

MINUTES OF THE OF THE MAYOR AND COUNCIL
February 18, 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 Grassett

Staff Members Present:

Charles Anderson-City Manager
Trisha Newcomer-Director of Economic Development and Comm. Relations
Bill Bennett - Director of Electric
Greg Brookes – Superintendent of Electric
Kathy Anger- Customer Service Coordinator
June Merrit- Director of finance and HR
Anette Montgomery- Human Resources
Kristen Gordy – Recording Secretary

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

Invocation

Invocation led by Councilman Orlando Holland

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

Mayor MacCoy led those present, in the Pledge of Allegiance

Changes to the agenda for this meeting.

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

Executive Session:

1. Personnel matter(s) in which the name(s), competency and abilities of individual employee(s) will be discussed.
2. Negotiations, potential land purchase.

Approval of the minutes of the regular meeting on January 28, 2025.

Councilman Quillen made a motion to approve the minutes of the regular meeting on January 28, 2025. Councilman Holland seconded the motion. Mayor MacCoy asked for a vote; all present voted in favor.

PUBLIC COMMENT:

MINUTES

REGULAR MEETING OF THE MAYOR AND COUNCIL

February 18, 2025.

Mayor MacCoy inquired if there were any requests for Public Comment.

Dan Cannon of 411 Nylon Boulevard was present for public comment.

Mr. Cannon presented his concern for the well drilling on Nylon Boulevard that began on February 3, 2025.

CORRESPONDENCE:

There was no correspondence.

NEW BUSINESS:

- 1. Present for approval a request from Kathy Anger, Customer Service Coordinator to set formal Real Estate Tax Appeals to City Council for February 25, 2025, from 7:00 p.m. until 8:00 p.m.**

Customer Service Coordinator, Kathy Anger presented the information for approval to set Real Estate Tax Appeals to City Council for February 25, 2025, from 7:00 p.m. to 8:00 p.m.

City Manager, Anderson made a statement that the charter requires all members of council to be present for the tax appeal and surveyed if all members would be present the night of February 25th; all council members confirmed they would be able to attend.

Mayor MacCoy asked for a Motion; Councilman Holland made a Motion to approve the recommendation from Kathy Anger, Customer Service Coordinator to set formal Real Estate Tax Appeals to City Council for February 25, 2025, from 7:00 p.m. until 8:00 p.m. Councilwoman Grasset seconded the motion. Mayor MacCoy asked for a vote; all present voted in favor; the motion so passed.

- 2. Mayor MacCoy to present appointments for the Election Officers and Board of Elections for the 2025 Municipal Election.**

City Manager, Charles Anderson presented the information for approval for the Election Officers and Board of Elections for the 2025 Municipal Election. Mayor MacCoy asked for a Motion; Councilman Henderson made a motion to approve

MINUTES

REGULAR MEETING OF THE MAYOR AND COUNCIL

February 18, 2025.

the recommendation of Mayor MacCoy and appoint Election Officers and the Board of Elections members for the 2025 Municipal Election as presented. Councilman Quillen seconded the motion. Mayor MacCoy asked for a vote; all present voted in favor; the motion so passed.

3. Present for approval Delaware Drinking Water State Revolving Fund Binding Commitment letter offer to the City of Seaford for the Martin Farms Water Relocation Phase I project.

City Manager, Charles Anderson presented the information for approval of the Delaware Drinking Water State Revolving Fund Binding Commitment letter to offer to the City of Seaford for the Martin Farms Water Relocation Phase I project.

Mayor MacCoy solicited questions from Council, there were none. Councilman Henderson expressed gratitude to the Director of Finance for being granted the loan with principal forgiveness and how this was a win for the city because it is often denied with the threshold being too low.

Mayor MacCoy solicited any further questions from Council; there were none.

Mayor MacCoy asked for a Motion; Councilwoman Grassett made a Motion to approve the Delaware Drinking Water State Revolving Fund Binding Commitment letter offer to the City of Seaford for the Martin Farms Water Relocation Phase I project and permit the City Manager to execute the necessary documents as presented. Councilman Bradley seconded the motion. Mayor MacCoy asked for a vote; all present voted in favor; the motion so passed.

OLD BUSINESS:

There was no old business to discuss.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

CITY OF SEAFORD - Municipal Election – Saturday April 19, 2025

The City of Seaford Municipal Election will be held on Saturday, April 19, 2025, in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

MINUTES

REGULAR MEETING OF THE MAYOR AND COUNCIL

February 18, 2025.

One (1) Council Member will be elected for a (3) year term.

All candidates must have filed by 4:00 p.m., E.S.T., Friday, February 28, 2025. Registration can be completed at City Hall, 414 High Street, Seaford, DE. Registration hours are Monday through Friday, 7 a.m. until 4:00 p.m. or by appointment if you cannot register during these normal business hours. Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/her name after 4:00 p.m., E.S.T., February 28, 2025, will still appear on the official ballot for election.

To be eligible to vote, anyone eighteen (18) years of age or older who is a bona fide City of Seaford resident and US Citizen must have been registered at the State of Delaware Department of Elections by 4:00 p.m., E.S.T. on Friday March 28, 2025.

Nonresident property owners must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 19, 2024) and shall have one vote provided he or she is registered in the "Books of Registered Voters" maintained at the City Hall by 4:00 p.m. E.S.T. on Friday, March 28, 2025. Registration hours are Monday through Friday, 7 a.m. until 4 p.m., or by appointment if you cannot register during these normal business hours.

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

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

Public Works & WWTF – Councilwoman Stephanie Grassett

Police & Fire – Councilman Dan Henderson

Administration – Councilman Orlando Holland

Electric – Councilman Mike Bradley

Code, Parks and Recreation – Councilman Alan Quillen

Mayor MacCoy then called for a motion to close the Regular Council Meeting and enter Executive Session for the purpose of discussing Personnel matter(s) in which the name(s), competency and abilities of individual employee(s) will be discussed and Negotiations, potential land purchase. Councilman Henderson made a motion to close the Regular Council Meeting and enter Executive Session. Councilman Holland seconded the motion. The Regular Council Meeting was closed at 7:39 p.m.

Mayor MacCoy reopened the Regular Council meeting at 10:27 p.m.

MINUTES

REGULAR MEETING OF THE MAYOR AND COUNCIL

February 18, 2025.

A motion was made by Councilman Henderson to direct the city administration to act on options 1-4 as discussed in the executive session. The m was then seconded by Councilwoman Grasset. Mayor MacCoy asked for a vote; all present voted in favor; the motion so passed.

Mayor MacCoy then called for a motion to adjourn the Regular Council Meeting. Councilman Holland 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 10:28 p.m.

Charles D. Anderson, City Manager
/kg

Approved by Council: February 25, 2025

Council Liaison Report

Public Works & Wastewater

Departments

Date 02/10/25

Past two weeks:

Public Works:

- Replaced water service on Third St.
- Replaced water service at 413 N. Porter
- Replaced some electrical receptacles at Arbutus pump
- Cleaned up leaf machine and put away.
- Placed plate on High St. patch
- Replace water meter antennas
- Finished cleaning key sewers
- Completed final year end reports
- 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...
- One man down

WWTF & COMPOST

- Plant is performing well, Dewatering is performing well.
- Ran trial polymer on BFP on 2/3, performed satisfactorily.
- NH3 in BFP filtrate continues to be elevated, changed protocols for aeration/BNR pump operation on dewatering day to minimize DO impacts.
- Spoke some with Dave Potter at Brainerd about PAA and our request to do a disinfection trial study. He is going to reach out to DNREC to see if he can be of any assistance in our request. – Received notification from Brainerd rep the Mr. Potter is no longer with the company.
- After reviewing regs and speaking with EPA rep, confirmed that an annual biosolids report to EPA is no longer required for us. This will be the case as long as final disposal is taking place in a MSW landfill, which it currently is.
- Looking into more stable seed alternatives for BOD testing.
- Completed review of plant flow, loading and performance.
- Received quote from CES for cleaning of blend tank solids.

Upcoming two weeks:

Public Works

- Camera sewer mains
- 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, 18 February 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	182 calls	3.8
January 2025	131 Calls	4.2
February 2025	51 calls*	3.0

*Call per day so far in the month

EMS Statistics

Month / Year	Calls to date	Call per day
Total 2025	642 calls	13.6
January 2025	402 calls	12.9
February 2025	241 calls*	14.1

*Call per day so far in the month

Total Department Responses

Year	Calls to date	Call per day
Total 2025	842 calls	17.9

Call Response FIRE

Type	2025 YTD
CITY	89
Out of City	62
Assist	19

Call Response EMS

Type	2025 YTD
CITY	226
Out of City	152
Assist	24

Significant Incidents

- 01/28/2025 – (Assist Station 81) – 12338 Mirey Branch Road – Chicken House
- 01/28/2025- (City) – 2 Chandler Street – Cooking Fire
- 01/31/2025- (City) 723 W. Ivy Drive – Electrical Fire

- 02/01/2025- (Out of City) 9609 N. Shore Drive – Electrical Fire
- 02/02/2025- (Out of City) 29187 Oak Grove Road – Working Residential Fire
- 02/09/2025- (Out of City) 27238 Critters Run – Cooking Fire
- 02/10/2025- (Assist Station 72) 3583 Buck Fever Road – Working Garage Fire
- 02/13/2025- (Assist Station 71) 6189 Grist Lane – Working Residential Fire
- 02/15/2025- (Out of City) 24287 Concord Pond Road – Working Residential Fire
- 02/16/2025- (Assist Dorchester 26) 6940 Reliance Road- Chicken House
- 2/16/2025- (Assist Station 71) 2521 Griff's Way- Working Structure Fire

Apparatus Status

- All SVFD Apparatus are in Service
- 8715 Chiefs Tahoe collision repair is complete from 1/1/2025, City notified
- New Ambulance A87 arrived and is at graphics to get placed into service.

Fuel Report 12.31.2024 to 01.19.2025

# Usage	Gallons Used	Total Fuel Cost	Gross Cost	Net Cost	Unleaded	Diesel
70 times	1072.34	3635.09	3635.09	3635.09	45 times used	25 times used
Fire	20 times	EMS	34 Times	Support	16 Times	

Training

- **Next Training:** Wednesday, February 19, 2025, at 1900 hours – Thermal Imaging Cameras

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	50	50:50	199	240:35
DSFS - Delaware Learning - ONLINE	1	3:00	1	3:00
Fire Officer Training	1	0:45	11	8:15
Firefighter Training	5	7:30	22	32:00
National Fire Academy Class	1	48:00	1	48:00
Probationary/Junior Training	4	6:00	32	47:00
SVFD Driver Training	8	11:15	16	22:00
Wednesday Training Nights	2	3:00	22	39:00
GRAND TOTALS:	72	130:20	304	439:50

Emergency Medical Services

- Ambulance A87 out of Service, The New unit is installing graphics and radios.
- New Ambulance (A87) is scheduled for graphics on Feb-17th and will have some mirror repairs of the roof which were damages that will be covered by Global Emergency Vehicle
- **Old (A87) International has been traded in at Global Emergency Vehicle**
- Driver Training will begin with the new A87 once the weather clears up. After Graphics and Repairs, we will be installing radios, CAD, and Knox Box, and getting a temporary permit to run the ambulance. EMS equipment is on the ambulance minus a few things
- FF/EMT Dean Helsel and FF/EMT Lewis Donofrio have completed the EMT FTO of the new hires and FF/EMT Alaina Strates is near the finish line for completion of the EMT FTO

- Reminder to EMTs that expire March 31, 2025, to reach out if you need help completing the recertification process.

News and Events

2025 Community Events, Meetings, and Fire Prevention Total

# Events	Total Personnel	Total hours
10	124	175:25

Seaford Volunteer Fire Department – 2024 Award Winners from Banquet on February 1, 2025

50-Year Member Presentation: Rick Marvel

Junior of The Year 2024: Conner Davidson

Probationary Member of the Year 2024: Cameron Drake

Career Services Personnel of the Year 2024: Larry Whaley

Fire Chiefs Award 2024: Jason Hudson

President's Award 2024: Wayne Rigby

Volunteer of the Year 2024: Carson Hastings

Special Presentation to James Mitchell to honor him with Treasurer Emeritus for his many years of holding that position

Top 10 Fire Responders 2024:

- 1- Ron Marvel - 529 calls
- 2- Matt Read - 518 calls
- 3- Jack Wilson - 387 calls
- 4- Ben O'Bier - 354 calls
- 5- Carson Hastings - 348 calls
- 6- Steve Flood - 343 calls
- 7- Robert Sharp - 340 calls
- 8- Logan Wolf - 319 calls
- 9- Conner Davidson - 265 calls
- 10- MJ Butler- 248 calls

Training Award 2024:

Junior- Floyd Moore - 299.00 hours

Firefighter - Cameron Drace - 324.15 hours

Career - Jason Hudson - 210.35 hours

Officer - Steve Flood - 114.00 Hours

3 Significant Incident Response Unit Citations were presented to the following:

1) HIGH ANGLE RESCUE - New Street, Seaford - January 31, 2024

Assistant Chief Jason Hudson

Lieutenant Robbie Givens

Firefighter Kevin Brown

Firefighter James Durr

Firefighter Hunter Hardesty

Firefighter Robert Sharp

Firefighter Jenaro Vela

Firefighter JC Willin

Fire Police Lieutenant Rick Stewart

Fire Policeman James Walsh

EMT Mason Conley

EMT Hailey Dill

EMT Hannah Wheatly

Laurel Volunteer Fire Department

Sussex County EMS

Sussex County Technical Rescue Team
Delaware State Police Trooper 2

2) MVC with Heavy Truck Extrication - Dulany Street, Seaford - March 13, 2024

Deputy Chief Matt Read
Assistant Chief Jason Hudson
Lieutenant Micah Eddy
Lieutenant Alan Jarmon
Firefighter MJ Butler
Firefighter Jonathan Cartledge
Fire Police Lieutenant Rick Stewart
Fire Policeman Frank Bradley
EMT Melia Abbott
EMT Noah Jackson
EMT Jason Rasmussen
Blades Volunteer Fire Company
Georgetown Volunteer Fire Company
Sussex County Technical Rescue Team
Sussex County EMS
Delaware State Police Trooper 2

3) Water / Dive Incident - Concord Pond - March 18, 2024

Fire Chief John Wilson
Assistant Chief Ben O'Bier
Captain Steve Flood
Lieutenant Hunter Blake
Firefighter MJ Butler
Firefighter Cameron Drace
Firefighter Chase Flood
Firefighter Carson Hastings
Firefighter Kyle Peterman
Firefighter Robert Sharp
Firefighter Jenaro Vela
Firefighter Larry Whaley
Fire Police Lieutenant Rick Stewart
Fire Policeman Frank Bradley
EMT Melia Abbott
EMT Mason Conley
EMT Katie Jensen
EMT Leah Shorter
Blades Volunteer Fire Company
Laurel Volunteer Fire Company
Sharptown Volunteer Fire Company
Sussex County EMS



Seaford Police Department

Police Activity during period of Wednesday, January 27, 2025 – Sunday, February 09, 2025 as reported by Chief Marshal Craft, Jr.:

INCIDENTS	2025	2024	2023	2022	2021
TOTAL COMPLAINTS	1094	12,552	11,112	9,593	10,686
All crimes	395	5,559	5,010	6,164	6,107
Homicide	0	0	1	0	0
Robbery	0	15	24	8	14
Sex Crimes	0	22	25	18	30
Burglary	10 (5 Burg/5 TFV)	57 (24 Burg/33 TFV)	122 (58 Burg/64 TFV)	197	133
Drug Crimes	16	481	285	444	416
Overdose	2	32	43	31	26
All Traffic (E-Tickets)	484 (186)	7,527 (3,422)	6,579 (1,898)	8,168 (2,105)	8,098 / (2,021)
All DUI	4	102	72	79	71
All Crashes	57	741	684	656	620
False Alarms	33	373	343	546	521

- All crimes: **135** (defendants: **11** adults & **1** Juvenile)
 - Felony: **10**
 - Misdemeanor: **20**
 - Violations: **6**
 - Civil: **0**
 - Other: **99**
- **88% Clearance Rate** (overall = **10** PA and **6** PI) Monday & Tuesday from 0900-2000 (See Crime Chart Below)



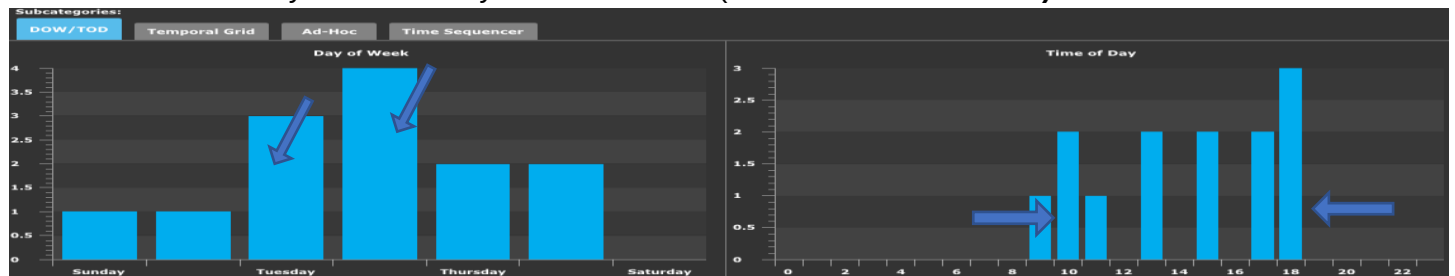
Additional Crime Data below: There were **8 complaints, including** Assault, Fraud, and Larceny: (**4 Felonies and 4 Misdemeanors**); excluding shoplifting: (**25% clearance rate**): **4 PA, 2 PI, 1 A/A, 0 J/A, 1 E/C, and 0 U/F**. Most incidents occurred on Tuesdays, from 1300-1700.

Drug Complaints:

- Drug Crimes: **7**
- Adult Arrest: **7**
- Juvenile Arrest: **0**
- Juvenile/No Custody: **0**
- Pending Active: **0**
- Pending In-active: **0**
- Prosecution declined: **0**
- Search Warrant(s): **1**
- Seized Firearms: **0**
- Overdose: **1 (McDonalds)**

Traffic:

- Contacts/Citations: **106** traffic contacts resulting in **87** citations and **19** warnings
- DUI: **2** (2- Alcohol or 0- drug-related) **0** - Crash related:
- Crashes: **13**
- Fatal: **0**
- Injury: **1** (Front St. & 3rd. St)
- Non-Reportable: **4**
- Reportable: **8**
- **Additional Information: Driver Inattention – the primary cause of accidents)**
 - Hit & Run: **2** (1)-on private prop.(Walmart) and (1) on Sussex Hwy & Norman Eskridge Hwy
 - Bicycle: **0**
 - Motorcycle/Scooter: **0**
 - Pedestrian: **0**
 - School Bus: **0**
 - Alcohol/drug-related crash: **0**
- Incidents: Tuesday & Wednesday from 1000-1800 (**See Crash chart below**)



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

- **01/28/25: Resisting arrest (active warrant)**
 SPD responded to a call at Genesis involving Michael Norbury, who had an active warrant for harassment. Norbury refused to exit his vehicle and resisted arrest, resulting in a physical struggle. He was taken into custody, complained of arm pain, and was transported to a hospital for evaluation. His vehicle was towed, and he was informed of the harassment and resisting arrest charges, with instructions to turn himself in after his release.
 Case #71-25-727.

- **01/30/25: Identity Theft (attempted to secure a loan)**

SPD handled an Identity theft case by phone. Investigation revealed the victim discovered an unknown suspect attempted to use her old bank account to obtain a loan through 'Cashnet USA.' Cashnet required a police report to stop the loan processing. The victim was also referred to her bank and to FTC.Gov to file a report of the attempted Identity Theft. There is no further information is available.

Case #71-25-778

- **02/04/25: Disregard a Police Officer (Vehicle Pursuit)**

An SPD officer attempted to conduct a traffic stop on a 2017 Nissan Rogue, which was traveling westbound on W. Stein Highway near Atlanta Road after a registration inquiry revealed the owner did not have a valid driver's license. The operator failed to stop at command, increased his speed to 120 mph, and fled into Maryland, resulting in the pursuit being discontinued. Delaware State Police remained in the area near the Maryland line and the same vehicle later reentered Delaware resulting in another vehicle pursuit with DSP. This resulted in the vehicle crashing into a DSP vehicle before the operator, identified as Steven McCormick, was apprehended. McCormick was found to have active capias and was charged by SPD with Disregarding a police officer's command to stop, Resisting arrest, Reckless driving, driving without a valid driver's license, and driving the vehicle at an unreasonable speed. McCormick also faced charges by DSP. He was later arraigned and incarcerated at SCI on a cash-only bond.

Case #71-25-945

- **02/04/25: Counterfeit Currency (unrelated to #71-25-1008)**

SPD was dispatched to the BP on W. Stein Hwy after a male, later identified as Donald Ferreira Jr., entered the store and attempted to purchase cigarettes and food with a counterfeit \$100.00 bill (clearly labeled for motion picture purposes.) The clerk advised the same suspect circulated a similar \$100.00 counterfeit bill on 01/28/25, but she didn't realize it at the time. The suspect was GOA; however, warrants are on file against Ferreira for Forgery 1st.

Case #71-25-912

- **02/07/25: Counterfeit Currency (unrelated to #71-25-912)**

SPD was dispatched to the Eagle Diner after an unknown male ordered food and paid for the meal in advance with a \$100.00 counterfeit bill. The unknown suspect received \$90.00 in cash and left the scene in a white Audi SUV with an unknown registration. The unknown suspect had a tattoo 'SHIRLEY' above his eyebrow. The case is pending active.

Case 71-25-1008

- **02/08/25: Disregard a Police Officer (DUI)**

An SPD officer observed a gray pickup truck traveling Middleford Road in the area of Sussex Highway straddling the middle lanes and it kept its left turn signal activated. The vehicle started to sway crossing the center line and nearly hitting another vehicle. The officer activated his emergency equipment, but the vehicle continued without stopping until it pulled into a driveway on Clarence Street where the officer made contact with the driver. Investigation revealed the driver; Jesus Gutierrez was intoxicated. Gutierrez was arrested for Disregarding a police officer's signal to stop, DUI, Driving without a valid driver's license, and related traffic offenses and later released to a sober co-signer.

Case #71-25-1043.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 01/30/25: EOC Zoom call ref discontinuing the 302-629-6644 line - Chief and city hall
- 01/31/25: Meeting with the HELP Initiative ref. partnership discussion for future grants - Chief
- 01/13/25: RTCC Zoom Meeting with the Help Initiative and Hawaii - Chief and Criminal Lt.
- 02/04/25: Zoom call with FLOCK to review existing contract and renewal - Chief, D. Chief, and Crim. Lt.
- 02/05/25: Coffee With Representative Short and Constituents - Chief, D. Chef Rapa and D. Chief Justice

- 02/06/25: Zoom call with Solicitor ref. Immigration guidance for staff- Chief

Community Events:

- Ongoing “Food On” Program in partnership with the HELP Initiative - SPD Officers

Training/Other:

- SPEAR Team Training (ongoing) twice / month - Team Members (CADETS - scenarios)
- 02/05/25 & 02/05/25: SPD members attended Less Lethal (Taser/Llms) and First Aid Training
- Week of 01/27/25: NASRO Basic SRO course -Cpl. J. Matthews
- 02/03/25: Modern Day Pistol (3 years re-certification for firearms instructor) - Sgt. Laurion & M/Cpl. Linville

CADETS:

- The Cadet seasonal program concluded for the year on October 31, 2024.
- Actively recruiting CADETS for this season - posted on the Seaford PD Facebook page.

Total Criminal Arrests:

Arrests YTD	2024 Total	2025 Adult	2025 Juv	2024 Total	2024 Adult	2024 Juv	2023 Total	2023 Adult	2023 Juv	2022 Total	2022 Adult	2022 Juv	2021 Total	2021 Adult	2021 Juv
Total	37	35	2	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

Two Week Work Report

1/27/25 to 2/7/25

Charles Anderson, June Merritt &
Trisha Newcomer

MEETINGS:

- Met with the sign installed at the WSBC for placement discussion.
- Attended the electric rate reclassification meeting.
- Reviewed High Street engineering RFP's.
- Attended the downtown event planning meeting.
- Attended the WSBC progress meeting.
- Reviewed applications for billing position.

OTHER WORK:

- Attended the Laurel PD open house.
- Prepared Council agenda.
- Spoke with City labor attorney regarding union concern.
- Attended the SVFD annual banquet.
- Attended the SCAT dinner and steering committee meeting.

INFORMATION TECHNOLOGY REPORT:

- Completed storage server upgrades.
- Working with UPS vendor to get second UPS repaired.
- Optimization and clean up of connections for camera network.
- Set up new radios for the electric department.
- FY26 budget work.
- Set up qtly safety meetings.
- Routine calls for technical assistance.

ADMINISTRATION REPORT FOR COUNCIL:

- Prepare for audit – prepare annual reconciliations.
- Review applications for Billing Representative position.
- Train with the new Accounting Coordinator.
- Attend the annual electric rate classification review meeting.
- Review IBEW union request and PERB request for hearing.
- Process delinquent utility account disconnects.
- Prepare utility billing for January consumption.
- Distribute 1099's to vendors/IRS.
- Prepare for FY 2026 Budget.
- 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

Council Liaison Report
Electric Department
Period ending 2/9/2025

Since the last report

Crew

Helped Parks & Rec take down the Christmas tree in Gateway Park.

Worked in Belle Ayre installing secondary conduit and wire.

Serviced our excavator.

Had wires arcing on W Ivy Drive.

Greg worked on the estimate for the electric distribution expansion cost for Dolby North.

Greg attended a management class at DEMEC.

Installed all the meters at the KRM building in the WSBC.

Took down the snowflakes on High ST.

Greg attended the WSBC phase 2 progress meeting.

Greg completed the estimate for Dolby North and Governor's Grant final phase.

Replaced a pole and 2 lights at the Community Pool that fell over.

Cut some trees in an alley off of High ST.

Director

Attended the directors meeting.

Attended my council liaison meeting.

Attended the staff meeting.

Attended the council meeting concerning going to bid for transformers.

Attended a meeting about the placement of the sign for the WSBC.

Attended the annual rate class review meeting

Worked with Greg on the duties of his new position.

Responded with the crew to W Ivy Drive.

Greg and I filled out the APPA safety award application.

Took some online training from the IT department.

Had a team meeting with a SCADA vendor.

Confirmed all the meter numbers and turned the work orders in for the KRM building in the WSBC.

Attended the WSBC phase 2 progress meeting.

Upcoming Weeks.

Continue working in Belle Ayre single family residence section.

Start work in Mearfield 1 phase 4.

Continue changing the lights on Sussex Highway to LED.

2/10/2025

Code Department Report

- Issuing permits (65 Issued in 2025)
- Rental Licenses (1,834 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 3 – Permits issued to Ryan homes for 31 lots in Phase 4.
- BelleAyre Single Family –Danfield Dr – 18 new permits issued. Contractor has completed the sewer repairs.
- Western Sussex Business Campus – Waiting for final inspection.
- Nylon Capital – Demolition has started. Construction fence installed around rear of property. Community Bank work is progressing. Exterior façade work on Dollar Tree has started. Fitout permit for Bright Bloom issued and work started. Renovations started on old grocery store.

Parks & Recreation
Council Liaison Report
for 2/10/25 Council Meeting

Accomplished week of 1/27

Parks – Removed Christmas tree from Gateway Park & decorations from City Hall
Parks – Grinded stumps at SCSC, Soroptimist, and Parks shop
Parks – Worked on replacing lights on the big trailer
Rec. – Held 3 rd week of youth basketball – completed playoff and makeup schedule
Rec. – Opened registration for youth soccer, as of 2/3 we have 30 kids registered
Parks&Rec. – Submitted signed grant agreements for Oyster House Park (\$15,750) and East Riverwalk (\$22,500)
Parks&Rec. – Received new Chevy for Parks Department, traded 2014 F-150 & 2004 Chevy
Parks&Rec. – Submitted tree grant through state of DE for \$1,300 for more trees at sports complex

Accomplished week of 2/3

Parks – Took soil samples from the complex and sent to Forestry Grant Council for recommended tree plantings
Parks – Installed safety light bars on three of the parks trucks
Parks – Restored book box at Jay's Nest (see photo)
Rec. – Held 4 th week of youth basketball – began distributing pictures
Rec. – Held final practice for Youth Wrestling – all participants received a t-shirt (see photo)
Rec. – Worked on entering player data into the matrix for ordering soccer jerseys (have 60 kids registered as of 2/10)
Parks&Rec. – Sent out new trash bid to Beth to distribute to vendors and advertise
Parks&Rec. – Held meeting with Brimming Horn, Macklin, Gallery 107, & DSA for potential downtown event on 2/6
Parks&Rec. – Worked with football teams on scheduling field rentals for upcoming Spring season