

**MINUTES OF THE OF THE MAYOR AND COUNCIL
JULY 28, 2026
SEAFORD CITY HALL - 414 HIGH STREET**

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

Staff Members Present:

Charles Anderson, City Manager
June Merritt, Director of Finance
Greg Brooke, Director of Electric
Marshall Craft, Chief of Police
Beth Stewart - Recording Secretary

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

Invocation

Invocation led by Vice-Mayor Henderson.

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

Mayor Matt 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 minutes of the regular meeting on July 14, 2026.

Councilman Bradley made a motion to approve the minutes of the regular meeting on July 14, 2026. Councilman Quillen seconded the motion. Mayor MacCoy asked for a vote; all present voted in favor.

PUBLIC COMMENT:

Mayor MacCoy inquired if there was anyone there for Public Comment.

Kendra Friel, Training & Events Coordinator for Delaware Municipal Electric Corporation, came forward and presented an invitation to Mayor and Council to attend their upcoming Annual Dinner being held on Wednesday, September 9, 2026, at Bally's Dover Casino Resort.

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

CORRESPONDENCE:

There was no correspondence.

MINUTES

REGULAR MEETING OF THE MAYOR AND COUNCIL

June 28, 2026

NEW BUSINESS:

- 1. Mrs. Alice Adkins, President of the Downtown Seaford Association to present an update to Council on the 250th celebration recently held in downtown Seaford.**

Alice Adkins, President of the Downtown Seaford Association and Lauren Hilderbrand came forward and presented an update to Council on the 250th celebration that took place on July 18, 2026.

Mayor MacCoy thanked Alice and Downtown Seaford Association for all of their efforts. Councilman Quillen followed up with the same appreciation.

Mayor MacCoy presented Alice Adkins, President of the Downtown Seaford Association with a Proclamation for her Outstanding Service to the City of Seaford.

- 2. Present for approval an amendment to the employee handbook Section 2-78 that would revise the holiday hours for shift workers.**

June Merritt, Director of Finance, came forward and presented the information for approval of an amendment to the employee handbook Section 2-78 that would revise the holiday hours.

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

Mayor MacCoy then called for a motion. Vice-Mayor Henderson made a motion to approve the amendment to the employee handbook Section 2-78 that would revise the holiday hours for shift workers as presented. Councilwoman Grasset reported that she seconded the motion; the motion so passed with all voting in favor.

- 3. Present for approval an Intergovernmental Agreement for use of Property Assessment Data with Sussex County Delaware.**

Charles Anderson, City Manager presented the information for the approval of an Intergovernmental Agreement for use of Property Assessment Data with Sussex County.

Mayor MacCoy solicited any questions from Council; Councilman Bradley requested if the City Manager could elaborate on the what the savings would be for the City. City Manager, Charles Anderson reported that when the city assessment was done in 2019 the price that the consultant charged the city was about \$130,000.00 and every year the city spent between \$25,000.00 and \$45,000.00 to cover costs. He reported that over the life of the assessment the City has paid out about \$500,000.00 to the vendor for them to keep everything compliant. He reported that he was very appreciative that Sussex County is offering this service at no cost to the City. Councilwoman Grasset reported that she felt that having a single assessment and appeal process administered by the County could help eliminate confusion for residents and provide a more streamlined and easily understood process. Vice-Mayor Henderson reported that some appeals will still be heard with this agreement. City Manager, Charles Anderson confirmed that this would reduce the number of appeals and that the Board of Appeals would still have some appeals to address. He reported that the County would provide the assessment data to the City, which would then use the information for taxation purposes. If a resident has a discrepancy, that appeal would be directed to the County.

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

Mayor MacCoy then called for a motion. Vice-Mayor Henderson made a motion to approve the Intergovernmental Agreement for use of Property Assessment Data with Sussex County Delaware as presented. Councilman Bradley seconded the motion; the motion so passed with all voting in favor.

4. Bids – Nutter Park Basketball Court resurfacing.

City Manager, Charles Anderson presented the information for approval of the recommendation for the Bid for the Nutter Park Basketball Resurfacing.

Mayor MacCoy solicited any questions from Council; Mayor MacCoy inquired about the date the project would begin. City Manager, Charles Anderson reported that the contract duration is 30 days once the contractor gets the notice to proceed. He reported that the park has a few upcoming events that the contractor will need to coordinate around so that the events are not interrupted. Mayor MacCoy inquired about the timeframe of the completion of this size of a project. City Manager, Charles Anderson reported that he didn't think that it would take more than a week. Councilwoman Grassett inquired about who was responsible for relining the court once the resurfacing is complete. Vice-Mayor Henderson reported that when the last sealant was done on the court, the lines on the court were not straight and he wanted to confirm that this time it would be a more professional lining. City Manager, Charles Anderson reported that city staff did not have the proper paint or equipment when relining the court, but that it would be done by the contractor this time.

Mayor MacCoy solicited any further questions from Council; there were none. Mayor MacCoy then called for a motion. Councilman Quillen made a motion to award the bid for Nutter Park Basketball Court resurfacing to Jerry's Inc., in the amount of \$35,833.00 as presented. Vice-Mayor Henderson seconded the motion; the motion so passed with all voting in favor.

5. Chief of Police Marshall Craft to present for approval the purchase of two used vehicles to be used as administration vehicles.

Chief of Police, Marshall Craft came forward and presented the information for approval to purchase two used vehicles from D&C Auto Sales, to be used as administration vehicles for the police department as presented.

Mayor MacCoy solicited any questions from Council; there were none. Mayor MacCoy then called for a motion. Councilwoman Grassett made a motion to approve the purchase of two used vehicles from D&C Auto Sales, to be used as administration vehicles for the police department as presented. Councilman Bradley seconded the motion; the motion so passed with all voting in favor.

OLD BUSINESS:

1. Present for approval of a letter of request for a temporary easement on 106 Spring Street to install a retaining wall on the adjacent property to the south (former power plant site).

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Keith Fisher of Fisher Architecture, LLC and David Perlmutter came forward and presented the information for approval of a letter of request for a temporary easement on 106 Spring Street to install a retaining wall on the adjacent property to the south (former power plant site).

Mayor MacCoy solicited any questions from Council; Councilman Quillen reported that he didn't feel there was any objection with the retaining wall, that the issue is the interruption of storm water drainage, some electrical issues, and if the total cost will be covered from the leftover funds from the cleanup. Mr. Perlmutter reported that he could return to Council and provide them with an update on the final numbers. Councilman Bradley commented about the time frame of completion, and he stated that originally his concern was the conflict with the construction and the bridge repairs. Vice-Mayor Henderson expressed his appreciation to Mr. Perlmutter for returning to Council with additional details regarding the proposed plan. He stated that the additional information provided a clearer understanding of the project and made him feel more comfortable moving forward.

Mayor MacCoy solicited any further questions from Council; there were none. Mayor MacCoy then called for a motion. Councilman Quillen made a motion to approve the request for a temporary easement on 106 Spring Street to install a retaining wall on the adjacent property to the south (former power plant site) as presented. Vice-Mayor Henderson seconded the motion; the motion so passed with all voting in favor.

2. Present for a second reading amendments to section 9.17.4, 9.22.4 and 9.22.5 of the Municipal Code Standard Specifications that would eliminate the 8% Net Energy Metering cap and update the applicable design standards referenced in the code.

City Manager, Charles Anderson presented the second reading for approval of the amendments to section 9.17.4, 9.22.4 and 9.22.5 of the Municipal Code Standard Specifications that would eliminate the 8% Net Energy Metering cap and update the applicable design standards referenced in the code.

Mayor MacCoy solicited any questions from Council; Vice-Mayor Henderson inquired whether the State Legislature had mandated that the City adopt the proposed changes. City Manager, Charles Anderson, responded that when Legislature enacts updates to State law or regulations, all municipalities in Delaware are required to comply with those changes. Vice-Mayor Henderson commented that, while such measures are often intended to save consumers money, they can impose additional administrative burdens on the companies providing the services. He expressed that these increased requirements ultimately contribute to higher rates for consumers because they are more difficult and costly to administer.

Mayor MacCoy then called for a motion. Councilman Bradley made a Motion to approve the amendments to section 9.17.4, 9.22.4 and 9.22.5 of the Municipal Code Standard Specifications that would eliminate the 8% Net Energy Metering cap and update the applicable design standards referenced in the code as presented. Vice-Mayor Henderson seconded the motion; the motion so passed with all voting in favor.

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REGULAR MEETING OF THE MAYOR AND COUNCIL

June 28, 2026

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. Make up Movie Night in the Park, featuring Pixar's "Elio", July 31, 2026, 8:30 p.m. at the grass lot behind City Hall.
2. Friday Night Live, August 7th from 5PM to 8PM in the grass lot behind City Hall.

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

Police & Fire- Councilwoman Stephanie Grassett

Code, Parks and Recreation - Councilman Dan Henderson

Administration - Councilman Orlando Holland (read by Councilman Henderson)

Electric - Councilman Mike Bradley

Public Works & WWTF - Councilman Alan Quillen

Mayor MacCoy recapped on the month of July.

He reported that the Citizen's Police Academy begins on Thursday, August 6, 2026, at 6:00 p.m.

He reported the Grand Opening of the Mill was a success. He reported it was remarkable to see the community's support, and he appreciated everyone that attended. He reported that since the announcement of the Playseum and China Wok coming to the City of Seaford, Rob Herrer with 9SCD has had three additional business meetings with another meeting on Thursday.

He reported that on July 24th, the City recognized Jim Bowden Day. He appreciated everyone that attended and thanked city staff for their efforts.

He reported that Friday, August 14th at 1:00 p.m. the City will recognize Danny Short Day.

Mayor MacCoy called for a motion to adjourn the Regular Council Meeting.

Councilman Quillen made a motion to adjourn the Regular Council Meeting. Vice-Mayor Henderson seconded the motion; the motion so passed with all voting in favor.

The meeting was adjourned at 8:30 p.m.

Charles D. Anderson, City Manager
/bs

Approved by Council: August 11, 2026



SEAFORD POLICE DEPARTMENT

300 Virginia Avenue
Seaford, Delaware 19973



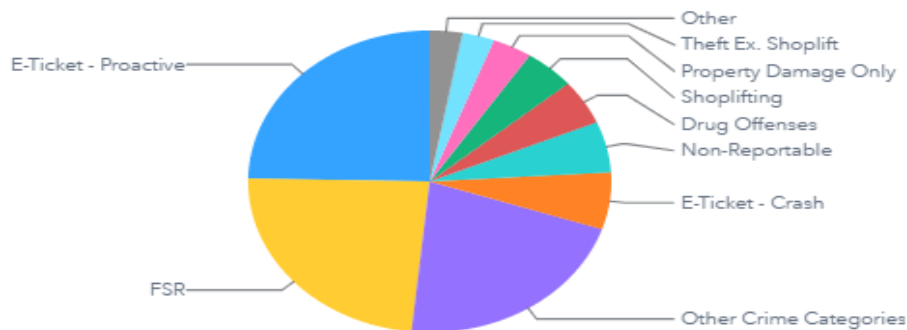
TO: City Manager Charles Anderson; Police Commissioner Dr. Stephanie Grasset
FROM: Chief Marshall Craft
RE: Liaison Report
DATE: July 27, 2026 (Monday, June 22, 2026 – Sunday, July 12, 2026)

INCIDENTS	2026	2025	2024	2023	2022
TOTAL COMPLAINTS	6,432	11,468	12,552	11,112	9,593
All crimes	4,149	4,708	5,559	5,010	6,164
Homicide	0	2	0	1	0
Robbery	3	8	15	24	8
Sex Crimes	12	35	22	25	18
Burglary	30 (19 Burg/11 TFV)	67 (33 Burg/34 TFV)	57 (24 Burg/33 TFV)	122 (58 Burg/64 TFV)	197
Drug Crimes	225	241	481	285	444
Overdose	14	18	32	43	31
Traffic Citations	1,665	3,504	3,422	1,898	2,105
All DUI	36	82	102	72	79
All Crashes	410	651	741	684	656
False Alarms	247	371	373	343	546

Current Period (July 23 – July 26)

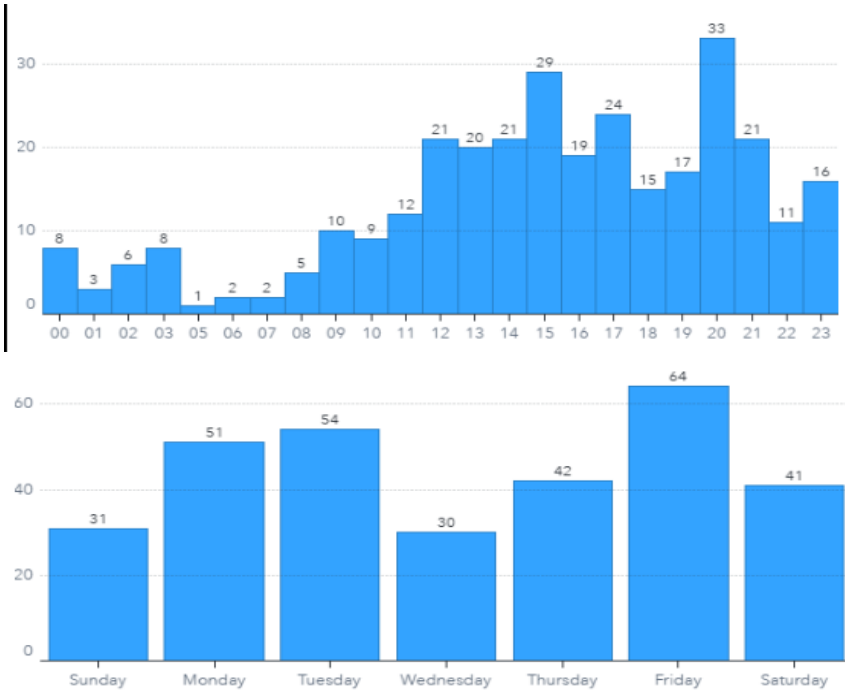
Crimes/Collisions/E-Ticket Charges of Category

Crimes/Collisions/E-Ticket Charges

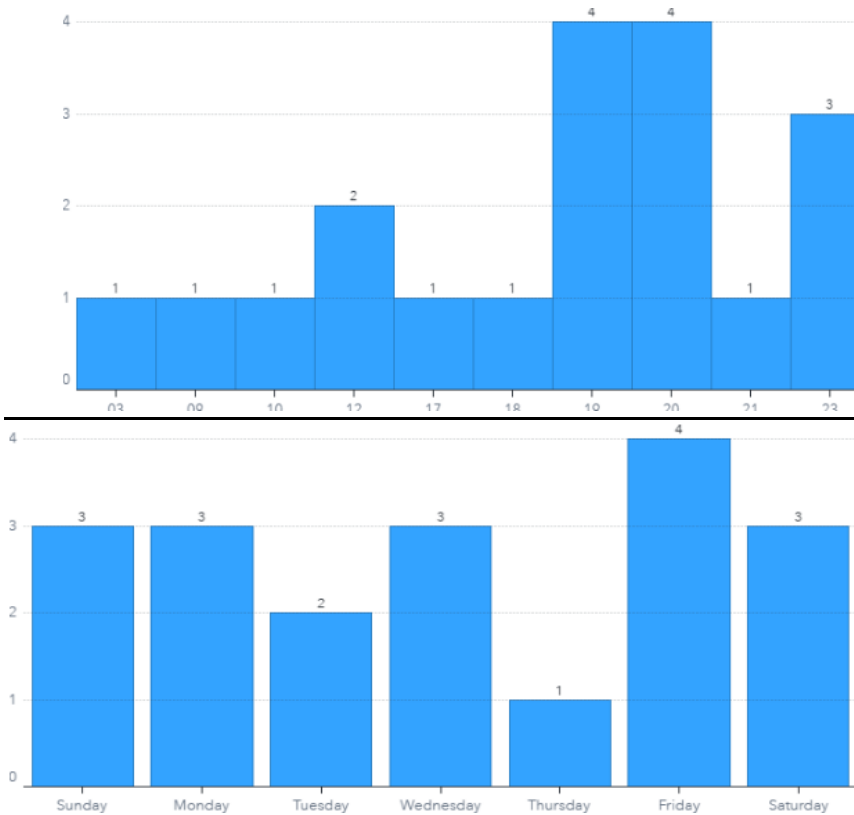


Outcome ▼	Total	In Custody of Other Jurisdiction	(missing)	Unknown	N/A	Violation	Service Clear	Prosecution Declined	Pending-Inactive	Pending-Active	No Victim cooperation	Misdemeanor	Juvenile Arrest	Civil Penalty	Adult Arrest	Unfounded
Category ▲	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges	Crimes/Collisions/E-Ticket Charges
Total	312	1	1	12	30	69	73	15	8	32	1	23	4	4	38	1
Aggravated Assault >	2	—	—	—	—	—	—	—	—	—	—	—	2	—	—	—
Drug Offens... >	15	—	—	—	—	—	—	2	—	—	—	—	—	—	13	—
Shoplifting >	14	—	—	—	—	—	—	1	1	10	—	—	—	—	2	—
Sex Offenses >	1	—	—	—	—	—	—	—	—	1	—	—	—	—	—	—
Other Crime Categories >	67	1	—	—	—	—	10	7	4	20	1	—	2	—	21	1
Local Fugitive >	3	—	—	—	—	—	1	2	—	—	—	—	—	—	—	—
DUI - Crash >	1	—	1	—	—	—	—	—	—	—	—	—	—	—	—	—
E-Ticket - C... >	19	—	—	—	—	13	—	—	—	—	—	6	—	—	—	—
E-Ticket - Proactive >	77	—	—	—	—	56	—	—	—	—	—	17	—	4	—	—
FSR >	74	—	—	12	—	—	62	—	—	—	—	—	—	—	—	—
Non-Reportable >	17	—	—	—	17	—	—	—	—	—	—	—	—	—	—	—
Personal Injury Crash >	2	—	—	—	2	—	—	—	—	—	—	—	—	—	—	—
Property Damage Only >	11	—	—	—	11	—	—	—	—	—	—	—	—	—	—	—
Theft Ex. Shoplift >	9	—	—	—	—	—	—	3	3	1	—	—	—	—	2	—

- **All Incidents: 217 (42 Total Criminal arrests: 38 adult-related / 4 juvenile-related)**
 - **82% Clearance Rate** (overall = **32 PA** and **8 PI**)



Additional Crime Data below: There were **19 significant complaints**, including Agg Assault, Other, Sex Offense, Theft; excluding shoplifting: (**58% clearance rate**): **6 PA, 2 PI, 5 A/A, 3 J/A, 3 E/C, and 0 U/F**. Most incidents occurred on Friday from 1900 to 2300 hours.

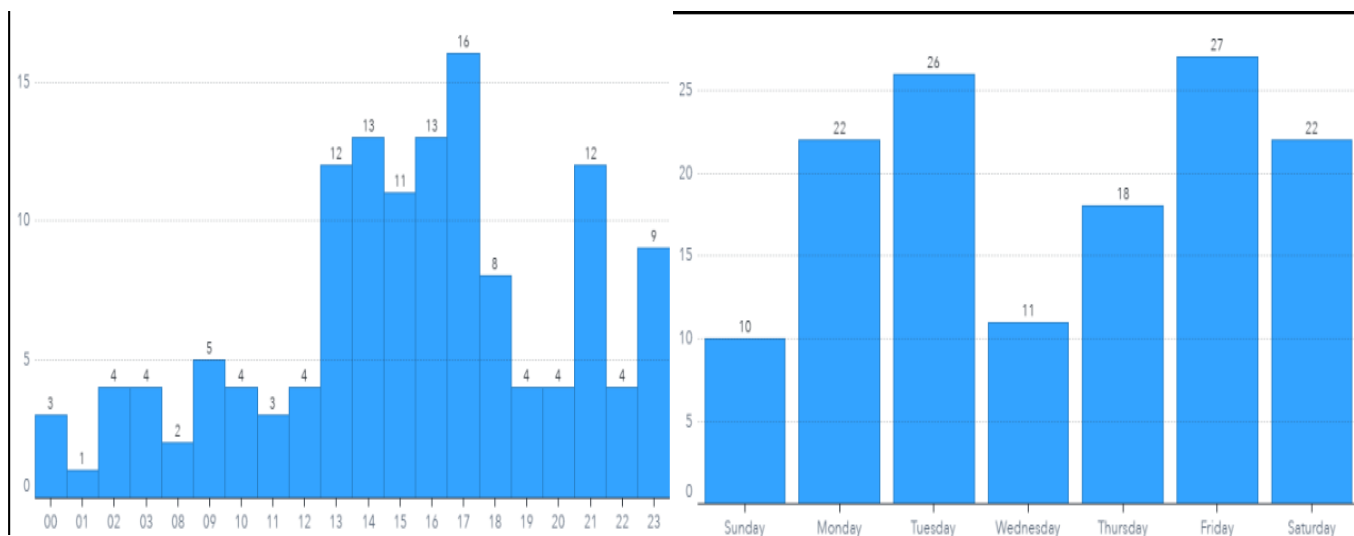


Drug Complaints:

- Drug Crimes: **15**
 - Adult Arrest: **13**
 - Juvenile Arrest: **0**
 - Unfounded: **0**
 - Pending Active: **0**
 - Pending Inactive: **0**
 - Prosecution declined: **2**
- Search Warrant(s): **0**
- Seized Firearms: **0**
- Money Seized: **0**
- Overdose: **1**

Traffic / DUI / Crash: (Tuesdays & Fridays from 1300-2100)

Outcome ▼	Total	(missing)	N/A	Violation	Service Clear	Misdemeanor	Civil Penalty
Category ▲	Crimes/Collisions/ E-Ticket Charges	Crimes/Collisions/ E-Ticket Charges	Crimes/Collisions/ E-Ticket Charges	Crimes/Collisions/ E-Ticket Charges	Crimes/Collisions/ E-Ticket Charges	Crimes/Collisions/ E-Ticket Charges	Crimes/Collisions/ E-Ticket Charges
Total	136	1	30	69	9	23	4
DUI - Crash >	1	1	—	—	—	—	—
E-Ticket - C... >	19	—	—	13	—	6	—
E-Ticket - Proactive >	77	—	—	56	—	17	4
FSR >	9	—	—	—	9	—	—
Non-Reportable >	17	—	17	—	—	—	—
Personal Injury Crash >	2	—	2	—	—	—	—
Property Damage Only >	11	—	11	—	—	—	—



Additional Information: Crash: PI: 2; PD: 11; NR: 17; Bicycle: 1; Alcohol/Drug-related Crash: 1

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

Summary Report:

- **07/13/26 | Drug Arrest During Overdose Response | Chandler Heights / Nutter Park**
Complaint #71-26-6008
While responding to a reported overdose, officers observed unrelated suspicious activity that led to the seizure of crack cocaine and heroin. One suspect attempted to flee on foot but was quickly apprehended and arrested on drug-related charges. The reported overdose victim declined medical treatment.
- **07/14/26 | Death Investigation | McDonald's Parking Lot**
Complaint #71-26-6038
Patrol officers responded after an adult male was found deceased inside a vehicle. Detectives assumed the investigation. No signs of foul play were immediately observed, and the investigation remains pending the Medical Examiner's findings.
- **07/14/26 | Child Abuse Investigation | Seaford Boys & Girls Club**
Complaint #71-26-6044
Detectives are investigating allegations that a juvenile was assaulted by an adult staff member during an incident at the Boys & Girls Club.
- **07/17/26 | Multiple Fatal Medical Incidents**
Complaint #71-26-6108 & 71-26-6119
Officers responded to two unrelated medical emergencies where individuals were pronounced deceased. Both incidents are considered non-criminal.
- **07/17/26 | Armed Home Invasion Investigation | Perkins Avenue**
Complaint #71-26-6124
Officers responded after armed suspects forced entry into a residence while falsely identifying themselves as police officers. Property was stolen before the suspects fled. Investigators later identified and seized the suspect vehicle pursuant to a search warrant. The investigation remains active.
- **07/18/26 | Wanted Burglary Suspect Arrested Following Foot Pursuit**
Complaint #71-26-6176
Officers arrested a wanted burglary suspect after locating him in the area of Bridgeville Highway. The suspect fled on foot but was quickly apprehended.
- **07/19/26 | Kidnapping and Domestic Violence Investigation Results in Arrest**
Complaint #71-26-6186
Officers investigated reports that an adult female had been held against her will and assaulted over a two-day period. Detectives obtained multiple felony warrants, and the suspect was later apprehended, arrested, and committed to the Department of Corrections on secured bail.
- **07/19/26 | Woods Fire Investigation | Mall Tire Area**
Complaint #71-26-6208

Officers responded to a fire in a wooded area behind a local business. Information was forwarded to the State Fire Marshal's Office for investigation.

- **07/20/26 | DUI and Child Endangerment Arrest | West Stein Highway**

Complaint #71-26-6128

Officers responded to reports of an erratic driver and arrested the operator for Driving Under the Influence and Child Endangerment after locating the vehicle with a juvenile passenger inside.

- **07/20/26 | Sexual Assault Investigation**

Complaint #71-26-6221

An adult female reported a sexual assault that had occurred approximately one week earlier. Detectives continue to investigate.

- **07/20/26 | Domestic Strangulation Investigation**

Complaint #71-26-6223

Officers investigated a reported domestic assault involving strangulation and obtained criminal warrants for the suspect.

- **07/22/26 | Juvenile Assault Investigation**

Complaint #71-26-6254

Officers obtained warrants for a juvenile accused of threatening another juvenile with a knife. The suspect is also wanted in connection with a separate burglary investigation.

- **07/22/26 | Mental Health Intervention Protects Infant**

Complaint #71-26-6278

Officers safely intervened after receiving reports of suicidal and homicidal threats involving an adult female and her infant. The individual was transported for emergency mental health evaluation.

- **07/23/26 | Sexual Assault Investigation Transferred to Seaford Police**

Complaint #71-26-6359

A sexual assault investigation initiated by the Delaware State Police was transferred to the Seaford Police Department after it was determined the incident occurred within the City of Seaford. Detectives continue to investigate.

- **07/25/26 | Traffic Stop Results in Major Drug Seizure | Atlanta Road / West Stein Highway**

Complaint #71-26-6375

A traffic stop resulted in the seizure of heroin, crack cocaine, prescription pills, drug packaging materials, and suspected drug proceeds. The suspect was arrested on multiple felony drug charges and committed to the Department of Corrections on secured bail.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 07/13/26: Westview meeting with business owners regarding Pennsylvania Ave, Allen St. & Dulaney St) - Chief, D. Chief & Patrol Lt

- 07/15/26: The Mill - Ribbon cutting - Chief & D. Chief
- 07/16/26: Attended John Hatzulak 25-year service celebration, Electric Dept. - Chief
- 07/20/26: Attended a speaking engagement (youth program) at Chandler Heights - Chief & D. Chief
- 07/21/26: Completed monthly grant reports for SCORI - Chief
- 07/22/26: Attended meeting with ERP ref Western Sussex Public Safety initiative - Chief, D. Chief, Lt. Mills

Community Events:

- "Food On" Program in partnership with the HELP Initiative - SPD Officers
- 07/18/26: DTA 250th celebration - Seven (7) officers worked - Chief and D. Chief attended off duty
- 07/24/26: Attended Jim Bowden Day at Gateway Park - Chief

Training/Other:

- SPEAR Team Training (ongoing) twice / month - Team Members
- Citizens Police Academy (upcoming): Beginning Thursday, Aug 06, 2026 and running for 6 weeks
- July 13-July 22, 2026: All SPD members completing annual Sexual Harassment Training

Total Criminal Arrests:

Arrests YTD	2026 Total	2026 Adult	2026 Juv	2025 Total	2025 Adult	2025 Juv	2024 Total	2024 Adult	2024 Juv	2023 Total	2023 Adult	2023 Juv	2022 Total	2022 Adult	2022 Juv
Total	662	606	56	507	472	35	720	642	78	523	455	68	630	571	59

7/27/2026

Code Department Report

- Issuing permits (178 in 2026)
- Rental Licenses (1,861 Units)
- 2026 Rental inspections are being scheduled and completed.
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits

Helpful Code Facts!

Chapter 4 – Buildings

Construction of sheds, fencing, new sidewalk or new paving installation, sidewalk &/or curbing repairs at the street line and roofing work involving replacement of wood underlayment all require a permit.

Large project status's

- **Mearfield 1 Phase 4** –17 Lots remain in phase 4. GMB reinspected phase 3 prior to dedication, and few items remaining for repair. Ryan homes has completed construction of a new model home.
- **BelleAyre Single Family** –Danfield Dr – GMB has completed the pre-dedication inspection. Letter of the punch-list items was sent to the developer.
- **Nylon Capital** –Permits issued for the front building shell spaces. Tidal Health building construction progressing. Road work continues on Atlanta Rd and Tull Dr.
- **Governors Grant Phase 4** – DR Horton has several homes under construction. 4 more permits issued.
- **Aldi** – Roof covering installation underway, concrete floor slab poured.
- **Cookout** – Building plans are being finalized for permit submission.
- **Seaford Inn** –Building Renovation permit issued.

Parks & Recreation
Council Liaison Report
for 7/27/26 Council Meeting

Accomplished week of 7/13

Parks – Sprayed weeds in various locations
Parks – Completed 1 work order (29 work orders so far this year) + routine grass cutting
Parks – Dropped off 5 picnic tables and chair trailer for DSA to use for 250 th event on 7/18
Rec. – Made final counts for Fall Soccer & Flag Football programs – will begin sorting week of 7/20
Rec. – Have 9 registered for Youth Field Hockey Clinic & 5 registered for Adult Pickleball Clinic
Parks&Rec. – Assisted DSA with final logistics for their 250 th event on 7/18
Parks&Rec. – Rescheduled and advertised for Movie Night in the Park – held on July 24 th & July 31 st (makeup from 6/26)
Parks&Rec. – Celebrated National Parks & Rec Professional's Day on 7/17
Parks&Rec. – Assisted Seaford Tomorrow with their Friday Night Live event on 7/17

Accomplished week of 7/20

Parks – Assisted putting out chairs for Jim Bowden Day on 7/24
Parks – Completed 4 work order (33 work orders so far this year) + routine grass cutting
Parks – Prepped softball & football field for sports field rentals over the weekend
Rec. – Began sorting teams for Youth Flag Football, have 8 teams in the 10-13 League & 6 teams in the 6-9 League
Rec. – Have 7 participants for Adult Pickleball Clinic & 14 registered for Youth Field Hockey Clinic (happening week of 7/27)
Parks&Rec. – Worked on logistics with people hosting upcoming special events
Parks&Rec. – Worked on excel spreadsheet importing player data for Youth Soccer to submit uniform order
Parks&Rec. – Attended Adult Pickleball Clinic on 7/23 and Movie Night on 7/24

Parks & Recreation Highlights 7/6 – 7/24

PARKS:

- Sprayed weeds in various locations
- Completed 5 work orders (33 total grass/brush work orders this season)
- Gave DSA chair trailer and 5 picnic tables to use in Mt. Olivet for 250th event on 7/17
- Prepped softball & football fields for weekend rentals on 7/25 & 7/26

RECREATION:

- Held first night of Adult Pickleball Clinic with 7 participants on 7/24
- Did final counts for Youth Flag Football (144) & Youth Soccer (276)
- Have 14 registrations for Youth field Hockey Clinic, beginning 7/27

SUPERINTENDENT:

- Rescheduled and advertised for Movie Night in the Park, held on 7/24 & to be held 7/31
- Celebrated National Parks & Recreation Professional's Day on 7/17
- Assisted Seaford Tomorrow with their Friday Night Live event on 7/17
- Formed a player data spreadsheet for Fall soccer – required to submit to be able to order uniforms



Administration, Economic Development/Community Relations & IT Liaison Report July 13, 2026 – July 24, 2026

City Manager Charles Anderson

MEETINGS:

- Met with a developer to discuss a potential annexation process and time-line.
- Met with a group of attorneys to discuss potential participation in an action.
- Attended the WWTP progress meeting.
- Attended the quarterly golf course meeting.
- Attended the Rotary meeting with the ED director and Mayor.
- Met with the electric department and honored John Hutzulak for 25 years of City service.
- Attended the construction coordination meeting.

OTHER WORK:

- Attended the Chamber of Commerce breakfast.
- Attended the Jim Bowden Day celebration.
- Prepared the Council agenda.
- Met with the City Engineer and the PW Director regarding the proposed retaining wall project.
- Made inspections of the progress of construction of the Parks and Recreation office building.
- Attended the Mill ribbon cutting.
- Attended Parks and Recreation Day event at the Parks office.
- Opened bids for the Nutter Park resurfacing project.

Director of Economic Development & Community Relations Trisha Newcomer

INFORMATION TECHNOLOGY REPORT:

- Met w/ Erin and Bob from Telewire to discuss the beginning stages of Phone Cloud Upgrades.
- Fixed fiber redundancy issue at Ross Substation.
- Resolved an issue with Drive Space for File Svr (Afterhours Work)
- Working on Resolving issue with a Host Server not retaining it's connection to the storage
- Police Department work:
- Troubleshoot an issue with Paging console gate controls. Speaker died. Need to replace.
- Swapped a cell phone for CID user
- Repaired connection for Interview camera
- Updated configurations and access for Axon Servers and Touch Panel.
- Awaiting support to resolve issue with storage space on Axon Server

ECONOMIC DEVELOPMENT/COMMUNITY RELATIONS REPORT:

- Attended the Chamber of Commerce breakfast.
- Prepared Council meeting presentation.
- Attended Parks and Recreation Day event at the Parks office.
- Made color and material decision for the Parks Office building and transmitted the choices back to the architect.
- Prepared and made a presentation to the Rotary club with the City Manager and Mayor.
- Attended the Electric department meeting and honored John Hutzulak for 25 years of service.
- Attended the Mod Wash ribbon cutting

Director of Finance & Human Resources June Merritt

ADMINISTRATION REPORT:

- Attended quarterly Hooper's Landing meeting w/Adkins Management.
- Assisted auditors during the preliminary audit fieldwork.
- Received mediator assignment from PERB for contract negotiations with Police/Teamsters.
- Prepared and mailed delinquent utility bills for June consumption.
- Reviewed the Intergovernmental Agreement with Sussex County for the use of their property assessment data.
- Attended the ribbon cutting for The Mill.
- Attended 25 year of service appreciation – Hutzulak.
- Attended meeting for Martin Farms Project requirements.
- Attended meeting with auditors to review the GASB 103/104 requirements.
- Prepared and submitted the annual Municipal Street Aid report.
- Attended meeting to review Comcast Franchise Agreement renewal.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Council Liaison Report

Electric Department

Period ending 6/7/26

Since the last report

Crew

- Dalton Hignutt completed the final written and physical test of Lineman Apprenticeship w/ TVPPA at DEMEC. Upon completion of unit work. He is set to graduate in November.
- Changed damaged crossarms in multiple locations along Rt. 13/ Sussex Highway
- Trimmed trees on 3rd Street, Nylon Boulevard, Oyster House Park, Stein Highway
- Performed monthly substation checks
- Dug in underground primary conduit to Aldi transformer location. Awaiting pad to be set before pulling wire and setting transformer
- Full crew worked to restore power from the severe storm on 7/18
- Replaced pole and upgraded transformer for new construction on Sycamore Lane
- Replaced bad transformer at 805 Griffin St.

Director

- Worked on final counts for inventory
- Attended staff meeting 7/15
- Attended Wastewater upgrade progress meeting 7/24
- Held 25-year anniversary celebration for John Hutzulak at Utility Building 7/16
- Assisted w/ outage restoration on 7/18

- Met w/ Charles and engineer w/ Parker and Associates to discuss proposed retaining wall on Water St. Did an estimate and escrow letter and sent to David Perlmutter.
- Did estimate and escrow for Kinder Care project, sent to Gillis Gilkerson.
- Met w/ Charles and contractors on site at Parks and Rec to discuss electric feed into building
-

Upcoming Weeks.

Continue work on Seaford Innovation Center. Awaiting electrical contractor to perform switchover of Sal's transformer. Fire at Sal's has delayed the process.

Continue work to serve Aldi with electric. Waiting on electrical contractors to set pad.

Begin work for Cavan Construction in the Seaford Industrial Park.

Council Liaison Report
Public Works & Wastewater
Departments
Date 07/27/26

Past two weeks:

Public Works:

- Set out barricades for downtown 250th
- Completed cleaning key sewers
- Repaired water service leak on State St
- Identifying services for lead and copper rule
- Collected lead and copper samples
- Replaced a few water meters
- Cleaned up property for Code
- Did some weed spraying
- CCTV project is still under way
- Held multiple meetings in person and on-line
- Performed all routine tasks; swept, L & L, big piles, read meters, re-reads, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

WWTF & COMPOST

- Plant: Performance is excellent, effluent is crystal clear.
- Dewatering: Performance has been good.
- WAS Pump 1 shaft to Seaford Machine for bearing installation. Completed pump assembly. Retooling needed on drive coupling for proper fit.
- Grit collector repairs, bucket pin replacements.
- Prep for biosolids and effluent PFAS sampling.
- Changed sheaves on blend tank blower to test lower RPM recommended by diffuser manufacturer.

Upcoming two weeks:

Public Works

- Complete CCTV project
- Prepare FY27 paving bids
- Replace water service on Bradford street
- Have truck 5 repaired
- Should receive new service truck
- Continue identifying services

WWTF & COMPOST

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

Lisa Gillespie, PW





DURAS Star

CITY OF SEAFORD

SEAFORD - DELAWARE

