

MINUTES OF THE OF THE MAYOR AND COUNCIL
June 10th, 2025
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 Grasset

Staff Members Present:

Charles Anderson-City Manager
June Merritt-Director of Finance and Human Resources
Berley Mears – Director of Public Works
Trisha Newcomer-Director of Economic Development and Comm. Relations
Bill Bennett- Director of Electric
Mike Bailey-Building Official
Katie Hickey- Superintendent of Parks and Recreation
Marshall Craft - Chief of Police
Kristen Gordy – Recording Secretary

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

Invocation

Invocation led by Councilman Michael Bradley

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.

Approval of the of the Budget workshop Meeting #2 minutes of May 6th, 2025

Mayor MacCoy called for a motion to approve the minutes of the Budget Workshop meeting on May 6th, 2025. Councilman Quillen made a Motion to approve the minutes of the Budget Workshop meeting on May 6th, 2025. Councilman Holland seconded the motion. Mayor MacCoy asked for a vote; all present voted in favor; the motion passed.

Approval of the minutes of the regular meeting on May 27th, 2025.

Mayor MacCoy called for a motion to approve the minutes of the regular meeting on May 27th, 2025. Councilwoman Dr. Grasset made a Motion to approve the

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minutes of the regular meeting on May 27th, 2025. Councilman Bradley seconded the motion. Mayor MacCoy asked for a vote; all present voted in favor; the motion passed.

Bill Bennett, Director of Electric introduced Logan Price who was recently hired as a groundman in the Electric Department.

PUBLIC COMMENT:

Dan Cannon of Seaford came to speak about his concern about the Wastewater Treatment expansion, having excessive quantitative projections and would like the Mayor and Council to reexamine the numbers.

Jim Thompson of Seaford came to express his concern about the new traffic patterns on Nylon Blvd and would like to see posted speed limit signs be added as well as the timing on the lights changed.

CORRESPONDENCE:

There was no correspondence.

NEW BUSINESS:

1. Present for approval the FY26 budget.

City Manager Anderson presented the information for the FY26 budget. Mayor MacCoy solicited any questions from Council; there were none. Mayor MacCoy called for a motion; Vice Mayor Henderson made a Motion to approve the FY26 Budget as presented. Councilman Holland seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

2. Present for approval a revision to the Fee and Rate Schedule that would increase the annual Rental License fee to \$100.

City Manager Anderson presented for approval a revision to the Fee and Rate Schedule to increase the annual Rental License fee to \$100. Mayor MacCoy solicited any questions from Council; there were none. Mayor MacCoy called for a motion. Councilwoman Dr. Grassett made a Motion to approve the revision to the Fee and Rate Schedule that would increase the annual Rental License fee to \$100 as

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presented. Councilman Quillen seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

3. Chief of Police Marshall Craft to recommend traffic calming measures for Nylon Boulevard Extended to address speeding complaints.

Chief of Police Craft presented the information. Mayor MacCoy asked about the process of concerns for traffic safety from citizens. Chief of Police Craft stated that concerns could be addressed to Himself, Patrol Lieutenant or the Police Admin department. These concerns would be taken into consideration for conducting a traffic study. Councilwoman Dr. Grassett commented that it would be a different process for installing speed bumps, which Chief of Police Craft agreed with. Councilwoman Dr. Grassett then commented the concern for the amount of stop signs proposed, specifically the one on Petunia Place. Councilman Holland suggested posting additional speed limit signs, as well as putting one set of stop signs in the middle of Nylon Blvd. at Oak Road. Chief of Police Craft stated there are multiple solutions to this problem and he will support Councils recommendation, and that one set of stop signs could be installed and more could be added in the future. Councilman Quillen then commented that the roads are being used to avoid traffic lights and recommended adding the one set of stop signs at Oak Road to try and slow traffic patterns. Chief of Police Craft made a recommendation to put the stop signs at Oak Road as well as posting the speed limit. Mayor MacCoy solicited any further questions from Council; there were none. Mayor MacCoy called for a motion; Vice Mayor Henderson made a Motion to approve the recommendation of the Chief of Police Marshall Craft for traffic calming measures to be implemented on Nylon Boulevard Extended to address speeding complaints as presented. Councilman Quillen seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

OLD BUSINESS:

1.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- 1. City Offices and Utility Divisions will be closed June 19, 2025, in observance of the Juneteenth Holiday.**
- 2. Friday Night Live, June 20th, 5:00 p.m. at the grass lot behind City Hall.**

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- 3. Movie Night in the Park, June 27th, 8:30 p.m. at the grass lot behind City Hall.**

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

Code, Parks and Recreation – Councilwoman Dr. Stephanie Grasset

Police & Fire – Vice-Mayor Dan Henderson

Administration – Councilman Orlando Holland

Electric – Councilman Mike Bradley

Public Works & WWTF – Councilman Alan Quillen

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

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

The Meeting was adjourned at 8:27 p.m.

Charles D. Anderson, City Manager
/KG

Approved by Council:

Council Liaison Report
Public Works & Wastewater
Departments
Date 06/09/25

Past two weeks:

Public Works:

- Cleaned up out back in the yard
- Received new service truck with crane
- Boarded up house on Pond St.
- Cleaned catch basins on Arch St.
- Cleaned out valve boxes and exercised valves on Sussex Ext. for shut down
- Came in at 11:30 pm to 3:30 am for water main shut down on Sussex Ext.
- Camera sewer on Magnolia to determine sink hole origin
- Contractor in to repair sewer lateral on Magnolia as it was deep
- Replaced water service at 306 Porter
- Reinstalled tarp on truck 2
- Root cut sewer lateral on Hickory
- Continued collecting big piles after clean-up week
- 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...
- Still one man down

WWTF & COMPOST

- Plant: 5/27: Pant looks great. 6/2: Plant looks amazing, effluent is crystal clear.
- Dewatering: 5/27: Dewatering OK, testing new polymer. 6/2: Dewatering well. Blend tank has been performing well: no foam, low N in recycle, temperature moderate. No County driver Monday 6/2 so had to re-run Tuesday to finish up. Also loading cans significantly lighter per County request.
- Lawn mower repaired and back in service.
- Finished up May PMs
- Completed Septage, SCUSSD reports and May DMR.
- Installed new BOD incubator.
- Ran a few more bench tests with PAA, need to run some alternative testing requirements through DNREC.
- Replaced some worn guide wheels on sand filter bridges.
- Replaced bad motor on grit conveyor.
- Working on replacing worn Lovejoy couplings on anoxic mixers.

Upcoming two weeks:

Public Works

- Insert a 6" valve on water main for Nylon project
- Get curbs painted in Mearfield
- Repair then continue to camera sewer main on Front Street
- Install new water service on Pond St.
- Replace hydrants

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



Meeting of Mayor and City Council
Tuesday, 10 June 2025
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 John Wilson:

Fire Statistics

Month / Year	Calls to date	Call per day
Total 2025	576 calls	3.6
May 2025	100 Calls	3.2
June 2025	26 Calls *	2.8

*Calls per day so far in the month

EMS Statistics

Month / Year	Calls to date	Call per day
Total 2025	1998 calls	12.4
May 2025	379 calls	12.2
June 2025	96 calls*	10.2

*Calls per day so far in the month

Total Department Responses

Year	Calls to date	Call per day
Total 2025	2574 calls	16.0

MAY 2025 DATA

	Fire	EMS
Total Calls	100	379
Personnel Responding	814	745
Hours in Service	89:29	329:68
Personnel Hours	258:32	659:36
Patients		280
Miles Traveled	962.9	2853
City Response	53	213
Out of City Response	36	155
Assist	11	11
Working Fires	5	
MVC Entrapments	4	

Significant Incidents

- 05/29/2025 – (City) – 339 N. Market – Working Outbuilding Fire
- 06/05/2025 – (Out of City) – 24325 Greenbriar Lane – Chemical Hazard in Residence
- 06/06/2025- (Assist 72) – Redden Rd. – Motor Vehicle Crash with Entrapment
- 06/07/2025 – (Assist 72) – 7187 Cannon Road. - Chicken House Fire

Apparatus Status

- All SVFD apparatus are in service

Fuel Data form 4/30/2025 to 5/30/2025

# Usage	Gallons Used	Total Fuel Cost	Gross Cost	Net Cost	Unleaded	Diesel
66 times	1061.32	3447.68	3447.68	3447.68	45 times used	21 times used
Fire	20 times	EMS	30 Times	Support	16 Times	

Training

- **Next Training:**
 - Wednesday, June 18, 2025, at Dry Hydrants – Drafting Evolutions

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: 01/01/2025 | End Date: 12/31/2025

	CLASS COUNT	TOTAL CLASS HOURS	COUNT OF PEOPLE	TOTAL MAN HOURS
Career Daily Training	162	176:45	750	887:25
DSFS Core Classes	1	40:00	1	40:00
DSFS - Delaware Learning - ONLINE	1	3:00	1	3:00
DSFS - Other Class	1	5:00	6	30:00
Fire Officer Training	3	1:45	33	19:15
Firefighter Training	8	11:00	37	55:00
National Fire Academy Class	1	48:00	1	48:00
Probationary/Junior Training	12	18:30	82	131:00
Special Operations Training	1	1:00	5	5:00
SVFD Driver Training	20	25:15	45	60:30
Wednesday Training Nights	8	17:45	123	296:00
GRAND TOTALS:	218	348:00	1084	1575:10

Emergency Medical Services

- Testing for FF/EMT Position (1) was completed on Friday, June 6, 2025 Moving to reference checks on candidates and interviews
- All three ambulances are in service
- Lieutenant Alan Jarmon has completed 9 years of service with SVFD (May-13th)
- The EMS Fund Drive is "live". If anyone needs to be added, please contact the station. \$75 annual donation for the EMS Fund Drive, which ensures if you use EMS Services, you will NOT be billed what insurance does not cover for one year.

News and Events

2025 Community Events, Meetings, and Fire Prevention Total

# Events	Total Personnel	Total hours
59	622	1302.75

- The Final FACETS report is on Sussex County Government's Website. I highly encourage all Council members to review and ask questions to SVFD.
- SVFD participated in the Water Days at Seaford Central Elementary and West Seaford Elementary Schools in the past few days with Tanker 87.
- Assistant Chief Holmes participated in a Career Day at Seaford Middle School to talk about careers in the Fire /EMS Service on Thursday, June 5, 2025

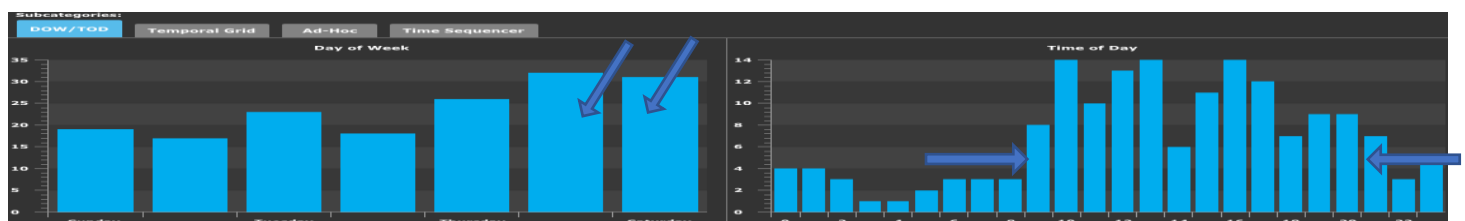


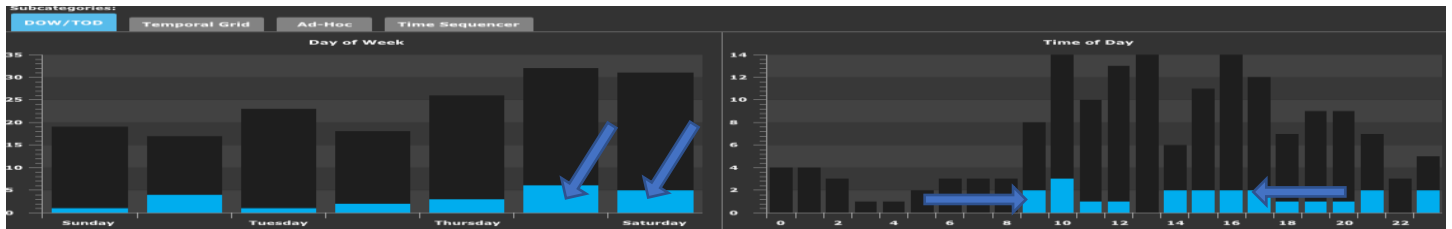
Seaford Police Department

Police Activity during period of **Friday, May 23, 2025 – Thursday, June 08, 2025** as reported by Chief Marshal Craft, Jr.:

INCIDENTS	2025	2024	2023	2022	2021
TOTAL COMPLAINTS	4,898	12,552	11,112	9,593	10,686
All crimes	1,869	5,559	5,010	6,164	6,107
Homicide	2	0	1	0	0
Robbery	1	15	24	8	14
Sex Crimes	26	22	25	18	30
Burglary	29 (16 Burg/13 TFV)	57 (24 Burg/33 TFV)	122 (58 Burg/64 TFV)	197	133
Drug Crimes	86	481	285	444	416
Overdose	5	32	43	31	26
All Traffic (E-Tickets)	2,384 (1,376)	7,527 (3,422)	6,579 (1,898)	8,168 (2,105)	8,098 / (2,021)
All DUI	39	102	72	79	71
All Crashes	260	741	684	656	620
False Alarms	156	373	343	546	521

- All crimes: **166** (defendants: **13** adults & **1** juvenile)
 - Felony: **14**
 - Misdemeanor: **36**
 - Violations: **13**
 - Civil: **0**
 - Other: **103**
- **84% Clearance Rate** (overall = **16** PA and **10** PI) Friday & Saturday from 0900-2100 (**See Crime Chart below**)





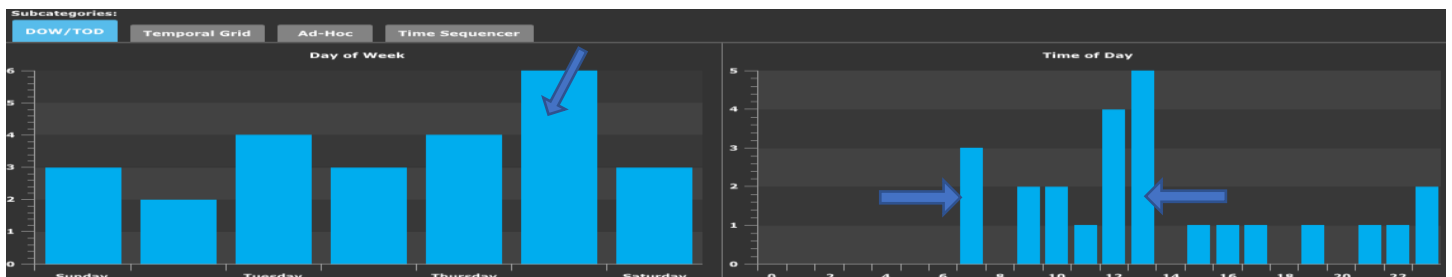
Additional Crime Data below: There were **22 complaints**, including Assault/aggravated Assault, Extortion, Kidnapping, Larceny, Robbery, and Weapons: (8 Felonies and 14 Misdemeanors); excluding shoplifting: (**55% clearance rate**): 8 PA, 2 PI, 2 A/A, 1 J/A, 8 E/C, and 1 U/F. Most incidents occurred on Friday & Saturday, from 0900-1700.

Drug Complaints:

- Drug Crimes: **14**
 - Adult Arrest: **13**
 - Juvenile Arrest: **0**
 - Juvenile/No Custody: **0**
 - Pending Active: **0**
 - Pending Inactive: **0**
 - Prosecution declined: **1**
- Search Warrant(s): **0**
- Seized Firearms: **0**
- Overdose: **0**

Traffic:

- Contacts/Citations: **167** traffic contacts resulting in **90** citations and **27** warnings
- DUI: **7** (7- Alcohol or 0- drug-related) - 0 Crash related
- Crashes: **25**
 - Fatal: **0**
 - Injury: **3** (Front St & High St; N. Market St & Stein Hwy; and Sussex Hwy & Middleford Rd)
 - Non-Reportable: **11**
 - Reportable: **11**
- **Additional Information:**
 - Hit & Run: **3**: (Priv. Prop (Walmart); Sussex Hwy & Norman Esk.; and E. Ivy Dr. near Lilac Ln)
 - Bicycle: **0**
 - Motorcycle/Scooter: **0**
 - Pedestrian: **2** (Priv. Prop (Auto Zone); and Sussex Hwy & Middleford Rd)
 - School Bus: **0**
 - Alcohol/drug-related crash: **0**
 - Incidents: Friday, from 0700-1300 (**See Crash chart below**)



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

During May (21st & 23rd), SPD received two incidents involving an online **sexortion scheme** targeting local youth. In these cases, suspects initiate contact through text messages, social media, or gaming platforms, posing as peers or potential friends. After building trust, the suspects attempt to obtain compromising content and then demand money, threatening to share the material if payment is not made. These incidents are under active investigation by Seaford PD detectives. Parents and guardians are encouraged to talk with their children about online safety and to report any suspicious or threatening activity to law enforcement immediately. Case #71-25-4288 & 71-25-4361.

05/29/25: Domestic-related Strangulation (Clementine Court)

SPD officers were dispatched to a domestic incident at 711 Clementine Court. A witness reported an argument between two individuals who left before police arrival. The victim later disclosed that she had been physically assaulted and strangled during the altercation and reported a history of similar incidents. A child was present during the event.

A lethality assessment was completed, and the victim was connected with support services. She left the residence with her child for safety. A warrant was issued for the suspect, and the investigation is ongoing. #71-25-4542.

05/29/25: Domestic-related stabbing (Meadowridge Apartments)

SPD Officers were dispatched to Tidal Health for a reported stabbing victim at the ER. The investigation revealed the incident involved two 16-year-old juveniles who were BF/GF. Further investigation revealed that the female entered an apartment at Meadowbridge and confronted the victim about infidelity, engaged in a verbal argument that turned physical when she pulled a knife, which resulted in the male victim being stabbed. Warrants were obtained for Assault 2nd, Aggravated Menacing, O.T., PDWDCF, and CCDW. The suspect turned herself in the next day, was arrested, and released to her parent pending Family Court at a later date. #71-25-4557.

05/31/25: Pedestrian Stop leads to possession of crack cocaine (N. Market St. & King St.)

SPD Officer(s), while on routine patrol, conducted a pedestrian stop at N. Market St. & King St. on Vernon Shrock, who had an active capias. Further investigation revealed Schrock had possession of paraphernalia (crack pipe), and a small baggie of suspected crack cocaine (.1 grams) that field tested positive. Shrock was arrested and released on an unsecured bond. #71-25-4610.

06/01/25: Theft of a Firearm (500 Block of Nylon Blvd.)

SPD Officers were dispatched to the 500 block of Nylon Blvd. for a reported theft of a firearm. The victim stated he had lent a Glock 19 handgun to a friend/roommate, and there were four other friends at the house. The victim advised that he kept the firearm in a Harbor Freight lockbox that was also stolen. TOT SPD CID. Case #71-25-4712.

06/02/25: Armed Robbery w/gun (Yorktown Lane residence)

SPD Officers were dispatched to Yorktown Lane for a reported armed robbery. The victim said two known individuals entered his apartment under the pretense of buying shoes but robbed him at gunpoint, taking shoes and a cell phone. The Victim declined to share the suspect's name and became uncooperative. Case #71-25-4668.

06/04/25: PWITD Heroin and related charges (Nutter Lane)

SPD Officer(s), while on routine patrol, observed Devon Cannon on Nutter Lane and confirmed he was wanted on three capiases. As Cannon was being taken into custody, a female, Miya Newcomb, began removing items from Cannon's pockets. During this, a bundle of heroin fell from Cannon's pants, which Newcomb attempted to retrieve. She was also taken into custody, and a large plastic bag of heroin was seen falling from a bag she was holding. Additional heroin was later found on her person at the Seaford Police Department. In total, 2,236 bags (67.08 grams) of heroin were recovered. Cannon was committed on a \$158,600 cash bond; Newcomb on a \$46,400 cash bond. Subjects were charged with PWITD and numerous other related charges. Case #71-25-4743.

06/05/25: Three Juvenile runaways (Seaford House)

SPD received a complaint that three juveniles had run away from the Seaford House, including two males and a female. The investigation was turned over to SPD CID, and a "Gold Alert" was submitted for the juveniles, which was distributed to Delaware Law Enforcement. Pending active. Case #71-25-4787

06/06/25: Vehicle Vs. Pedestrian (Sussex Hwy & Middleford Road)

The operator of vehicle #1 was driving northbound on Sussex Highway at night when a pedestrian, wearing all black, crossed eastbound through the grass median and into his lane, resulting in a collision. Trooper 2 responded but did not airlift. The victim was transported to Tidal Health with possible injuries, including two broken legs. #71-25-4786.

06/07/25: Assault 2nd involving pepper spray (Chandler Street)

SPD Officers were dispatched to a late report of an assault involving pepper spray at Chandler Street. The victim stated he was pepper sprayed by Latonya Taylor near Nutter Park following an ongoing dispute. The victim experienced eye irritation but declined medical treatment. Suspect Taylor had left the scene before police arrival, but was identified through prior contacts and a social media photo. The victim expressed his desire to press charges. A warrant for Taylor's arrest was obtained, and the case remains active. Case #71-25-4859.

06/07/25: Vehicle Pursuit (Dutton Ave.)

SPD officer(s) initiated a traffic stop on a white Kawasaki motorcycle on Dutton Ave. for multiple violations, including a fictitious tag and failure to stop at a stop sign. The operator, Robert McGinnis, fled but later stopped near Sussex Hwy and Middleford Rd. He was arrested without incident. The motorcycle was unregistered, uninsured, and had an expired registration. McGinnis, currently on Level 3 probation, was transported to Seaford PD and then to VOP in Georgetown for an active warrant. He was arraigned and released on unsecured bond. Case #71-25-4858.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 05/23/25: Meeting with Amy Kevis (partners in public safety) - Chief
- 05/23/25: CALEA Meeting (CIMRS) - Chief, D. Chief, and Admin Lt.
- 05/27/25: Council Meeting to present on POSDC grant - Chief
- 05/29/25: Seaford Empowerment Coalition meeting - Chief & D. Chief
- 05/30/25: Substation dedication (Deloris & Bill Slatcher) - Chief & D. Chief
- 06/04/25: Constituent Coffee with Representative Short - Chief & D. Chief
- 06/05/25: National Public Media Interview ref. POSDC Grant Application- Chief
- 06/06/25: Non-Violent Seaford with Governor Myer for conversations about gun violence - Chief & D. Chief

Community Events:

- Ongoing "Food On" Program in partnership with the HELP Initiative - SPD Officers
- 05/30/25: SHS Graduation - Lt. Mills, Lt. Horn, Det. Wingate and Pfc. Kramer
- 06/01/25: Rally for First Responders (presented to DJ Daniel) - Mills, Wingate, J. Matthews, Kramer, Tharp
- 06/04/25: Kiwanis Presentation - Chief & D. Chief

Training/Other:

- SPEAR Team Training (ongoing) twice / month - Team Members
- 05/25/25-05/30/25 -Standardized Field Sobriety Testing Instructor Course - Cpl. Ruark

Total Criminal Arrests:

Arrests	2025	2025	2025	2024	2024	2024	2023	2023	2023	2022	2022	2022	2021	2021	2021
YTD	Total	Adult	Juv	Total	Adult	Juv	Total	Adult	Juv	Total	Adult	Juv	Total	Adult	Juv
Total	206	190	16	720	642	78	523	455	68	630	571	59	586	511	75

Respectfully Submitted,

Councilman, Fire and Police Liaison, and Vice Mayor



Dan H Henderson

Council Liaison Report

Electric Department

Period ending 6/8/25

Since the last report

Crew

Nick Moore performed annual substation maintenance in both Pine and Ross substations with Jay Waller

Installed decorative light for new honorary plaque in Pine St. Substation

Trimmed trees down Arcadia St., Washington St., Cedar St. alley, behind Jersey Mike's.

Dug in conduit in Mearfield phase 4 and pulled in secondary wire.

Installed streetlights in Belle Ayre

Switched two old oil switch capacitor banks to fixed banks and took down old oil switches to be sent off and refurbished, along with the old transformers for capacitor banks

Replaced insulators on pole that suffered lightning strike

Replaced cutout and arrester on Arbutus Ave.

Performed circuit switching operation to put circuit breakers 280 and 290 in Pine St. substation out of service for terminator repair.

Repaired terminators on circuit breakers 280 and 290 in Pine St. substation and switch circuits back to normal operation

Director

Gathered and sent off info for annual PCB Report done by Compliance Environmental Inc.

Reviewed residential solar application for 410 E. Poplar

Discussed key issues in substations with Jay Waller and Nick Moore

Met with Gary Andrews in Pine St. substation regarding fiber

Worked on final cost for Nylon Blvd. Lots

Attended DEMEC Joint Council Briefing

Attended Western Sussex Business Campus progress meeting

Helped lead crew with switching procedure in Pine St. substation

Went over annual inventory procedures with Jacob Smith

Met with residents on Hurley Park Dr. and Magnolia Lane regarding tree trimming

Upcoming Weeks

Continue work in Mearfield Phase 4

Finish work in Belle Ayre single family residence section

Continue work on Seaford Innovation Center

Continue tree trimming

Two Week Work Report

5/26/25 to 6/6/25

Charles Anderson, June Merritt &
Trisha Newcomer

MEETINGS:

- Met with the Seaford Business park developers regarding distributed energy installation options.
- Attended Rep Short's coffee meeting.
- Attended a pension review meeting.
- Attended the DEMEC joint council briefing.
- Attended the WSBC progress meeting #7.
- Attended the monthly Code Department meeting.
- Attended the SCAT steering Committee meeting.

OTHER WORK:

- Prepared the Council agenda.
- Worked on WWTP expansion public hearing.
- Updated the budget presentation for Council.
- Participated in Parks Seasonal interviews.
- Attended the Substation dedication.

INFORMATION TECHNOLOGY REPORT:

- Resolved issue with WiFi outage.
- Relocated WiFi AP at City Hall.
- Printer installation,
- Spliced fiber connections.
- **Safety Committee Info** – Good safety inspection; receive 9% discount on Workers compensation Insurance.
- Routine calls for technical assistance.

ADMINISTRATION REPORT FOR COUNCIL:

- Attend DEMEC Joint Council Briefing.
- Update the FY'26 Budget file for final presentation.
- Work on various grants.
- Updating various project files for funding reimbursements.
- Train with the new Accounting Coordinator.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Input:

Charles Anderson, ACM

June Merritt, DF & HR

Trisha Newcomer, DED & CR

06/09/2025

Code Department Report

- Issuing permits (210 Issued in 2025)
- Rental Licenses (1,832 Units)
- Rental license late fees have been sent.
- Rental inspections are scheduled and being completed.
- 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 – Permits issued to Ryan homes for 40 lots in Phase 4.
- BelleAyre Single Family –Danfield Dr – Lennar has 2 lots remaining for construction.
- 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 – Demolition progressing on old Woolworths. Exterior façade work on Dollar Tree and Community Bank continuing. Fitout permit for Bright Bloom issued and work started. Renovations started at the old grocery store. Fitout permit for “The Mill” received. Deltech shell building elevator shaft is up. Steel to go up soon. Sitework on storm water has mobilized. Deldot approved the utility permit for Atlanta Rd. Electric has been temporarily relocated so the utility work can proceed. Water and sewer across the site is in progress.

Parks & Recreation
Council Liaison Report
for 6/9/25 Council Meeting

Accomplished week of 5/26

Parks – Set-up tent and chairs for Memorial Day Service on 5/26
Parks – Cleaned out trucks to prep for seasonal part-time workers & worked on cutting common areas
Parks – Worked on overseeding soccer fields – in bad shape due to constant playing from leagues & public use
Rec. – Postponed 8 th week of soccer & 7 th week of Men’s Slow Pitch due to rain – worked on rescheduling
Rec. – Have 5 kids registered for youth pickleball clinic (all new participants)
Parks&Rec. – Held seasonal part-time parks interviews on 5/29 – final one is on 6/2
Parks&Rec. – Submitted ORPT grant funding for solar lights in Oyster House Park for \$13,969 & Riverwalk Railing for \$13,500
Parks&Rec. – Worked with several people regarding field/park rentals

Accomplished week of 6/2

Parks – Completed 2 work orders
Parks – Placed fertilizer on all athletic fields
Parks – Replaced 3 posts and several rails around Hooper’s Landing fence
Parks – Assisted with prep for Friday Night Live event on 6/6 & completed routine mowing/trimming
Rec. – Held final week of youth Soccer – congratulations to 9U NYC Football Club and 13U NY Red Bulls for winning the championship
Rec. – Held makeups for Men’s Slow Pitch – playoff bracket will be only 1 division this season (in the past it has been A & B)
Rec. – Have 12 kids signed up for youth pickleball clinic (to begin 6/16)
Parks&Rec. – Held one more part-time seasonal interview on 6/2 and hired 3 total for the Summer season (Carson Hastings, James Austin, & Richard West)
Parks&Rec. – Continued working on submitting photos and information for USTA grant for tennis courts
Parks&Rec. – Met with Callaway Corporations regarding options for Recreation Building
Parks&Rec. – Assisted with hosting Friday Night Live in downtown on 6/6