

AGENDA
SPECIAL MEETING OF THE MAYOR AND COUNCIL
March 5, 2025
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

6:00 P.M. Mayor MacCoy calls the Special Meeting to order.
Invocation
Pledge of Allegiance to the Flag of the United States of America.
Changes to the agenda for this meeting.

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

PUBLIC COMMENT:

1.

CORRESPONDENCE:

1.

NEW BUSINESS:

1. Present for approval elimination of the Operations Coordinator position in the Electric Department and establish the Line Crew Superintendent position.

OLD BUSINESS:

1.

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REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1.

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.

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

Councilman Orlando Holland has filed for reelection.

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.

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

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: 02/26/2025

Posted by: BAS

HB#1
3/11/25

MEMORANDUM

TO: Mayor Matt MacCoy
Director of Electric, Bill Bennett
Electric Superintendent, Greg Brooke
Director of Finance and HR, June Merritt
HR Coordinator, Annette Montgomery

FR: Charles Anderson, City Manager

RE: Succession Planning – Electric Department

DT: 02/18/2025

Over the last several years we have been considering a succession plan for the Department of Electric. Bill Bennett has indicated an intention to retire on or around July 2025, and management realizes that his departure will leave a big hole in the Department.

While there are a lot of employees with technical skills in the Electric Department, there was only one that we felt had the supervisory experience to fill the Director position, Greg Brooke, and we promoted him to Superintendent of Electric on November 25, 2024, with the intent of promoting him to Director when the position opens. With that promotion, it now leaves management with the challenging task of finding the critical supervisory role of the “second in command” as all of the other departments in the City currently have.

This role supports the Director of each department in planning, organizing, directing, training, assigning, inspecting and supervising the work of linemen and staff. The role will also be responsible for managing the entire department in the absence of the Director of Electric and will assist the Director in many areas including the preparation of the annual departmental budget, monitoring expenditures, and will be an integral part of the hiring and employee evaluation process.

Mr. Brooke’s promotion left the Operations Coordinator position vacant and is a supervisory position, but that position does not provide the depth of supervisory experience to mold a future leader. We discussed that we need an accelerated learning curve and increased leadership opportunities on a shortened timeframe. When Mr. Bennett retires and Mr. Brooke steps into the Director role, there will then be no other current Electric Department employee with leadership experience, who has been tested

under pressure (storms, outages, seasonal issues), and who has successfully supervised a workforce.

It is for that reason that I recommend we promote Mr. Brooke to the Director of Electric now so that his main goal will be to shadow Mr. Bennett and gain as much knowledge as he possibly can over the next four-month period.

I also recommend that we restructure, eliminate the Operations Coordinator position, and then create a new position, Line Crew Superintendent, which will take on the daily supervisory role of the Electric Department, which more closely matches the succession plan. This will allow Mr. Brooke to focus on training now, and also provide more support in the supervisory capacity, so the Director of Electric position does not have to be so encumbered in the day-to-day supervisory activities of the department in the future and will allow the position to focus more time on the broader goals of the organization.