3-way stops
- Completed State Sanitary Survey inspection of our water system. No deficiencies noted.
- Performed some equipment maintenance
- Sprayed weeds
- Replaced buried manhole frame and cover on Thompson Court and brought it up to grade
- Received bids for Magnolia ADA ramps
- Held multiple meetings in person and on-line
- Held interview with applicant and offered him a position which he accepted and started today 9/11/23
- 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

- Dewatering performance has been improving over past few weeks.
- Brainerd permit to go for public notice week of 9/11. They started manufacturing 8/1/23. Visit site on 9/1 to see progress.
- Reinstalled repaired primary waste pump motor. Pump still won't run, found a lot of rags inside. Will need to get broke loose. Also plan to look into better motor protection for these pumps as there is a tendency to overload the motor more time than allowable when dealing with stuck pump.
- Worked on review of plant capacity and loading over the past 12 months.
- LED conversions in Admin, lab and control building are complete.
- Received DMRQA graded report, all tests passed.
- Sampled TCLP parameters on BFP cake for Sussex County.
- Envirep provided presentation on Seveco Beast septage receiving unit on 9/7, all staff attended.

Upcoming two weeks:

Public Works

- Install new water service to 411 Shipley
- Install last water service to new house on Pennsylvania Ave.
- Install two new water services on North St.
- Replace sewer service to 606 Hickory
- Insert two valves in preparation to replace hydrant on Shipley
- Work on replacing more fire hydrants
- Continue all routine tasks.

WWTF & COMPOST

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

Mayor Genshaw then called for a motion to adjourn the Regular Council Meeting. Councilman MacCoy made a motion to close the Regular Council Meeting. Councilman Bradley seconded the motion; the motion so passed with all voting in favor. The meeting was adjourned at 7:38 p.m.

Charles D. Anderson, City Manager

/JJ