

**MINUTES OF THE OF THE MAYOR AND COUNCIL
MAY 12, 2026
SEAFORD CITY HALL – 414 HIGH STREET**

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

Staff Members Present:

Charles Anderson-City Manager
Berley Mears – Director of Public Works
Trisha Newcomer-Director of Economic Development & Comm. Relations
June Merritt – Director of Finance & Human Resources
Kathryn Hickey – Superintendent of Parks & Recreation
Michelle Ruark – Recording Secretary

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

Invocation

Invocation led by Mayor MacCoy

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

Mayor MacCoy led those present, in the Pledge of Allegiance

Executive Session :

1. Litigation
2. Personnel

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 April 28, 2026.

Mayor MacCoy called for a motion. Councilman Bradley made a Motion to approve the minutes of the regular meeting on April 28, 2026. Councilman Quillen seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

Judge Terri Davis will administer the Oath of Offices for Matthew MacCoy for the position of Mayor, and Dan Henderson and Mike Bradley for the positions of Councilman.

Mayor MacCoy solicited a motion to recess for five minutes. Councilman Quillen made a Motion to recess for five minutes. Vice-Mayor Henderson seconded the motion. All present voted in favor; Council went into recess at 7:10p.m.

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Mayor MacCoy re-opened the Regular Meeting at 7:15p.m.

Mayor MacCoy to hold the election for Vice-Mayor.

Ballots were submitted, and with a unanimous vote, Councilman Dan Henderson retained his seat as Vice-Mayor.

Mayor MacCoy to appoint Council Liaisons.

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

PUBLIC COMMENT:

There were no individuals present for public comment.

CORRESPONDENCE:

There was no correspondence.

NEW BUSINESS:

- 1. Alice Adkins, President of the Downtown Seaford Association to present an update regarding the planned community event to mark the 250th anniversary of the United States of America to be held in Downtown Seaford.**

Alice Adkins and Lauren Hilderband, along with Dan Parson and Jim Blackwell from The Nanticoke Historic Byway presented the information. Mayor MacCoy solicited any questions from Council. Councilman Quillen inquired if The Downtown Seaford Association Would be coming back to the Council for further assistance. Miss Adkins stated that they are hoping their sponsors will come in a little bit more with funding and the sponsor letter has been updated to let them know more events have been added and they are looking for more sponsors. Mayor MacCoy wanted to confirm the event date is July 18th, 2026. Miss Adkins confirmed and stated it has been posted to their Facebook page. Mayor MacCoy inquired if their banners will conflict with the hanging of the

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Hometown Heroes banners. City Manager Anderson stated there will be banners up at that time, but the idea is to remove a couple that are up and replace them with the event banners. Miss Adkins stated the 250th banners are only one use, so she would like to see if they could stay up until next July 4th. Vice-Mayor Henderson inquired if permission was needed since The Downtown Seaford Association already has a plan to rotate banners and since it's not an agenda item, he suggested that they can't really vote on it. Miss Hilderband stated that Vice-Mayor Henderson is correct, but they just wanted to make sure they had approval. City Manager Anderson stated that traditionally, any flags or banners on High Street in the right of way, the Council has had to authorize, or the City puts them up and it's a good point that The Downtown Seaford Association already has approval to do that. If there are no objections from Council, he can administratively do that, but we don't want to start the precedent of not having Council approval over when they are hung because it takes staff time and there are only so many poles available. Miss Adkins stated that it would only be for the two banners and the other flags could be put up later. Vice-Mayor Henderson inquired if she thinks they will last a year. Miss Adkins stated yes, the previous ones have lasted three years. Vice-Mayor Henderson inquired if they will be up for July 4th. Miss Adkins stated yes that way downtown is decorated, the patriotic poles will be in place and it will be ready for the time capsule reveal as well. City Manager Anderson stated we typically set the flags up for Memorial Day and 4th of July, so if they have them in hand while our guys are installing the American Flags, they can put these in the suggested locations. Mayor MacCoy stated that since this will be handled administratively, they should not include that in the motion. Miss Adkins requested that the GMB firetruck museum be open as well. Vice-Mayor Henderson stated that's a fire department issue. City Manager Anderson stated there is an antique fire committee. He exchanged several e-mails with Miss Adkins on the subject and feels the City would support the museum being open. The biggest concern was staffing there to ensure the equipment is not damaged. Miss Adkins assured it would not be open unless she secures volunteers to staff it, but wanted to get approval first before seeking volunteers. Mr. Parson and Mr. Blackwell discussed adding a bus tour to the event and bringing extra funding. Vice-Mayor Henderson stated since this is an accessory to the event, he doesn't think it should be voted on in New Business #1 to allow it, but it has his blessing. Miss Adkins suggested that the staff from The Nanticoke Historic Byway set up in front of the steps of City Hall for registration for the bus tour. They have two vans and would like to block off a part of the parking lot. City Manager Anderson stated he doesn't see a problem with that unless Council does. Councilwoman Dr. Grassett stated she would like to make sure what they are celebrating is articulated so everyone truly understands what the birthday of America really means. Miss Adkins stated she will be consulting with the Star newspaper to do just that. Councilman Quillen inquired if the bus tours are free and what time will they run. Mr. Parson stated yes, they are free and sign up will be from ten until two and run until they are done. Mayor MacCoy solicited any more questions from Council; there were none. Mayor MacCoy then called for a Motion; Councilwoman Dr.

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Grassett made a Motion to approve the request of Alice Adkins, President of the Downtown Seaford Association regarding the revised plans for the planned community event to mark the 250th anniversary of the United States of America to be held in Downtown Seaford as presented. Vice-Mayor Henderson seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

2. Present for approval an annexation committee report for an 18.68 +/- acre Parcel located on the east side of Atlanta Road approximately 125 feet north of William Ross Lane Seaford, DE 19973, owned by ARKA Assets LTD, Tax Map Parcel 531-10.00-234.01.

City Manager Anderson presented the information. City Manager Anderson asked Councilwoman Dr. Grasset to add her thoughts. Councilwoman Dr. Grasset stated there was a great deal of discussion on the matter. There is another piece of land on the other side as well. It fits in up against the border of another area that the City has and they thought the advantages far outweigh the disadvantages, so they moved it forward. 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 annexation committee report for an 18.68 +/- acre Parcel located on the east side of Atlanta Road approximately 125 feet north of William Ross Lane Seaford, DE 19973, owned by ARKA Assets LTD, Tax Map Parcel 531-10.00-234.01 as presented. Councilman Quillen seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

3. Bids – Parks & Recreation Office Building.

Trisha Newcomer, Director of Economic Development & Community Relations, presented the information. Mayor MacCoy solicited any questions from Council. Councilman Quillen inquired about the start date. City Manager Anderson stated should Council adopt and move forward, then the architect will send the notice of award to the contractor, the City will then exchange documentation. The City will need insurance and an A.I.A. contract from the contractor. Once received, the submittal process will start. His best guess would be probably 45-60 days. Councilman Quillen questioned if it would be completed by the end of the year. City Manager Anderson stated that was an aggressive schedule, but hopefully. He stated the building is a 2500 square foot pole barn style structure, so it could be possible for end of year completion. Vice-Mayor Henderson stated it is budget season and they have the recommended contract amount. The budget amount also included a contingency, so the actual cost of the building is a 10% contingency, which would put the budgeted amount at \$450,000.00 with a \$50,000.00 contingency. He stated that \$515,000.00 has already been accounted for, so now there is an overage with no contingency. He wanted to warn everyone that the contingency is already used, so any change orders or cost overruns will have to come from a non-

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budgeted expense throughout Fiscal Year 2027. He wanted to caution that it's not the end of it or the all-in cost. Councilman Quillen inquired how Council is going to incorporate where the funds can be pulled from in their budget talks in the next few weeks and will it be something that's plied into the budget so they can figure out where the overage is coming from at this point. City Manager Anderson stated they will have to make one or two more changes and are still in budget meetings and hearings. Depending upon the Council's pleasure this evening, if the directive is that they will increase the loan amount, which is what was budgeted in this year's budget, the City was going to get a 20-year loan for this. If this is the plan, then they will update the numbers and update the amortization schedule. He stated by the time they get the loan, the building would be well along the way, and they are confident there wouldn't be any more change orders, so they could get the loan for the actual overage. Mayor MacCoy solicited any more questions from Council; there were none. Mayor MacCoy then called for a Motion; Councilwoman Dr. Grasset made a Motion to award the bid for the Parks & Recreation Office Building to Green Diamond Builders, Inc. in the amount of \$515,744.00 as presented. Councilman Bradley seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

4. Bids – Porta Johns.

Katie Hickey, Superintendent of Parks and Recreation, presented the information. Mayor MacCoy solicited any questions from Council; there were none. Mayor MacCoy then called for a motion; Councilwoman Dr. Grasset made a Motion to award the bid for Porta Johns to Sussex Sanitation in the amount of \$15,090.00 as presented. Councilman Quillen seconded the motion. Mayor MacCoy called 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:

1. Budget Workshop meeting #2 May 19, 2026, at 6:00 p.m. – 8:00 p.m.; City Hall Council Chambers.
2. Memorial Day Ceremony, May 25, 2026, at 11:00 a.m. in Kiwanis Park.

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

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Public Works & WWTF – Councilman Alan Quillen

Police & Fire – Councilman Dan Henderson

Administration – Vice-Mayor presented in lieu of Councilman Holland

Electric – Councilman Mike Bradley

Code, Parks and Recreation – Councilwoman Stephanie Grasset

Mayor MacCoy and Council paid tribute and offered condolences and prayers to the family Of Mr. Al Temple who passed away today.

Mayor MacCoy solicits a motion to hold an Executive Session.

Mayor MacCoy solicited a motion to enter into Executive Session. Councilwoman Dr. Grasset made a Motion to enter into Executive Session. Vice-Mayor Henderson seconded the motion. Mayor MacCoy called for a vote; the motion so passed with all voting in favor. The Regular Meeting was adjourned at 8:40p.m.

EXECUTIVE SESSION:

1. Potential or Pending Litigation and Personnel.

Mayor MacCoy reopens the regular Council meeting.

The Regular Council Meeting was reopened at 10:21p.m.

Mayor MacCoy solicits a motion to adjourn the regular Council meeting

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

The Meeting was adjourned at 10:21p.m.

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Charles D. Anderson, City Manager
/mr

Approved by Council:

5/11/2026

Code Department Report

- Issuing permits (112 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
- Assisting with clean up week.

Helpful Code Facts!

§10.1.2 Refuse Containers, location

- A. All garbage and refuse shall be placed in containers which shall be rodent proof, water tight with a fitted cover and constructed of a solid and durable grade of metal or plastic material.
- B. All garbage and refuse shall be placed in plastic bags and secured at the top to restrict spillage. The plastic bags shall be placed inside of the approved containers. (Exception: Items for recycling shall not be placed in bags per the regulations set forth by the State of Delaware (7 DE Admin Code 1305))
- C. No containers shall be placed at the curb line of any property more than twelve (12) hours prior to the scheduled collection of refuse by the refuse hauler.
- D. Containers shall not remain at the curb line after midnight of the day of the scheduled collection of refuse.
- E. No containers shall be placed on a sidewalk or any public right of way.
- F. After refuse collection, containers must be stored against any part of a building that does not front on a public street, unless the container is shielded from the street by an approved enclosure.

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 started construction for a new model home.
- **BelleAyre Single Family** –Danfield Dr –Waiting for dedication inspection request.
- **Nylon Capital** –Permits issued for the front building shell spaces. Fitout for “The Mill” has started. Deltech fitout permit issued and work has started. Tidal Health building construction progressing. Contractor is paving around the Mill.
- **Modwash** – Signs have been installed; outdoor vacuums are being installed. Opening pushed to May.
- **Governors Grant Phase 4** – DR Horton has several homes under construction.
- **Aldi** – Building pad and footers installed.
- **Cookout** – Building plans are being finalized for permit submission.
- **Seaford Inn** –Property went to settlement on 1/26/2026. Roof is completed, started working on siding. Landscaping cleaned up. Preliminary plans for renovation have been submitted.

Parks & Recreation
Council Liaison Report
for 5/11/26 Council Meeting

Accomplished week of 4/27

Parks – Prep fields for men’s league, soccer, and weekend football rental
Parks – Completed 2 work orders (first grass work orders of the season)
Parks – Prepped bridges, irrigation, and planters for spade and trowel club annual plantings
Parks – Turned on irrigation at City Hall and Gateway Park – worked on minor maintenance
Rec. – Held 3 rd week of men’s slow pitch and 4 th week of youth soccer
Rec. – TH on vacation
Parks&Rec. – Continued working on Rec Software Website – should be ready for pickleball clinic registration
Parks&Rec. – Met with Seaford School District regarding tennis courts – project on hold
Parks&Rec. – Set up a meeting with Sussex Conservation District to review bio pond riprap project (meeting on 5/5)

Accomplished week of 5/4

Parks – Completed stump grinding at Nylon Blvd, Oyster House Park, Soroptimist, & Parks Shop
Parks – Completed 5 work orders (7 total grass work orders this season)
Parks – Had two tires replaced on JD 3033R Tractor
Parks – Worked on irrigation maintenance in various locations
Rec. – Held 4 th week of men’s slow pitch and 5 th week of youth soccer
Rec. – Worked on playoff scheduling for youth soccer
Parks&Rec. – Held bid openings for new Recreation building & porta john services
Parks&Rec. – Met with Sussex Conservation to review locations of riprap replacement in bio ponds
Parks&Rec. – Attended FY27 Budget Mtg #1 on 5/5
Parks&Rec. – Attended National Day of Prayer on 5/7

Parks & Recreation Highlights 4/27 – 5/9

PARKS:

- Prepped bridges and pots for Spade & Trowel Club's annual plantings (completed by them on 5/6)
- Completed a total of 7 grass cutting work orders
- Worked on irrigation maintenance in various city parks
- Maintained athletic fields for Recreation programs and rentals

RECREATION:

- Completed weeks 3 and 4 of Men's Slow Pitch softball and posted scores/standings online
- Completed weeks 4 & 5 of Youth Soccer
- Began working on playoff scheduling for Youth Soccer in the 13U division
- Prepared to advertise for Youth Pickleball Clinic in June

SUPERINTENDENT:

- Met with Seaford School District to discuss the tennis courts
- Met with Sussex Conservation and reviewed the riprap replacements for city 3 bio ponds
- Attended the FY27 Budget Workshop #1 on 5/5
- Attended the National Day of Prayer service on 5/7



**Meeting of Mayor and City Council
12 May 2026
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 Matt Read:

There is no communication to report for this period.

Thanks to council members Grasset and Quillen for attending the training held at Blades VFC on May 6,



Seaford Police Department

Police Activity during period of Monday, April 27, 2026 – Sunday, May 10, 2026 as reported by Chief Marshal Craft, Jr.:

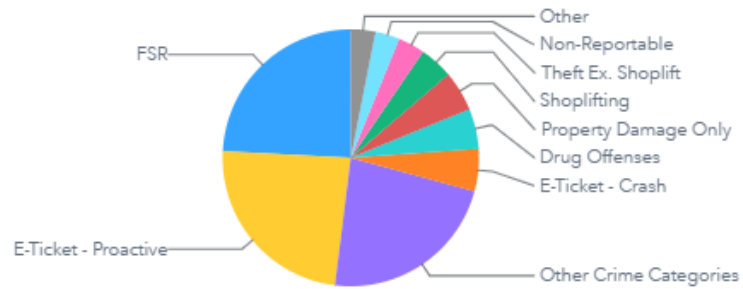
INCIDENTS	2026	2025	2024	2023	2022
TOTAL COMPLAINTS	3,966	11,468	12,552	11,112	9,593
All crimes	1,492*	4,708	5,559	5,010	6,164
Homicide	0	2	0	1	0
Robbery	0	8	15	24	8
Sex Crimes	7	35	22	25	18
Burglary	17 (12 Burg/5 TFV)	67 (33 Burg/34 TFV)	57 (24 Burg/33 TFV)	122 (58 Burg/64 TFV)	197
Drug Crimes	149	241	481	285	444
Overdose	6	18	32	43	31
All Traffic (E-Tickets)	1,894 (1,162)*	6,136 (3,504)	7,527 (3,422)	6,579 (1,898)	8,168 (2,105)
All DUI	27	82	102	72	79
All Crashes	260	651	741	684	656
False Alarms	148*	371	373	343	546

*subject to change due to new reporting system

Current Period (April 27- May 10)

Crimes/Collisions/E-Ticket Charges of Category

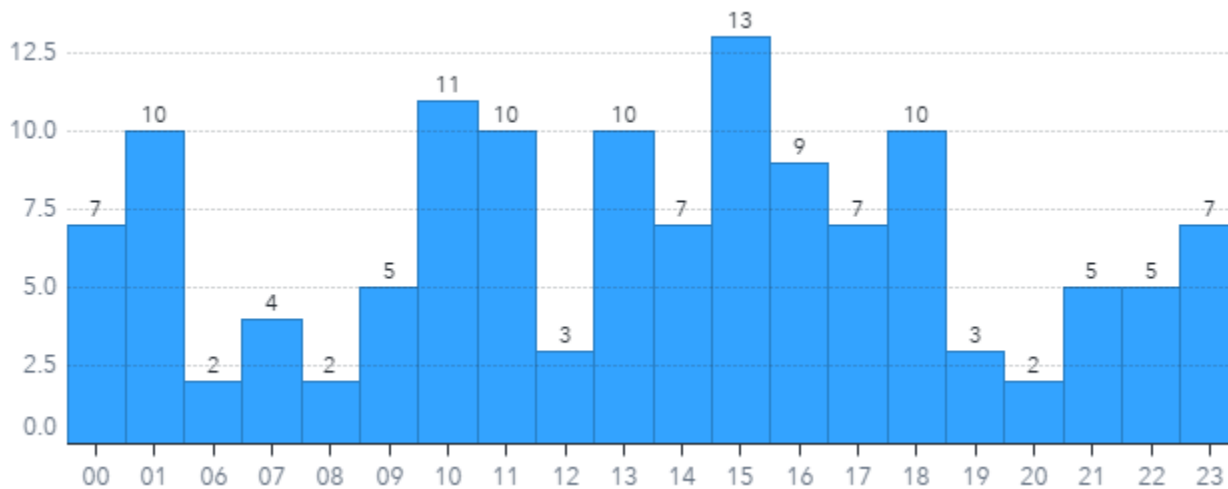
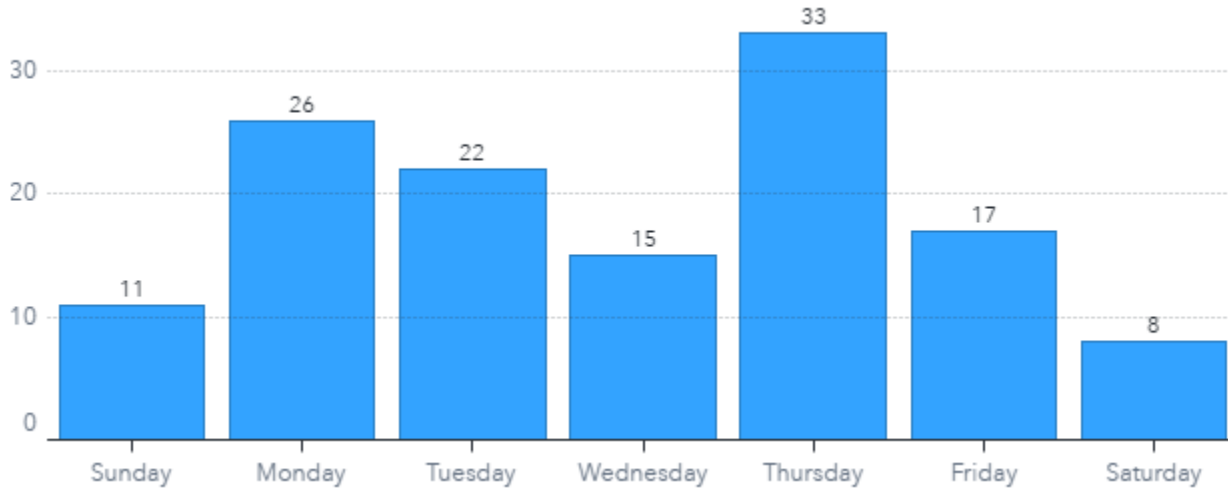
Crimes/Collisions/E-Ticket Charges



Outcome ▲	Total	Unfounded	Adult Arrest	Civil Penalty	Juvenile Arrest
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
Total	356	1	43	3	1
Aggravated Assault >	1	—	—	—	—
Drug Offens... >	18	—	13	—	—
Shoplifting >	15	—	13	—	—
Sex Offenses >	1	1	—	—	—
Other Crime Categories >	81	—	17	—	1
Crime Prevention Checks >	1	—	—	—	—
Local Fugitive >	3	—	—	—	—
DUI - Proact... >	2	—	—	—	—
E-Ticket - C... >	19	—	—	—	—
E-Ticket - Proactive >	85	—	—	3	—
FSR >	86	—	—	—	—
MV Theft >	1	—	—	—	—
Non-Reportable >	11	—	—	—	—
Personal Injury Crash >	2	—	—	—	—
Property Damage Only >	18	—	—	—	—
Theft Ex. Shoplift >	12	—	—	—	—

Criminal Offenses Only:

64% Clearance Rate (overall = 39 PA and 8 PI) Mon & Fri from 0800-2100 (See Crime Chart below)



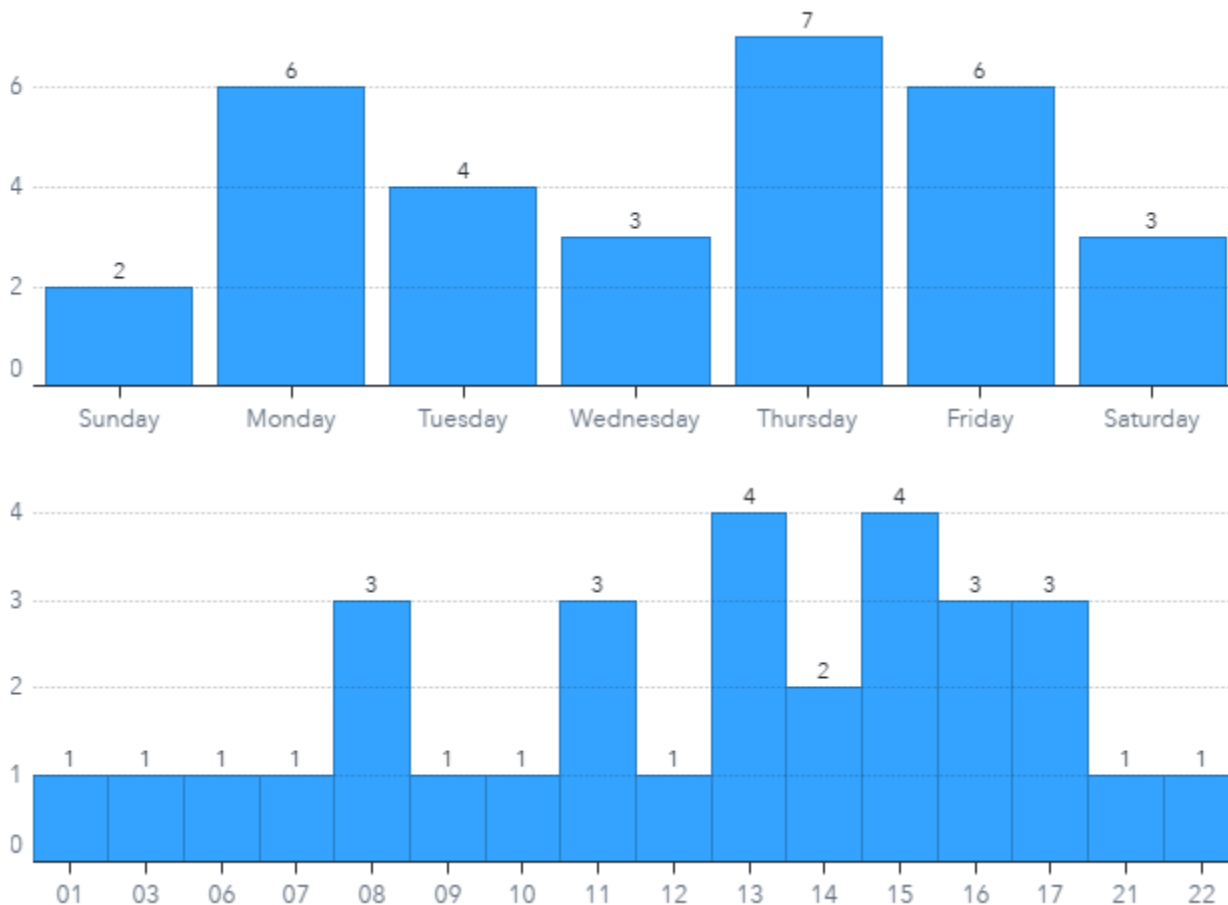
Drug Complaints:

- Drug Crimes: 18
 - Adult Arrest: 13
 - Juvenile Arrest: 0
 - Unfounded: 0
 - Pending Active: 1
 - Pending Inactive: 0
 - Prosecution declined: 4
- Search Warrant(s): 0
- Seized Firearms: 0
- Money Seized: 0
- Overdose: 0

Traffic:

- Contacts/Citations: **121** traffic contacts resulting in **104** citations and **15** warnings
- DUI: **2** (Alcohol/drug-related) -
- Crashes: 31
 - Fatal: 0

- Injury: **2**
- Non-Reportable: **11**
- Reportable: **18**
- **Additional Information:**
- Hit & Run: **5**
 - Bicycle: **0**
 - Motorcycle/Scooter: **0**
 - Pedestrian **1 (Virginia & Market)**
 - School Bus: **0**
 - Alcohol/drug-related crash: **0**
- Incident Trends (**See Crash chart below**)



Significant Events:

All suspects/defendants are considered innocent until proven guilty.

05/1/26 | Rape Investigation | Complaint #71-26-3677 Brief Summary:

Officers responded to a report of a rape of an adult female, by an adult male suspect, while in a vehicle. CID was notified and is investigating.

05/1/26 | Theft/Counterfeit | 7-11 Complaint #71-26-3674 Brief Summary:

Officers responded to 7-11 for a theft report. 7-11 staff advised that a subject purchased approximately \$1000

worth of gift cards using counterfeit \$50 bills. The store was not aware of it until they attempted to verify it for deposit.

**05/1/26 | Stolen vehicles | Belle Ayre
Complaint #71-26-3649, 71-26-3851**

Brief Summary:

Officers handled a stolen vehicle complaint from Belle Ayre. It was recovered, unoccupied later in the day near Delmar. There have also been numerous stolen vehicle complaints from the surrounding region over the course of several weeks.

On the morning of 5/8/26, Troop 5 officers located a stolen vehicle that was taken from just outside of city limits and an additional suspect vehicle. During the pursuit, one of the vehicles crashed into a pond near Bethel. Seaford units responded to assist. A water rescue was conducted, and two of the three subjects were taken into custody. The third subject fled the area. While on scene, the 2nd vehicle was located in the area and a pursuit was initiated for that one. It ended in Sharptown, MD. Two more subjects were apprehended from that pursuit.

**05/5/26 | Juvenile Pedestrian Struck | Virginia Ave & Market St
Complaint #71-26-3785**

Brief Summary:

A 10 y/o juvenile was crossing the street and was struck by a turning vehicle. The driver remained on scene and reported the collision. The juvenile was using the crosswalk and the driver of the vehicle was found at fault for inattentive driving and failure to yield to pedestrians in a crosswalk. The juvenile was transported by EMS and did not appear to have any major injuries.

**05/9/26 | Shooting Investigation | Tidal Health Nanticoke
Complaint #71-26-3919**

Brief Summary:

Officers responded to Tidal Health for reports of a gunshot victim walking into the ER. The victim stated the incident occurred in the Concord area. Officers investigated and were able to identify the vehicle that dropped the victim off. It was spotted through Flock cameras and then traced to Laurel where DSP was eventually able to locate it. An unregistered firearm was located, and two subjects were taken into custody and charged by DSP.

**05/6/26 | Child Welfare Complaint | Pine St
Complaint #71-26-3823**

Brief Summary:

Officers were contacted by Department of Family Services and were advised that they were investigating an incident where a 2-year-old child fell out of a 2nd story window. Detectives were called in and responded to Nemours Children Hospital for further investigation.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 4/28/26: Chief and Deputy Chief attended the Sussex County GOLD meeting
- 4/28/26: Deputy Chief attended the Cordico App rollout meeting and began implementation
- 4/30/26: Chief attended GVI meeting
- 5/6/26: Chief and Deputy Chief attended Danny Short's constituent meeting
- 5/6/26: Chief attended city budget meeting

Community Events:

- "Food On" Program in partnership with the HELP Initiative - SPD Officers
- 5/1/26: Lt. Horn and Det. Wilson participated in Nanticoke Little League Family Night
- 5/2/26: Chief Craft attended Nanticoke Little League opening day. Officers led the parade.
- 5/2/26: Lt. Horn and SRO Wingate attended the B&GC sign dedication ceremony

- 5/6/26: Chief, Deputy Chief, Lt. Little, Lt. Mills, Lt. Horn, S/Sgt. Laurion, Det. Wilson attended the Law Enforcement Memorial Service at Legislative Hall

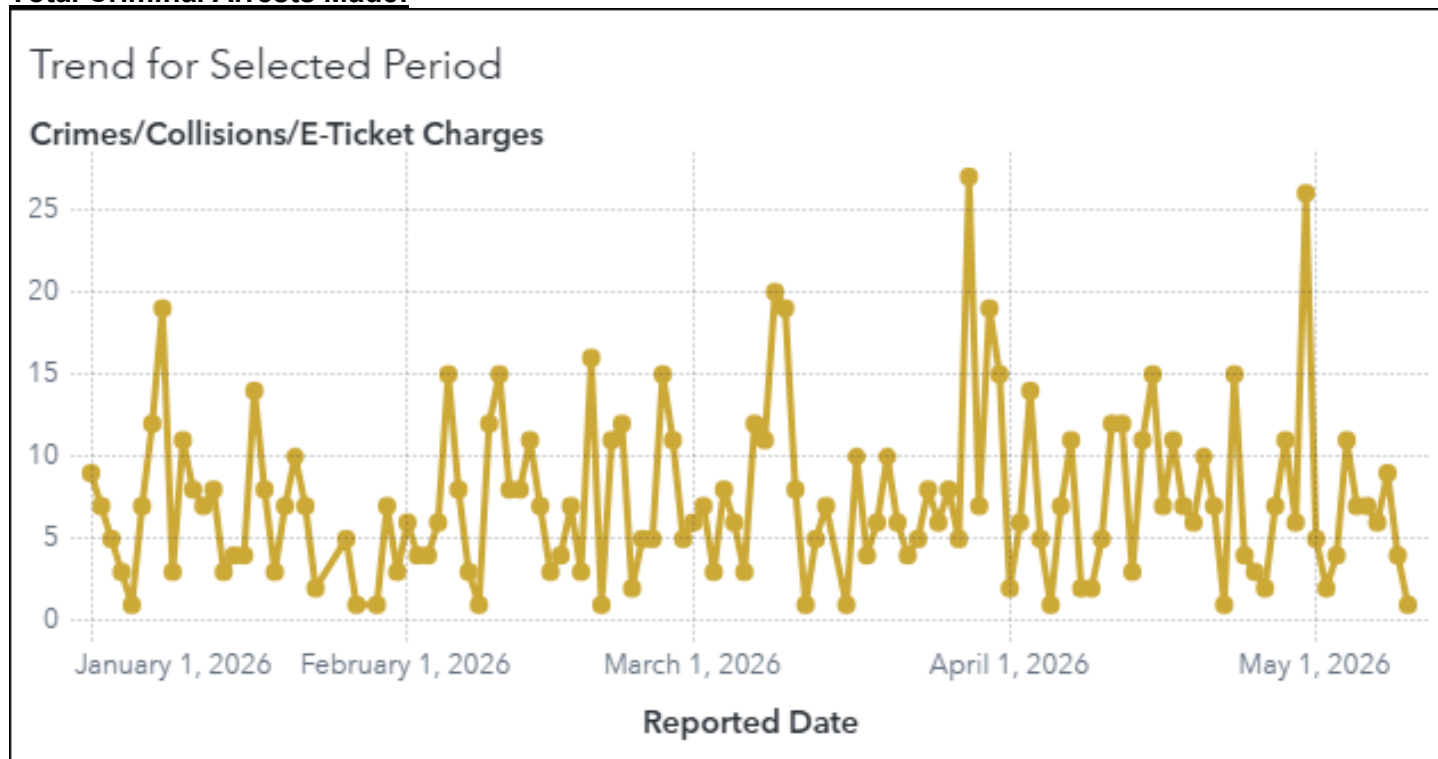
Training/Other:

- SPEAR Team Training (ongoing) twice / month - Team Members
- Dover Police Academy: Began Sun 01/11/26 (June 2026 graduation date) - Three SPD recruits

Total Subjects Arrested:

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	139*	129*	10*	507	472	35	720	642	78	523	455	68	630	571	59

Total Criminal Arrests Made:



Respectfully Submitted,
Councilman

Dan H Henderson

Council Liaison Report

Electric Department

Period ending 5/10/26

Since the last report

Crew

Jake and Dalton attended the Light Up Navajo Project with DEMEC in the Four Corners area of the United States to help provide power to people of the Navajo Nation.

Trimmed trees on Chandler St., Behind Valero in Woodside Manor, Pine St., Hickory Ln.

Set pad mounted switchgear along Atlanta Rd. at Seaford Innovation Center.

Took down trees at new Nylon Well location.

Trimmed trees at sectionalizer at Seaford Inn to prepare for wire pull.

Terminated new services in Deltech transformer at Seaford Innovation Center.

Removed old guy anchors along Atlanta Rd. at Seaford Innovation Center for the concrete crew to work.

Director

Attended director's meeting and staff meeting.

Attended liaison meeting.

Met with Charles and June to discuss budget items.

Attended budget workshop.

Working on electric design and estimates of Cypress Haven Townhomes and Cavan Construction lot in Industrial Park

Worked on load forecast for DEMEC.

Met on site at Seaford Inn to discuss plans with developer.

Met on site at Seaford Innovation Center to discuss EV chargers.

Upcoming Weeks.

Continue work in Mearfield 1 phase 4.

Continue work on Seaford Innovation Center.



Meeting of Mayor and City Council

12 May 2026

Administration Liaison Report

Semi-Monthly Work Report

4/27/26 to 5/08/26

Charles Anderson, June Merritt & Trisha Newcomer

MEETINGS:

- Attended a meeting with the Seaford School District regarding the tennis courts. **DED & CR, CM**
- Participated in an audit entrance meeting. **DF & HR, CM**
- Attended a meeting at the SCOR facility in Georgetown regarding pending legislation. **DED & CR, CM**
- Attended the budget meeting. **DED & CR, DF & HR, CM**
- Participated in a conference call with FedEx regarding potential parking expansion. **DED & CR, CM**

OTHER WORK:

- Prepared the Council agenda. **CM**
- Worked on budget. **DED & CR, DF & HR, CM**
- Attended the bid opening for the New Parks and Recreation Office building (and Porta-John Bids). **DED & CR, CM**
- Worked on the Nylon well project plan review and update. **DED & CR**
- Attended the SCAT dinner in Georgetown. **DED & CR, CM**
- Attended Little League opening day. **CM**
- Attended the National Day of Prayer event. **DED & CR, CM**
- Attended Rep. Short's coffee meeting. **DED & CR, CM**

INFORMATION TECHNOLOGY REPORT:

- Printer network communication issues **DED & CR**
- Server and alert errors **DED & CR**
- Routine technical assistance **DED & CR**

ADMINISTRATION REPORT FOR COUNCIL:

- Attend the 1st workshop for the FY 2027 Budget. **DED & CR, DF & HR, CM**
- Attend audit entrance meeting with SB & Company for the 6/30/2026 audit. **DF & HR, CM**
- Attend contract negotiations with Teamsters/Police Department. **DF & HR, HR Manager**
- Process non-payment utility service disconnections on May 6. **DF & HR, Admin Staff**
- Process and mail the utility billing for April consumption on May 7. **DF & HR, Admin Staff**
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Input:

Charles Anderson, CM
June Merritt, DF & HR
Trisha Newcomer, DED & CR

Respectfully Submitted on behalf of Councilman Holland,
Councilman

Dan H Henderson

Council Liaison Report

Public Works & Wastewater

Departments

Date 05/11/26

Past two weeks:

Public Works:

- Cleaned up properties for Code
- Boarded up a property for Code
- Arbutus was placed back on-line on May 4th
- Replaced more water service lines on King St. prior to paving
- Street sweeper was placed back in service after long repairs
- Mortared up a manhole frame behind Trinity
- Barricades for events
- Dug up pool fill valve to see about replacing
- Continued to weed sprayed through town
- Repaired leak on water service to Eastern Star
- Drug all allies
- Prepared all equipment for clean-up week
- Replaced 600' jetter hose
- Installed signs near Montessori school as DelDOT recommended
- CCTV project under way, they are encountering a lot of roots and grease
- 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: Running well. Recovered from seasonal change.
- Dewatering: Performing well.
- Blend tank cleaned by CES on 4/28/26. WWTF staff installed new Tideflex diffusers on blend tank aeration system 4/28-4/29/26 to eliminate backflow of solids into aeration headers.
- Troubleshooting of oxix blower 4: eliminated VFD as issue. Will be testing a new motor.
- Oxix blower 1 motor pulled and sent out for bearing replacement.
- Landscaping around Admin building.
- Ordered/received parts for WAS pump #1 repairs and drive change out.
- Investigated issue with sludge can door misalignment. Installed bracing above door but may also have to relocate latch tabs.
- Working through testing for alternative seed sources for BOD testing to provide more consistency in test performance.

Upcoming two weeks:

Public Works

- Continue CCTV project
- Clean up week
- Prepare FY27 paving bids
- Replace remaining services on King St.
- Run water line to SVLS

WWTF & COMPOST

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