

**MINUTES OF THE MEETING OF THE
CITY OF SEAFORD MAYOR AND COUNCIL**

October 10, 2023

7:00 P.M.

Mayor Genshaw called the Regular Meeting to order at 7:00 p.m. with the following present: Councilman James King, Councilman Orlando Holland, Councilman Matt MacCoy, Councilman Dan Henderson, Councilman Michael Bradley, City Manager, Charles Anderson, Director of Economic Development and Community Relations Trisha Newcomer, Director of Electric Bill Bennett, Operations Coordinator Greg Brooke, and Director of Public Works Berley Mears were also present.

Councilman Holland offered the opening prayer. Mayor Genshaw then led those present in the Pledge of Allegiance.

Mayor Genshaw then solicited any changes to the agenda; there were none. He then called for a motion to approve the minutes of the Regular Meeting on September 26, 2023. Councilman MacCoy made a motion to approve the minutes of the Regular Meeting on September 26, 2023. Councilman Holland seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; and the motion so passed.

Director of Electric Bill Bennett came forward to recognize the Seaford Electric Department for receiving the American Public Power Association (APPA) Safety Award of Excellence and the Delaware Municipal Electric Corporation (DEMEC) Certificate of Excellence in Reliability.

Public Comment

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

Dan Cannon of 411 Nylon Boulevard came forward and presented the following public comment.

After being born and raised in Seaford, my family and I moved into town over 30 years ago, which was long enough ago to remember when the city Asked us citizens via a public vote about installing water meters. The answer was a resounding no. Now Burley Mears has raised the issue of water meters for all once again, his proposals would eventually require universal water meters for everyone and an unstated time frame, and universal water meters for all irrigation systems by July 1, less than a year away. The justifications for Mr. Mears's recommendations are extremely short on detail. For example, there are no cost estimates on the meter pit or meter installations for new and existing irrigation systems. Unfortunately, Mr. Mears cites but two examples of supposed current irrigation water usage with a huge range of both customer usage and cost.

These proposals are not but should be intended to conserve limited water resources. Unfortunately, there is no mention of:

1. Diverting treated wastewater now dumped into the Nanticoke for irrigation or other uses
2. Establishing rate structures to encourage conservation Instead of rewarding more and more usage with lower rates.
3. Limiting vast water usage on the Hooper's Landing golf facility.

4. Encouraging or rewarding conversion of water-intensive landscaping to dry or more sustainable landscaping

The underlying motivation for these proposals seems clear. Quote, "we are losing a lot of water and revenue", according to Mr. Mears. This is not surprising in a city with too many \$100,000 salary and fringe benefits employees, generating more income always seems to be a number one priority. In addition, perhaps the collection of water fees from all citizens is an attempt to relieve pressure on existing metered commercial business customers. Clearly, there needs to be much more precise information and thought about the impact of these proposed requirements on We the People, customers, before any action by the Mayor and City Council. The mayor and City Council should hold a public hearing to share information with the citizens and hear our opinions regarding the issue. Only then should there be a public vote to decide the issues as opposed to a rule by fiat. Please let us know when you expect when to expect a public hearing to be held. Thank you for your attention.

Ms. Roxanne Knights of 1139 Magnolia Drive came forward and presented the following public comment.

Just briefly, I just want to bring to your attention one more time that we are still here in representation for the removal of the gate. We are nearing the end of our 90 Days, as per our conversation with you, Mr. Mayor. With that, I want to know if there are any updates or if you can give us a date for a follow-up meeting? Additionally, our committee and I are concerned about the retainer ponds in the Belle Ayre community. They are murky and very muddy. They are harboring a whole bunch of bad-growing weeds and stuff like that. We feel it's unsafe for the children and older people who walk past, as well as the animals. I think you'd need to look into what's actually causing it because, at this current time, it makes no sense as to why it is so murky. It was a clean, clear pond that the ducks used to come to; however, since the developers are mucking up the waters from their areas, the retainer pond has become muddy, murky, and dirty. A very unclean environment. I do not want you to forget us back there.

Correspondence

There was none.

New Business

Mayor Genshaw presented New Business Item #1: Carson Hastings to request approval for Phase II of the Hometown Heroes Banner project to be located on Nylon Boulevard.

Mr. Carson Hastings came forward and presented an update on the Hometown Heroes Banners Project - Phase Two. He provided an overview of Phase One's success and shared a mock-up of the proposed banners for Nylon Boulevard.

He explained the cost estimate for adding 23 double-sided banners is estimated at \$1,980.00. A timeline was presented, with applications to be made available on October 16, 2023, and a submission deadline set for December 1, 2023, or until all 46 honorees are filled. He went on to discuss a proposed application process, which would be on a first-come, first-serve basis.

He also explained his plans to collaborate with local organizations and implement various fundraising methods to support the project. Mr. Hastings ended his presentation with a brief overview of plans for the project.

Mayor Genshaw solicited any questions from Council.

Councilman Henderson inquired whether there was anybody currently on the waiting list who didn't get a banner in Phase I of the project. Mr. Hastings stated there was a waiting list and those on it would be first in line for the next 46 banners.

Mayor Genshaw and the Councilmembers commended Carson Hastings for her dedication and the positive impact of the Hometown Heroes Banners Project.

With no other questions or comments, Mayor Genshaw called for a motion. Councilman Holland made a Motion to approve the request of Carson Hastings for Phase II of the Hometown Heroes Banner project to be located on Nylon Boulevard as presented. Councilman Bradley seconded the motion. The motion so passed, with all present voting in favor.

Mayor Genshaw presented New Business Item #2: Director of Public Works Berley Mears to present a recommendation to require all new residential developments and/or construction to install water meters at the time of construction on the irrigation and domestic services.

Director of Public Works Berley Mears introduced a request for residential water and irrigation metering. He presented two key recommendations. The first is to initiate the metering of residential water for neighborhoods constructed in the past 15 years that already have water meter pits in place, as well as any future developments with installed meter pits. The second recommendation is to commence metering of residential irrigation systems.

Director Mears justified the need for metering by explaining that it's essential for tracking water consumption, adhering to state regulations, and promoting responsible water use. He suggested that developers of new homes should bear the costs of purchasing and installing water meters, especially in developments where meter pits were already in place. He noted that Seaford is currently the only municipality in the state that does not meter water.

Mayor Genshaw asked Mr. Mears to confirm that the proposed water metering would be in new developments that which already required meter pits to be installed during construction. This request would not include existing homes that do not currently have water meter infrastructure in place. Director Mears confirmed and noted the only caveat would be for residential properties with an irrigation system. Those property owners will be asked to put in a meter. He went on to explain the importance of collecting the data in order to track the consumption of irrigation systems, noting these property owners would not be required to install a meter pit or meter for the home, just the irrigation system.

Mayor Genshaw asked if Director Mears had an idea of the cost for meter pits. Director Mears explained it would depend on the size and added that all cost information is public knowledge and is on the City's Fee and Rate Schedule.

Mayor Genshaw solicited any additional questions from Council.

Councilman King asked what the long-term strategic plan looks like with regard to metering residential water. Director Mears explained that at some point, he would come back to Council and present for approval the next phase of this project. He reiterated that the city needs to start metering water, and the next phase should include residents who were previously required to install a meter pit on their property. The City would supply these meters at no cost to the residents. A third phase would be a request to install meter pits and meters at all remaining residential properties. However, a project of this scale would be considered a capital project and would require the assistance of an outside contractor.

Councilman King expressed his concern that during the first two phases there will be residents who will be paying for metered water while others will not. Director Mears stated that the decision would be for the Council to make.

Councilman Henderson agreed that there is a need to measure water; however, he noted concerns with the timeline for implementation. He stated he does not believe measurements from a small sample of irrigation meters are enough data to establish the cost residential customers should anticipate. Starting billing on July 1, 2024, is convenient as it is the start of the fiscal year, but it is a very aggressive timeline.

Director Mears noted an irrigation meter is installed in Mearfield, one in Governors Grant, and one on Locust Street, which has been reading for about 10-years now. The average usage and costs are based on those meters, and there is a broad range of usage in that 10-year period due to fluctuation in the demand from year to year.

Councilman King agreed there is a need to monitor consumption; however, there should be an opportunity to educate the public on how to best monitor their consumption, especially for low-income residents, prior to transitioning to metered billing.

Director Mears stated the point of metering is to have the ability to catch issues that cause excessive consumption. Councilman King agreed but noted the residents would still be required to pay the increased bill. Director Mears confirmed but noted these instances are putting stress on the water system.

City Manager Anderson suggested building a year's worth of data with the meters installed in new developments. At that point, the city could review that billing data and pinpoint any variances indicating which properties have excessive usage. Staff could then notify residents what their costs might look like, in the event metered billing is initiated. He noted the city can reach a point where metered billing is more equitable, but that cannot happen until approval is granted by Council to work through these phases.

He also reminded Council that most apartment complexes are currently metered, and what the city is seeing is that consumption rates are much lower than 7500 gallons per month, which is the maximum consumption amount for a minimum bill. That means, in some cases, a resident could actually pay less than the current flat water rate for water.

Mayor Genshaw stated he understands the resistance to metering water but noted that most utilities are measured. Whether gas, oil, or electric, none are billed at a flat rate. Seaford has the lowest water rate, possibly in the state. However, at some point, if we do not make these changes, the city will be so far behind that it will be a huge undertaking to catch up to existing standards.

Councilman King noted developers already ask for cost reductions on water and sewer fees and expressed concern that potential investors may begin asking for a waiver on fees associated with water meter installations. Director Mears explained that to date, no developer has asked for forgiveness for installing the meters.

Councilman Henderson asked for verification that the city plans to provide the meters free of charge to existing residents and will require developers to cover the cost of the meters during construction. Director Mears confirmed.

Councilman Henderson stated he would move to offer a motion, but it would stipulate that the measurement of data would begin in July 2024, with a request to begin billing at a later date. This way, customers have an expectation of what they may be required to pay. He stressed this measure should be viewed from a conservation perspective rather than a revenue generator.

City Manager Anderson stated the data will need to go through Smart Utility Management for analysis. With enough data, the City could potentially look for ways to incentivize residents to reduce their consumption and in turn, reduce their bills.

With no further questions, Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the recommendation of Director of Public Works Burley Mears to require all new residential developments and or construction to install meters beginning November 1, 2023, on irrigation and domestic water services and to begin measuring these meters as of July 1, 2024; commencement of billing to be determined. Councilman King seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Henderson voted yes;

Councilman Bradley voted yes;

Councilman Holland voted yes;

Councilman MacCoy voted yes;

Councilman King voted no, based on the reasons he stated before.

The motion so passed.

Mayor Genshaw presented New Business Item #3: Present for approval an agreement with the Chesapeake Conservancy to revise and update the Master Plan for the Oyster House Park located at 201 S. Cannon Street.

Director of Economic Development and Community Relations Trisha Newcomer came forward and explained that the Chesapeake Conservancy has agreed to provide upfront funding for the revision of the Oyster House Park's master plan. The revision is necessary due to the presence of the interceptor sewer running through the park, which requires some alignment adjustments. The city and the conservancy have collaborated on an agreement where the city would pay the upfront costs, and the conservancy would then reimburse the city. The city hopes to obtain reimbursement through an ORPT grant at the end of the year. However, waiting for the grant would delay the sewer and master plan project. Council approval is sought to enter into this agreement.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Bradley made a motion to approve the agreement with the Chesapeake Conservancy to revise and update the Master Plan for the Oyster House Park located at 201 S. Cannon Street as presented. Councilman Holland seconded the motion. The motion so passed, with all present voting in favor.

Old Business: None

Reminder Of Meetings & Setting New Meetings:

- Seaford Community Night Out, Seaford Police Department, 300 Virginia Avenue, 5:00 – 7:00 p.m., Thursday October 12, 2023.

Committee Reports

Councilman Bradley reported on the Code Department

- Issuing permits (314 Issued in 2023)
- Rental Licenses (1,765 Issued)
- Rental inspections being completed for 2023.
- Rental license late fees were sent out on Feb 1.
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits

Large Project Status

- Mearfield 1 Phase 3 – Permits issued to Ryan homes for 16 lots.
- East Park Business Center – New building is almost completed construction.
- Belle Ayre Single Family –Danfield Dr – Construction started on homes on the first 10 lots. First 6 lots have been completed. Utilities for next section installed.
- Western Sussex Business Campus – Site work started on lot 1 for KRM. On-site utility construction underway. Shell building has started construction.

No report submitted for Parks, and Recreation.

Councilman Henderson reported on Police & Fire.

Seaford Volunteer Fire Department, Inc.

Communications from President Patrick Gaskin: No communication to report for this period.

Communications from SVFD Fire Chief John Wilson:

Fire Statistics *Call per day so far in month

Month / Year	Calls to date	Call per day
Total 2023	829 calls	2.9
September 2023	102 calls	3.4
October 2023	32 calls*	3.4

EMS Statistics *Call per day so far in month

Month / Year	Calls to date	Call per day
Total 2023	3167 calls	11.2
September 2023	342 calls	11.4
October 2023	78 calls*	8.6

Department Responses

Month / Year	Calls to date	Call per day
Total 2023	3996 Calls	14.1

Other Statistics

Response	FIRE/Year	EMS /Year
In City	462	1860
Out of City	262	1099
Assist	81	130
Total	805	3089

- *All Fire responses are not up to date until QA of reports at end of month.*

Significant Incidents

- 9/27/23; (Assist Station 6 Hurlock) 4881 Williamsburg Road, Working Building Fire (Twice in one day)
- 9/27/23; (City) 23173 Meadow Wood Court, Fire in A/C unit
- 9/30/23; (City) 712 Clementine Court, Cooking Fire
- 10/1/23; (Assist 71) 12678 Baker Road, Working Barn Fire
- 10/9/23; (Assist 78) 11735 Utica Road, Working Structure Fire

Apparatus Status

- E872 out of service, still at Chambers for New Transmission
- E875 out of service at Station with Alternator Issues, Due to be replaced soon.
- Still Using -(Borrowed) Blades E719 is in service while our (2) Engine is out. Running as E872

Fuel Usage September 2023

# Usage	Gallons Used	Total Fuel Cost	Gross Cost	Net Cost	Unleaded	Diesel
66 times	972.03	\$3849.62	\$3849.62	\$3644.62	38 times used	28 times used
Fire	17 times	EMS	36 Times	Support	13 Times	

Training

Last Training: Wednesday, September 4, 2023

- DSFS Water Rescue 1 (Block 2) at Station 71 – 12 members attended.
- Low Angle Rescue and Stokes Basket at Station 87 – 10 members attended.

Next Training: Wednesday, October 19, 2023, at Station 71

- DSFS Water Rescue Block 2

**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: 01/01/2023 | End Date: 12/31/2023**

	CLASS COUNT	TOTAL CLASS HOURS	COUNT OF PEOPLE	TOTAL MAN HOURS
DSFS Core Classes	7	129:00	19	207:00
DSFS - Delaware Learning - ONLINE	1	4:00	2	8:00
DSFS - Other Class	2	4:00	6	12:00
EMS	15	83:00	50	215:00
Fire Officer Training	21	96:00	79	188:40
Firefighter Training	100	183:45	335	676:45
Inservice Department Training	6	14:20	77	198:00
Rescue Training	11	52:45	102	295:45
Special Operations Training	4	44:05	23	128:05
SVFD Driver Training	24	37:00	30	50:30
GRAND TOTALS:	191	647:55	723	1979:45

Emergency Medical Services

- Ambulance B87 is scheduled for general maintenance on Wednesday 10/11/2023.
- One Open Full-time position
- ALS/BLS Leadership Meeting with SCEMS was held Sept-26th.

(Paramedics are in new PMO at EOC and will be carrying Narcotics differently so it's more secured

Career Staff is working on Defensive driving training online).

- EMT Refresher upcoming weekends Oct 14,15,21,22 at SVFD
- September 2023; 64 hours of EMT students riding along with Patient Contacts. Students from DSFS EMT class

News and Events

Fire Prevention

October 2, 2023 - Visited Play, Learn, and Discover at the Jays Nest - 18 children and 20 Adults - 5 SVFD members

October 4, 2023: St. John's Preschool visited Station 87 - 73 Children and 79 Adults – 9 SVFD members

October 5, 2023: St. John's Preschool visited Station 87 - 56 Children and 56 Adults – 6 SVFD members

October 9, 2023: Visited Precious Memories at Stein Highway Church of God -12 Children and 3 Adults – 5 SVFD members

Events

- Ladder 87 Flag Detail and EMS Standby at Seaford High School Homecoming
- Thank You to Trisha Newcomer for helping us with getting a PSA for Fire Prevention Month on the Kiwanis Park Electronic Board.
- Still actively exploring new ideas to attract new volunteers to join SVFD. We understand this is a huge commitment for community members to get and stay involved. The training and requirements are a must for successful deployment of our mission.
- The Generator project is underway; Our Apparatus Bay 5 will be closed while construction is going on.

Seaford Police Department

Police Activity during period of Monday, September 25, 2023 – Sunday, October 08, 2023 as reported by Chief Marshal Craft, Jr.:

INCIDENTS	2023 YTD	2022	2021	2020	2019
TOTAL COMPLAINTS	8,708	9,593	10,686	10,141	13,865
All crimes	4,203	6,164	6,107	5,803	6,619
Robbery	19	8	14	9	12
Sex Crimes	15	18	30	39	32
Burglary	99 (50 Burg/49 TFV)	197	133	175	123
Drug Crimes	247	444	416	199	249
Overdose	24	31	26	26	25
All Traffic (E-Tickets)	5,466 (1,408)	8,168 (2,105)	8,098 / (2,021)	7,770/ (1,448)	7,819 (1,782)
All DUI	58	79	71	44	42
All Crashes	494	656	620	533	584
False Alarms	321	546	521	426	494

All crimes: **107** (defendants: **8** adults & **1** Juvenile)

Felony: **8**

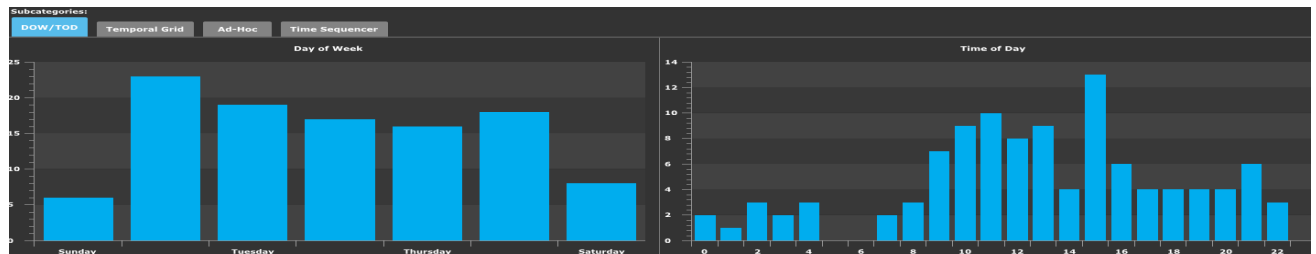
Misdemeanor: **28**

Violations: **3**

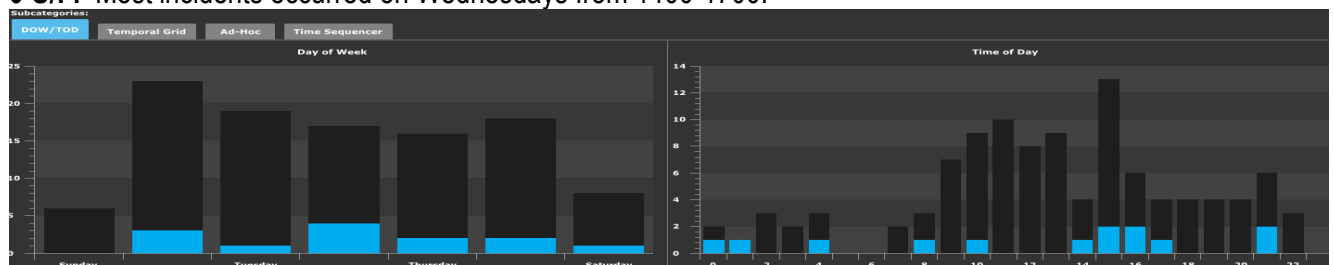
Civil: **0**

Other: **68**

77% Clearance Rate (overall = **11** PA and **14** PI) Mon from 0900-1600 (**See Crime Chart Below**)



Additional Crime Data below: There were a total of **13 complaints** consisting of Assault, Burglary, Fraud, Larceny, Motor Stalking, Vehicle Theft, and weapons: (4 Felony and 9 Misdemeanors); Excludes Shoplifting: (46% clearance rate): 4 PA, 3 PI, 2 A/A, 1 J/A, 3 E/C, and 0 U/F. Most incidents occurred on Wednesdays from 1400-1700.



Drug Complaints:

Drug Crimes: 4 Adult Arrest: 4 Juvenile Arrest: 0
Pending Active: 0 Pending In-active: 0 Prosecution declined: 0
Search Warrant(s): 1 (Motel 6) Overdose: 2 (Collins Ave & Thomas St and Days inn & Suites)

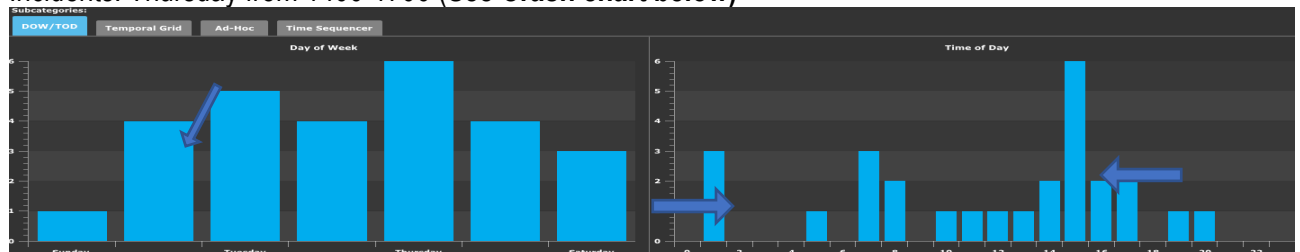
Traffic:

Contacts/Citations: 124 traffic contacts resulting in 38 citations and 8 warnings
DUI: 2 (1-Alcohol & 1-drug related) *1 - Crash related
Crashes: 27 Fatal: 0 Injury: 2 (1-Sharp Rd. and 1-N. Market St.)
Non-Reportable: 11 Reportable: 14

Additional Information: Driver Inattention – the primary cause of accidents)

Hit & Run: 3 (2 -priv. prop (Golden Eagle and the Harbor House) & 1 -Fourth St.)
Bicycle: 0 Motorcycle/Scooter: 4 (1-Front St., 1-Stein Hwy., 1-Sussex Hwy. & 1-Private property (SVSC)
Pedestrian: 0 School Bus: 0 Alcohol/drug-related crash: 1

Incidents: Thursday from 1400-1700 (See Crash chart below)



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

- UPDATE: On 09/12/23, SPD investigated an indecent exposure complaint at the Royal Farms. The suspect was identified as 'Karl Brittingham' and a warrant for 'Lewdness' was obtained. On 09/27/23, the suspect was located in the town of Laurel, apprehended, and TOT SPD. The suspect was arrested and charged before JP Court #2 and released on an unsecured bond. #71-23-7961.
- 09/23/23, SPD dispatched to an injury crash located on Sussex Hwy & Tharp Road. Investigation revealed that defendant 'Don Horseman' was highly intoxicated and in possession of a .45 caliber Smith & Wesson M&P shield handgun. As a result, Horseman was charged with DUI and Possession of a firearm while intoxicated, arraigned by J.P. Court #3, and released on an unsecured bond, #71-23-8456.
- 09/26/23, SPD dispatched to a Theft of an Excavator (2011/2012 Kubota Excavator model #KX008-3 valued at approx. \$120,000.00.) Investigation revealed that an unknown subject(s) removed an Excavator from a construction site located on Opportunity Lane and fled in an unknown direction. The case is Pending Active and TOT CID, #71-23-8332.
- 09/28/23, SPD assisted DSP with a Felony traffic stop at the Royal Farms in Seaford on a vehicle that initially failed to stop at command, in the town of Blades, with three occupants. The occupants were all taken into custody and transported back to DSP Troop 5 for firearms-related charges after a rifle was located inside the vehicle, #71-23-8412.
- 09/28/23, SPD investigated a report Fraud 'Theft by False Pretense'. Investigation revealed the victim responded to an ad through 'Zillow' for a rental house located on the 700 block of E. Ivy Drive. Shortly thereafter, the victim was contacted by 'Frank-NFD' to purchase gift cards and to send him a photo of each card for payment in the amount of \$1,350.00. The case was TOT CID and is pending active, #71-23-8415.
- 10/02/23, SPD dispatched to the 200 block of N. Conwell St. for a report of shots fired. Investigation resulted in the recovery of four spent .40 caliber shell casings and a 9 mm pistol magazine lying near a parked car. There was no damage or injuries reported. Further investigation revealed that an unknown B/M suspect with dreads fired at a group of people and then fled in a white vehicle -NFD. The case is pending active and TOT CID, #71-23-8526.
- 10/07/23, SPD observed a white Chevrolet Malibu exiting the WAWA parking lot. The registered owner of the vehicle was listed as a suspended driver. The officer(s) verified the driver, Phillippa Vann, was also the registered owner and attempted a traffic stop on the vehicle in the area of Bridgeville Hwy. The suspect failed to stop at command and the pursuit was terminated since the driver was identified. Warrants are on File at SPD, #71-23-8658.

Admin

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 09/26/23: Presented new officers and recent promotes (ranks of PFC, CPL., and Lt.) before council.

Chief

- 09/27/23: Attended Community of Hope Meeting (ZOOM) - Chief
- 10/04/23: Attended Constituent 'Coffee with Danny' - Chief

Events

- 09/26/23: Presented to the 5th-grade Professional Learning Communities Club @ Fred Douglas - SRO Det. Wingate

- 09/27/23: Traffic Control Duties for the Cancer Walk – SRO Det. Wingate and CADET Brumbley
- During this reporting period, CADET had reduced hours due to college, however, he handled 20 complaints and 6 Traffic Stop approaches (09/25/23 - 10/06/23.)

Community Events

- Nutter Park 10/10/23 4 p.m. - 6 p.m. & Seaford Night Out 10/12/23 5 p.m. - 7 p.m.

Training/Other:

- 09/25/23 thru 10/06/23: DSP SWAT School - Det. James
- Upcoming Fall Shoot date: 10/17/23: Fall Firearms HR218 shoot and makeup date

Total Criminal Arrests:

Arrests YTD	2023 Total	2023 Adult	2023 Juv	2022 Total	2022 Adult	2022 Juv	2021 Total	2021 Adult	2021 Juv	2020 Total	2020 Adult	2020 Juv	2019 Total	2019 Adult	2019 Juv
Total	422	366	56	630	571	59	586	511	75	499	428	71	653	577	76

Councilman Holland reported on Administration.

Meetings

- Attended a DEMEC Executive Committee meeting.
- Attended a meeting at the SVFD regarding planned power outage that is part of the generator relocation project.
- Attended the staff meeting.
- Met with representatives of NVR Homes to discuss building sprinkling requirements.
- Met with a Chesapeake Conservancy representative to discuss Oyster House Park and prepared pavilion cost estimates.
- Attended the monthly code meeting.
- Attended the board of Adjustment meeting.

Other Work

- Prepared the City Council agenda.
- Attended the Governors Grant resident meeting.
- Attended the Pink Ribbon walk event at Gateway Park.
- Attended the SCAT dinner.
- Attended the DEMEC ribbon cutting for the training facility.
- Participated in the Homecoming parade.
- Attended the State Chamber event – Developing Delaware in Dover.
- Went to the Utility building to meet with the electric crew to celebrate Public Power week.

Information Technology Report

- Working on Edmunds server performance.
- Scheduling updates for VDI environment.
- Replaced case at Arbutus and restored connection for upcoming camera installation.
- Replace switch at Parks & Recreation.

Administration Report

- Prepare for audit.
- Process the Collective Bargaining Agreement with Teamsters/Police Department and send to PERB. Prepare retroactive pay schedules and update HR systems for new pay rates.
- Attend SCAT dinner meeting.
- Process utility disconnections for non-payment.
- Attend Public Power Week breakfast at utility building.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman MacCoy reported on Electric.

Since the last report

Crew

- Set a new pole on Pennsylvania Ave to feed a new house.
- Pulled in primary wire, set transformers, dug in secondary conduit, set secondary pedestals, set streetlights, pulled in secondary wire, and started making up terminators in Mearfield 1 phase 3.
- Responded to an outage on 3rd street, a crane at the American legion hit the primary wires. No injuries.
- Tyler Sewell completed week 6 of 8 in his lineman training.
- Had breakfast for public power week.
- Killed the power to the SVSC lift station, removed the transformers, enclosure, and primary wire.

Director

- Had a directors meeting.
- Had a staff meeting.
- Had my council liaison meeting.
- Had the monthly construction coordination meeting.
- Worked on the estimated for Mearfield 1 phase 4.
- Had a meeting at SVFD concerning the generator installation.
- Wrote the escrow letter and mailed it for the Mearfield 1 phase 4 infrastructure.
- Ordered some inventory.
- Went to the ribbon cutting for the DEMEC lineman training facility.
- Attended the SCAT meeting.
- Attended the progress meeting for the SVSC lift station.
- Had breakfast for public power week.

Upcoming Weeks.

- Continue working in Belle Ayre single family residence section.
- Continue working in Mearfield 1 phase 3.
- Continue changing the lights on Sussex Highway to LED.

Councilman King reported on Public Works & WWTF.

Public Works:

- Finished cleaning key sewers
- Brought golf course ten loads of old millings for their cart paths
- Installed stop bars in Belle Ayre
- Test pitted gas main on North St.
- Camera two existing sewer laterals for new homes
- Fixed service leak on Nanticoke Ave.
- Repaired service leak to Catholic church
- Installed last water tap for new house on Penn. Ave.
- Performed maintenance on leaf machine, salt brine mixer, and salt brine sprayer
- Seaford Village lift station project is underway and in bypass mode
- Cut in valve and replaced hydrant on Liberty St.
- 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

- Reviewing multiply areas of headworks project plans
- Plant is running excellent. Dewatering is performing well.
- EQ Pump #1 being repaired - \$2,662.
- Factory parts for Primary waste pump #2 repair are around \$8,000. Plant to do a mix of factory/aftermarket parts to get repairs down to \$5,500, and also look at having existing rotor re-chromed as a spare.
- Getting Brainerd's permit ready for issuance.
- Working on Rapa's new permit.
- Sampling for WET and PPS and other annual sampling.

Upcoming two weeks:

Public Works

- Install new water service to 411 Shipley
- Install two new water services on North St.
- Insert two valves in preparation to replace hydrant on Shipley
- Work on replacing more fire hydrants

WWTF & Compost

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

Mayor Genshaw called for a motion to adjourn the Regular Council Meeting. Councilman MacCoy made a motion to close the Regular Council Meeting. Councilman Henderson seconded the motion; the motion so passed with all voting in favor. The meeting was adjourned at 8:12 p.m.

Charles D. Anderson, City Manager