

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
May 26, 2026
SEAFORD CITY HALL - 414 HIGH STREET

The meeting will be streamed via live feed.

To view a live meeting visit one of the links below:

- On our website: www.seafordde.com/meetinglivefeed
- On Facebook: www.Facebook.com/cityofseaford
- On YouTube:
<http://www.youtube.com/c/CityofSeafordDe19973>

To view this meeting agenda and supporting documentation visit our website:
www.seafordde.com/government/mayor_council/council_agendas_minutes

Comments and questions may be emailed to:
Councilinfo@seafordde.com

7:00 P.M. Mayor MacCoy calls the Regular Meeting to order.
Invocation.
Pledge of Allegiance to the Flag of the United States of America.
Executive Session:
 1. Negotiations.
Changes to the agenda for this meeting.
Approval of the minutes of the regular meeting on May 12, 2026.
Approval of the minutes of Budget Workshop #1 on May 5, 2026

ALL ITEMS ON THIS AGENDA MAY OR MAY NOT BE VOTED ON.

PUBLIC COMMENT:

1.

CORRESPONDENCE:

1.

7:05 PUBLIC HEARING:

1. Mr. Brandon Hamilton, Sussex County Community Development and Housing, to present information for the development of an application to the State of Delaware Community Development Block Grant (CDBG) program to include the City of Seaford.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

May 26, 2026

NEW BUSINESS:

1. City Council to hear an appeal of a criminal nuisance violations issued to the property located at 331 N. Pine Street in accordance with Section 5.4.5 of the Municipal Code.
2. NXT Level Sports to update City Council on their new Seaford location.
3. Mayor MacCoy to appoint a new member to the Police Chiefs Advisory Board.
4. Present for approval the appointment of Records Officers and Authorized Agents for FY2027.

OLD BUSINESS:

- 1.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

LIAISON REPORTS:

1. Police and Fire - Councilwoman Stephanie Grassett
2. Parks and Recreation, Code - Councilman Dan Henderson
3. Administration - Councilman Orlando Holland
4. Electric - Councilman Mike Bradley
5. Public Works & WWTF - Councilman Alan Quillen

Mayor MacCoy solicits a motion to hold an Executive Session.

EXECUTIVE SESSION:

1. Negotiations.

Mayor MacCoy solicits a motion to adjourn the Executive Session.

Mayor MacCoy reopens the regular Council meeting.

Council to take actions necessary after Executive Session.

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

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AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

May 26, 2026

NOTE: Agenda shall be subject to change to include or delete additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

Date Posted: 05/18/2026

Posted by: BAS

CITIZEN PARTICIPATION
CERTIFICATE OF ASSURANCE

PH#1
5/26/26

It is hereby assured and certified to the Delaware State Housing Authority that Sussex County, Delaware has met application requirements of (Attachment E Delaware Community Development Block Grant Program Policies and procedures) citizen participation requirements, and that Sussex County has:

- (1) made available information concerning the amount of funds that may be applied for;
- (2) made known the range of activities that may be undertaken with these funds;
- (3) made known the fact that more applications will be submitted to the State of Delaware than can be funded;
- (4) outlined the processes to be followed in soliciting and responding to the views and proposals of citizens, communities, nonprofit agencies, and others in a timely manner; and
- (5) provided a summary of other important program requirements.

The City of Seaford has held a public hearing on May 26, 2026 with required notice for all citizens, including low and moderate-income persons, to have an opportunity to present their views and proposals.

The City of Seaford has by resolution and after one public hearing, endorsed this application.

ATTEST:

CITY OF SEAFORD

Mathew MacCoy
Mayor

RESOLUTION

AFFIRMATIVELY FURTHERING FAIR HOUSING

WHEREAS, City of Seaford recognizes the importance of fair housing for the citizens of Seaford; and

WHEREAS, the City of Seaford supports the goals of the Federal Fair Housing Law,

NOW THEREFORE, BE IT RESOLVED, that the City of Seaford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Seaford to ensure that no person shall, on the grounds of race, color, national origin, religion, creed, sex, marital status, familial status, age, sexual orientation or disability be discriminated against or denied a fair and equal opportunity to housing.

AND BE IT FUTHER RESOLVED, that the City of Seaford take meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.

AND BE IT FURTHER RESOLVED that the City of Seaford, when acting as administrator of a Community Block Grant, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

The Resolution was passed by a vote of the Councilman of the City of Seaford on May 26, 2026.

ATTEST: _____

Mathew MacCoy
Mayor

PUBLIC HEARING

The **City of Seaford**, Delaware, in cooperation with the Sussex County Council (SCC), and the Delaware State Housing Authority (DSHA), will hold a public hearing so that all citizens can have an opportunity to participate in the development of an application to the State of Delaware Community Development Block Grant Program for a grant under the provisions of the Community Development Act of 1977. The primary objective of the Community Development Program is the development of viable urban communities, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. It is also a primary objective to alleviate physical and economic distress through the stimulation of private investment and community revitalization in areas of population out-migration or a stagnating or declining tax base.

In accordance with the Section 106 Review Process established by the National Historic Preservation Act of 1966, as amended, comments are especially encouraged from interested agencies and individuals with respect to undertakings that may affect historic properties of significance to such agencies and individuals.

The hearing will be held in the **Seaford City Hall, Seaford, Delaware on Tuesday, May 26, 2026 at 7:00 p.m.** A status report for FY-25 will also be included. For more information contact **Brandy Nauman**, Director of Community Development and Housing at **855-7777**.

Sussex County promotes equal housing opportunity.



RESOLUTION NO.

Councilman

submitted to the Council the following Proposed Resolution:

ENDORISING PROJECT TO BE SUBMITTED TO THE DELAWARE STATE HOUSING AUTHORITY FOR FUNDING FROM THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AUTHORIZING TODD F. LAWSON, SUSSEX COUNTY ADMINISTRATOR, TO SUBMIT APPLICATION

WHEREAS, the City of Seaford resolves to apply for Community Development funds from the Delaware State Housing Authority in accordance with appropriate regulations governing Community Development Block Grants State of Delaware Program for Block Grants as contained in (Sections 570.488-499 24 CFR U. S. Department of Housing and Urban Development); and

WHEREAS, the City of Seaford has met the application requirements of (Attachment E Delaware Community Development Block Grant Program Policies and Procedures) Citizen Participation requirements; and

WHEREAS, Sussex County plans on accomplishing the requested projects with CDBG funds; and

WHEREAS, the City of Seaford hereby agrees to allow Sussex County to accomplish the projects in the targeted areas of Seaford; and

WHEREAS, the City of Seaford and Sussex County are in agreement with this activity,

NOW, THEREFORE,

BE IT RESOLVED by the City of Seaford and Sussex County that they endorse and grant permission for the following activity:

APPLICATION: Rehabilitation/Infrastructure/Demolition

Total infrastructure project cost is \$_____, total CDBG grant request is \$_____. Matching funds in the amount of \$_____ will be provided by the City of Seaford general funds. **Note: To be used for Infrastructure projects only.**

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF RESOLUTION NO. PASSED BY THE CITY OF SEAFORD SUSSEX COUNTY, ON THE 26TH DAY OF MAY, 2026.

WE GIVE MAYOR AUTHORIZATION TO SIGN RESOLUTION.

Council Members

Dr. Stephanie Grassett

Dan Henderson

Orlando Holland

Mike Bradley

Alan Quillen

Mathew MacCoy

Mayor

I DO HEREBY CERTIFY THAT THE FOREGOING TITLE OF RESOLUTION NO. ADOPTED BY THE
CITY OF SEAFORD IS THE SAME TITLE OF RESOLUTION NO. ADOPTED BY THE COUNTY
COUNCIL OF SUSSEX COUNTY ON THE DAY OF

Beth Stewart

Clerk of the County Council

**DELAWARE STATE HOUSING AUTHORITY (DSHA)
FY2026 DELAWARE CDBG APPLICATION FORM**

I. General Application Information

A. Name, address, phone number, UEI number, and EIN number of Applicant:

Sussex County Council	
2 The Circle	
Georgetown, DE 19947	
302-855-7777	
EIN #: 51-6000241	
UEI #: J7P1CQUH9559	

B. Name, position and signature of Person Submitting Application:

Todd F. Lawson
County Administrator
Signature and Date:

C. Application on behalf of: (Name, address, UEI number, and EIN number)

City of Seaford
P.O. Box 1100
Seaford, DE 19973

Name, position, and e-mail address of authorizing official:

Mathew MacCoy	Mayor
E-Mail Address:	
Signature and Date:	

- D. For "On Behalf of" applications, written documentation authorizing each "on behalf of" application request must be attached as Exhibit 1. If information contained in a county's application for its unincorporated areas is to be repeated in the body of the "on behalf of" applications, e.g. administrative budget, management capacity, etc., then these sections contained in the "on behalf of" applications may simply reference the appropriate section in the county's application.**

E. Name, address and phone number of Contact Person (if different from B above):

Brandy Nauman, Director 302-855-7777

Jurisdiction Name:

Name of Board or Commission:

[illegible]

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):

2. Social Security Number or
Employer ID Number:

3. HUD Program Name

4. Amount of HUD Assistance
Requested/Received

5. State the name and location (street address, City and State) of the project or activity:

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☐ Yes ☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes ☐ No

If you answered "No" to either question 1 or 2, Stop! You do not need to complete the remainder of this form.
However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

Date: (mm/dd/yyyy)

X

CERTIFICATION BY APPLICATIONS
FOR
THE DELAWARE CDBG PROGRAM

The application hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of Federal funds for this federally assisted program. Also, the applicant gives assurance and certifies with respect to the program that:

- (a) It possesses legal authority to make an application and to execute a community development program.
- (b) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the applicant to submit this application, all understanding and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the submission of the application and to provide such additional information as may be required.
- (c) That prior to submission of its application to DSHA, the applicant has met the following citizen participation requirements:
 - 1) Each applicant shall have provided all citizens, especially those living within the area(s) affected by the proposed application, with adequate opportunity for meaningful involvement on a continuing basis and for participation in the planning, implementation and assessment of its community housing and development plans and all CDBG applications related thereto. At the time of preparation of any application for funds under this program, the applicant shall provide adequate information to citizens including reasonable access to records on the past use of CDBG funds; and hold at least one public meeting (pursuant to advertisement in a publication of general local circulation) so that citizens will have the opportunity to comment on the community's past performance under the CDBG Program. A copy of the legal advertisement announcing the date, place and time of the meeting, and a transcript or summary of the comments received at the meeting must be included with the application. (Nothing in these requirements, however, shall be construed to restrict the responsibility and authority of the applicant for the development of the application and the execution of its community development program.);
 - 2) Each applicant certifies that it has obtained the review and comment of its Community Development Advisory Committee as required by the Delaware CDBG Citizen Participation Plan dated April 13, 2020, and Section 508 of the Housing and Community Development Act of 1987; and
 - 3) Each applicant certifies that it has included in its notice of public meeting the following language:

"...In accordance with the Section 106 Review Process established by the National Historic Preservation Act of 1966, as amended, comments are especially encouraged from interested agencies and individuals with respect to undertakings that may affect historic properties of significance to such agencies and individuals..."
- (d) It has developed its application so as to give maximum feasible priority to activities which benefit low-and moderate-income families or aid in the prevention or elimination of slums and blight; and activities which the application certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available to meet such needs.
- (e) Its chief executive officer or other officer of the applicant approved by DSHA:
 - (1) Consents to assume the state of a responsible Federal official under the National Environmental Policy Act of 1969 and other authorities as specified in 24 CFR 58.1(a)(3) and carry out this responsibility in accordance with the "Overview of Environmental Review Procedures" issued for the Delaware CDBG Program and dated July 1989; and meet the requirement of 24 CFR Part 58 and 24 CFR 570.604; and
 - (2) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.

(f) The program will be conducted and administered in compliance with:

- (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) and implementing regulations issued in 24CFR Part 1;
- (2) Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, and implementing regulations;
- (3) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.601);
- (4) Section 3 of the Housing and Urban Development Act of 1968, as amended and implementing regulations of 24 CFR Part 135;
- (5) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60; and the state review requirements of the Architectural Accessibility Act (Chapter 73, Title 29, Delaware Code) and the applicable rules and regulations promulgated by the State Architectural Accessibility Board;
- (6) Executive Order 11063 as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;
- (7) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations at 24 CFR Part 8;
- (8) The Age Discrimination Act of 1975 (Pub. L. 94-135) and implementing regulations when published;
- (9) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR Part 42 and all applicable regulations of the Delaware Uniform Relocation Act (Chapter 93, Title 29, Delaware Code);
- (10) The labor standard requirements as set forth in 24 CFR, Parts 3 and 5, and HUD regulations issued to implement such requirements;
- (11) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
- (12) The flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234);
- (13) The regulations, policies, guidelines and requirements of OMB Circular Nos. A-102, A-87, A-110, A-122, and A-133 as they relate to the acceptance and use of Federal funds under this federally-assisted program and the Delaware CDBG Financial Management Handbook;
- (14) Section 106 of the National Historic Preservation Act 1966, As amended via the Advisory Council on Historic Preservation's regulations, Protection of Historic and Cultural Properties (36 CFR 80);
- (15) The provisions of the Hatch Act, which limits the political activity of employees;
- (16) The lead-based paint requirements of 24CFR Part 35, Subpart B issued pursuant to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et. seq.).

(g) It will comply with the CDBG Regulation CFR 570.611, which prohibits conflicts of interest and with HUD Standards of Conduct issued on November 1, 1985.

(h) No member, officer, or employee of the applicant, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work to be performed in connection with the program assisted under the CDBG Program, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this certification;

- (i) It will give HUD, DSHA and the State Auditor and the Federal and State Comptroller Generals or any authorized representatives access to all records, books, papers, or documents related to the CDBG Program.
- (j) It certifies to affirmatively further fair housing in accordance with Section 104(b)(2) of the Act as amended, and agrees to participate in fair housing planning by cooperating in any analysis to identify impediments to fair housing choice within the jurisdiction, taking appropriate actions to overcome the effects of any impediments identified through that analysis, and to maintain records reflecting the analysis and actions in this regard.
- (k) Because HUD has not issued final regulations implementing the 1983 and 1984 amendments to the Housing and Community Development Act of 1974, as amended, the following "special condition" is incorporated into these Program Guidelines as a certification by the applicant and will also be utilized in all CDBG contracts:

Notwithstanding any other provisions of these Program Guidelines, requirements of the Amendments to Title I of the Housing and Community Development Act of 1974, and HUD's final regulations related thereto, which supersede or are not provided in the FY26 Program Guidelines shall govern the use of the assistance provided by the state to local government units in FY26-FY28.

- (l) It will not attempt to recover any capital costs of public improvements assisted in whole or part with the Title I funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
 - 1) assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title I funds; or
 - 2) for purposes of assessing any amount against properties owned and occupied by persons of low- and moderate-income who are not persons of very low income.
- (m) It certifies to adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-44, (the 1990 HUD Appropriations Act).
- (n) The applicant must agree to use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

Date

Signature of Authorized Official

Title of Official

May 5th 2026

NR#1
5/26/26

To,
The City Manager
Seaford DE

From:
Gary Brahmhatt
194, Pond View Ln
Seaford DE 19973

REF: 3rd NOTICE (Strike)

Respected,

Sir/Madam

As of Today I have Received this Notice from Post office I would like to informed you as I had been talking to your Team regarding first 2 Notice(Strike) can't be count against me for this property for the Reason below

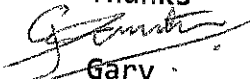
1st time The Guy Ran in to House who don't live there or is not a Tenant he show the Door was Unlock So he Ran into House to save him self from the Police he was not invited to the House on October 23rd 2025

2nd time incident the guy was on the street not at my house or property as a unknown, unwanted, uninvited person at the property as I talk to my Tenant they were not even aware of this street incident happen on March 20th 2026

3rd this time my Tenant had made arrangement to Remove this all Trash and untag Vehicles on that weekend but you guys get there before they do

So I would like to Request here for the first 2 Strike need to Remove due to don't belongs to me as unknown, unwanted person

Thanks


Gary



414 High Street | PO BOX 1100
Seaford, DE 19973
302.629.9173
302.629.9307 fax
www.seafordde.com

April 22, 2026

Gary Brahmbhatt
194 Pond View LN
Seaford, DE 19973

RE: 331 N Pine ST
Tax Id# 431-5.00-11.00

~~Via Certified Mail # 0589 0710 5270 0668 8089 91~~

Dear Mr. Brahmbhatt,

Due to a cleanup of rubbish by the City of Seaford as well as the removal of 3 untagged vehicles on 4/22/26, your property has been issued a 3rd strike. per Sec. 5.4.9 Nuisance Properties. Our records indicate strike 1 was issued October 23, 2025 and strike 2 was issued March 20, 2026. That makes 3 strikes within a calendar year and shall result in fees and fines being tripled for a 5-year period. You have the right to appeal this decision, and the language regarding the appeals process from our code is included in this letter.

Chapter 5

5.4.9 Nuisance Property.

A. Any rental unit that violates the provisions of the adopted codes of the City of Seaford and/or generates any criminal nuisance violations three (3) times within a twelve (12) month period shall be considered a nuisance property.

B. Notice of violations shall be sent to the owner of record via certified mail at the last known address with return receipt requested.

C. After a rental unit is deemed a nuisance property all fees and fines defined in this chapter shall be tripled for a term of five (5) years.

D. If violations under subsection A of this section continue during the five (5) year term the owner's rental license shall be revoked for the subject rental unit and the rental unit will be condemned and unoccupied for a minimum of one (1) year.

E. A nuisance property designation shall be removed only after the five (5) year term, or the property changes ownership to a legal entity which is not owned or controlled by the current owner.

F. Any person aggrieved by an action taken from this section may appeal such action as outlined in § 5.4.5 of this article.

§ 5.4.5 Appeals from decisions of the City Manager.

A. Any person aggrieved by the decision of the City Manager may, within five business days, make an appeal to the City Council by giving written notice of his or her election to do so to the office of the City Manager and upon payment of a fee as published in the "City of Seaford Schedule of Fees and Rates".

B. The City Manager shall notify the Mayor, who shall schedule the appeal hearing at a regular City Council meeting after giving notice of the hearing in a newspaper of local circulation at least 10 days prior to said hearing.

Please contact the Code Department staff at 302-629-9173 if you have any questions regarding this notice.

Sincerely,
THE CITY OF SEAFORD

A handwritten signature in cursive script, appearing to read "Buddy Lynch".

Buddy Lynch
Code Inspector

- A. License fees, as established by City Council, shall be paid to the City of Seaford for the renting/leasing of dwelling units.
- B. License fees shall not be prorated.
- C. All license fees shall be due and payable to the City of Seaford no later than the first business day of January of each year, and all licenses shall expire on the 31st day of December following.

§ 5.4.7 License restriction; revocation.

- A. It shall be a condition to the issuance of any and all licenses under this chapter that the units licensed shall be used and operated only for lawful purposes.
- B. The right of the City Council or its other representative in its discretion to refuse to grant any license and to revoke any license previously granted, for failure to comply with the requirements of this chapter, is hereby specifically reserved.

§ 5.4.8 Governmental organizations.

No license fee shall be charged for a license issued to any Federal, State, County or City of Seaford building or unit.

§ 5.4.9 Nuisance Property.

- A. Any rental unit that violates the provisions of the adopted codes of the City of Seaford and/or generates any criminal nuisance violations three (3) times within a twelve (12) month period shall be considered a nuisance property.
- B. Notice of violations shall be sent to the owner of record via certified mail at the last known address with return receipt requested.
- C. After a rental unit is deemed a nuisance property all fees and fines defined in this chapter shall be tripled for a term of five (5) years.
- D. If violations under subsection A of this section continue during the five (5) year term the owner's rental license shall be revoked for the subject rental unit and the rental unit will be condemned and unoccupied for a minimum of one (1) year.
- E. A nuisance property designation shall be removed only after the five (5) year term, or the property changes ownership to a legal entity which is not owned or controlled by the current owner.
- F. Any person aggrieved by an action taken from this section may appeal such action as outlined in § 5.4.5 of this article.

§ 5.4.10 Violations and penalties.

- G. Any person violating any part of this chapter shall, on conviction, be punished for each offense by a fine of not less than \$75 nor more than \$500, plus court costs and Victims Compensation Fund assessment, and each separate day in which any of the provisions of this chapter are violated shall constitute a separate and distinct offense.

- H. In addition to the penalties prescribed in Subsection A of this section, the City Council may direct the City Solicitor to proceed at law or in equity against the person responsible for the violation for the purpose of ordering that person to restrain from any act in violation of these licensing provisions.

§ 5.4.11 License Transferability.

- A. Upon transfer of property ownership the licenses holder shall immediately notify the City of Seaford.
- B. The new property owner shall provide all necessary and required information to the City Manager or designee within 30 days of transfer.
- C. No prorated fee shall be charged for the remainder of the year.

§ 5.4.12 through § 5.4.99 RESERVED

1. The information on the application is true and correct and that a false answer can subject the application to denial of a license or revocation of a license;
 2. The applicant has consistently complied with all provisions of this chapter and all other laws and ordinances of the City of Seaford and other jurisdictions relating to the enterprise for which the license is required, including applicable zoning and building codes, and shall continue to do so throughout the term of the license;
 3. Yearly renewal applications for a license required by § 5.4.2 shall validate the renewal information on the form generated by the City of Seaford and make any changes and/or corrections as needed. No license shall be granted until the license fee shall have been paid in full and the renewal form signed.
- D. Address corrections and/or changes to existing licenses may be made on the yearly renewal form or a change of address form to the City of Seaford. It is the responsibility of the license holder to notify the City of Seaford in writing of any changes. It is further the responsibility of the license holder to notify the City of Seaford in writing if it is no longer valid.

§ 5.4.4 Investigation of applicants.

- A. The City Manager or designee may, when cause appears, investigate and review all applications for licenses within the limits of the City of Seaford, to determine:
1. If the activity for which a license has been requested is prohibited by any ordinance of the City or law of the State of Delaware;
 2. Whether or not a functioning smoke-detector device is located within a rental unit;
 3. Whether or not the number of persons in a leased dwelling unit or building is in compliance with the Housing Code and other codes;
 4. If the license holder or applicant otherwise lacks qualifications to hold a license, pursuant to the terms of this chapter, the City Manager or designee shall not issue any license;
 5. The City Manager or designee may revoke or suspend a license, in part or in its entirety, if it is found that the license holder or applicant does not comply with the requirements of this chapter.

§ 5.4.5 Appeals from decisions of the City Manager.

- A. Any person aggrieved by the decision of the City Manager may, within five business days, make an appeal to the City Council by giving written notice of his or her election to do so to the office of the City Manager and upon payment of a fee as published in the *"City of Seaford Schedule of Fees and Rates"*.
- B. The City Manager shall notify the Mayor, who shall schedule the appeal hearing at a regular City Council meeting after giving notice of the hearing in a newspaper of local circulation at least 10 days prior to said hearing.

§ 5.4.6 License fees.

MEMORANDUM

NB #3
5/26/26

To: City Council Members

Fr: Mayor Matthew MacCoy

Re: Police Chief's Advisory Board Member

Date: May 26, 2026

Please accept my recommendation to appoint the following Seaford residents to serve as members on the Police Chief's Advisory Board for a term of one year that will expire on July 8, 2027.

Police Chief's Advisory Board

Jean Odaris – 215 Hickory Lane

Tosajhn Hughes – 1207 Orchid Dr.

Should you have any additional questions, please contact me. Thank you.



121 Martin Luther King Jr. Blvd, North | Dover, DE 19901 | (302) 744-5000
AnalystTeam@delaware.gov

NB #4
5/24/24

APPOINTMENT OF RECORDS OFFICER AND AUTHORIZED AGENTS FOR FY2027

ALL FIELDS MUST BE COMPLETED

MUNICIPALITY/COUNTY/DEPARTMENT: City of Seaford

DIVISION: City Hall

RECORD GROUP NUMBER: 7200

SECTION: Administration

PROGRAM/LOCATION: 414 High Street, Seaford, De

SECTION I: APPOINTMENT OF RECORDS OFFICER

(THIS SECTION TO BE USED, ONLY, FOR THE DIVISION OR DEPARTMENTAL RECORDS OFFICER APPOINTMENT.)

In accordance with [Title 29 Delaware Code, Section, 521](#), I appoint the following person as records officer to serve as liaison with the Delaware Public Archives for all agency records administration functions including requests for records retention scheduling, storage, and destruction services.

NAME Beth Stewart		TITLE City Clerk	
E-MAIL ADDRESS Bstewart@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip) 414 High Street, Seaford, De 19973		

SECTION II: APPOINTMENT OF AUTHORIZED AGENT(S)

In accordance with [Delaware Public Archives \(DPA\) policy](#), I appoint the following person(s) to serve as authorized agent(s). Authorized agents are personnel designated by their agency head and/or records officer to sign DPA transfer documents, destruction notices and record service forms authorizing the transfer of records to the DPA for storage, requests for destruction authorization, requests for information retrieval and to submit agency publications.

Attach Additional pages if more space if needed.

NAME Trisha Newcomer		TITLE Director Of Economic Dev. & Community Relations	
E-MAIL ADDRESS Tnewcomer@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip) 414 High Street, Seaford, De 19973		

NAME Charles Anderson		TITLE City Manager	
E-MAIL ADDRESS Canderson@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip) 414 High Street, Seaford, De 19973		

NAME June Merritt		TITLE Director Of Finance & HR	
E-MAIL ADDRESS Jmerritt@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip) 414 High Street, Seaford, De 19973		

NAME		TITLE	
E-MAIL ADDRESS		TELEPHONE #:	FAX #:
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip)		

IMMEDIATELY NOTIFY THE DELAWARE PUBLIC ARCHIVES AS CHANGES OCCUR TO SECTIONS I or II ABOVE.

EFFECTIVE DATE:

7/1/26

APPROVED BY:

Records Officer

Agency Head (NAME)
City Manager
Title of Agency Head