

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

July 25, 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, and Councilman Michael Bradley. City Manager, Charles Anderson, Chief of Police, Marshall Craft, Superintendent of Parks and Rec, Katie Hickey, Building Official, Mike Bailey, and Director of Economic Development and Community Relations, Trisha Newcomer, were also present.

Councilman Henderson 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 July 11, 2023. Councilman MacCoy made a motion to approve the minutes of the Regular Meeting on July 11, 2023. Councilman Holland seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; the motion so passed.

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:

OK! Rep. Danny Short has cited DOE Commissioner Anthony Albence's belief that a move of municipal elections to November to dramatically improve voter turnout and remedy other muni election problems can NOT be done.

In addition, the proposed Charter change to allow 230+ Nonpersons to vote, a red-herring issue which diverted attention away from real problems affecting municipal elections, has achieved zombie-like status for the time being.

Neither Nonperson enfranchisement or Rep. Short have offered remedies for serious evidence-based problems plaguing municipal elections including:

1. **The REAL PROBLEM: Nearly 4800 (93.2% of) eligible voters in Seaford did NOT vote on 4/15/23.** This emphatically confirms and compounds the long-standing problem of WOEFUL voter turnouts in Seaford's and many other municipalities' elections;
2. Early Voting offered by DE DOE is a much more efficient and effective alternative** to voting by Absentee ballot and has the potential to enhance voter turnout. However (to the best of my knowledge), Early Voting is unavailable to voters in municipal elections;
3. In Seaford, the 2022 April elections were in the middle of the significant Easter holiday weekend, a conflict to be repeated in 2025, 2028 and 2030 in Seaford. Holding any elections in conflict with major holidays runs the risk of undesirable, negative effects on voter turnout/participation; and

4. In Seaford there have been documented instances*** of volunteer elections officials demonstrating outright partisanship and/or lack of competence during two recent (2020 and 2022) local elections casting doubt on the overall integrity of municipal elections. Rep. Short has publicly lamented that some of these problems are “disappointing” and/or “disheartening”.

However as moving muni elections to November allegedly won’t work and there are no other proposed remedies from Rep. Short, **the Mayor and City Council of Seaford ARE LEFT WITH THE RESPONSIBILITY TO ADDRESS AND SOLVE THESE PROBLEMS—ESPECIALLY EXTEREMELY LOW VOTER TURNOUT.**

Let’s not pretend: Enfranchising Nonpersons is NOT legitimate remedy for any of these problems.

Therefore, what do you (M&CC) propose to do?

Thank you.

Mayor Genshaw confirmed there were no additional requests for public comment.

Mayor Genshaw presented New Business Item #2: Bids – Porta-Johns Services.

Superintendent of Parks and Recreation, Katie Hickey came forward to present the recommendation for the bid for Porta-John Services. Four bids were received, and Ms. Hickey did recommend that the bid be awarded to the low bidder, Sussex Sanitation, in the amount of \$13,940.00.

Mayor Genshaw asked Ms. Hickey where the porta-johns are located throughout the City. Ms. Hickey responded that the porta-johns are located mainly at the various city parks, the Seaford Community Swim Center (SCSA), and the Hooper Landing’s Golf course.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Holland made a motion to award the bid for Porta-John services to Sussex Sanitation in the amount of \$41,820.00, as presented. Councilman MacCoy seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; the motion so passed.

Mayor Genshaw closed the Regular Meeting and opened the Public Hearing at 7:07 P.M.

Public Hearing

Building Official, Mike Bailey presented Public Hearing Item #1: Habitat for Humanity owner of 201 North Street, Tax Map and Parcel #431-5.00-336.00 is requesting a subdivision of the lot into two equal size lots for the purpose of two new single-family homes.

Mr. Bailey stated the property is located on the corner of North Street and King Street and that Habitat for Humanity did submit a survey for the proposed subdivision, which does meet the area and bulk requirements for the R-2 Zone.

Mayor Genshaw solicited any questions from Council.

Councilman King thanked Habitat for Humanity for the investment and time into our community.

Mayor Genshaw solicited any questions from the Public; there were none.

Mayor Genshaw then closed the Public Hearing portion of the meeting and reopened the Regular Meeting at 7:09 P.M.

Building Official, Mike Bailey then presented the Findings of Facts for Public Hearing Item #1: Habitat for Humanity owner of 201 North Street, Tax Map and Parcel #431-5.00-336.00 is requesting a subdivision of the lot into two equal size lots for the purpose of two new single-family homes.

Findings of Facts:

- Project: Habitat for Humanity Subdivision
- Owners: Habitat for Humanity
- Property Location – 201 North St
- Tax Map & Parcel 431-5.00-336.00
- Zoning: R-2 Medium Density Residential
- Proposed 2 Residential Lots
- Proposed Lots meet the area and bulk requirements for the R-2 Zone (4,500 sq. ft. 35 ft min width)
- Lot 1 - 4,569 square foot
45.5ft wide
- Lot 2 – 4,566 square foot
45.50ft wide
- Planning and Zoning made a favorable recommendation to Council. (JULY 6, 2023)

Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the request of Habitat for Humanity owner of 201 North Street, Tax Map and Parcel #431-5.00-336.00 for a subdivision of the lot into two equal size lots for the purpose of two new single-family homes. Councilman MacCoy seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Holland voted yes based on the findings of facts;

Councilman MacCoy voted yes based on the findings of facts;

Councilman King voted yes based on the findings of facts;

Councilman Henderson voted yes based on the findings of facts;

Councilman Bradley voted yes based on the findings of facts;

The motion so passed.

Mayor Genshaw asked Mr. Kevin Gilmore, Executive Director of Habitat for Humanity, how soon would the project start now that it has been approved.

Mr. Gilmore responded it should start within six months.

Correspondence

There was none.

New Business

Mayor Genshaw presented New Business Item #1: Present for approval a request to extend the preliminary plan approval for the Seaford Towne Center – Phases 4-9 until August 25, 2025 (two years).

Mr. Perlmutter came forward and explained his development company has been in conversation and consulting with their engineers over the past six months and that their investment with the city is substantial. There is a fourth building in progress for the Residences for which Mr. Perlmutter has applied for a grant in hopes that if awarded, it can be used to fund construction of the fourth building site at the Residences at Riverplace apartment complex.

Following the completion of the fourth building work will begin on the proposed project for the old power plant located along the city's Riverwalk.

Mayor Genshaw solicited any questions from Council.

Councilman King asked if Mr. Perlmutter planned to renovate the power plant and then hand the keys over to an investor. Mr. Perlmutter responded they have no plans to sell any of the property involved in this project.

Councilman King asked about the development of the Power Plant. Mr. Perlmutter responded that the Power Plant is currently a contaminated site and will require similar clean-up efforts as those performed at the Residences at Riverplace site. He noted the cost of this required clean-up was strictly done at the expense of his company. Mr. Perlmutter added that the federal government has been approached, as well as representatives in Delaware to see if they can make the grant amount higher than \$250,000.00.

Councilman MacCoy asked if a potential investor could come and partner with the development plan. He also inquired whether work on both projects (Residences fourth building and Power Plant) could be performed at the same time. Mr. Perlmutter responded that he will listen to all alternatives for the existing project plan but will not give up control.

With no other questions Mayor Genshaw then called for a motion. Councilman Holland made a motion to approve the request to extend the preliminary plan approval for the Seaford Towne Center – Phases 4-9 until August 25, 2025 (two years) as presented. Councilman King seconded the motion.

Mayor Genshaw then asked for a roll call vote:

Councilman Holland voted yes;
Councilman MacCoy voted yes;
Councilman King voted yes;
Councilman Bradley voted yes;
Councilman Henderson voted yes.
The motion so passed.

Mayor Genshaw presented New Business Item #3: Chief of Police Marshall Craft to present for approval a 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation.

Chief Craft came forward and explained his department has submitted the request to receive \$18,051.00 in grant funding through the FY 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program-Local Solicitation. The grant funds will be used to purchase the X2E Skydio 5GHz Drone equipment. The drone will be used by officers for quick deployment during critical incidents, missing persons, and community events. The funds will also be used to purchase “IFAK” (individual first aid kit) headrest-mounted medical kits for each patrol vehicle.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Henderson made a motion to approve the recommendation of Chief of Police Marshall Craft to submit a 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Solicitation as presented. Councilman Holland seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; the motion so passed.

Mayor Genshaw presented New Business Item #4: Chief of Police Marshall Craft to make a recommendation to add a four-way stop on North Street, at the below intersection, as a recommended Traffic calming measure: North Street and 3rd Street.

Chief Craft explained that there have been studies for all the proposed locations specified in New Business #4, 5 and 6, which show that placement of stop signs will help slow down the traffic flow.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Henderson made a motion to approve the recommendation of Chief of Police Marshall Craft to add a four-way stop on North Street, at the North Street and Third. Street intersection as presented. Councilman Holland seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; the motion so passed.

Mayor Genshaw presented New Business Item #5: Chief of Police Marshall Craft to make a recommendation to add a three-way stop on North Street, at the below intersection, as a recommended Traffic calming measure: North Street and Woolford Street.

Mayor Genshaw solicited any questions from Council; there were none. He then called for a motion. Councilman Henderson made a motion to approve the recommendation of Chief of Police Marshall Craft to add a three-way stop on North Street, at the North Street and Woolford Street intersection as presented. Councilman Bradley seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; the motion so passed.

Mayor Genshaw presented New Business Item #6: Chief of Police Marshall Craft to make a recommendation to add a three-way stop on Chandler Street, at the below intersection, as a recommended Traffic calming measure: Chandler Street and Collins Avenue.

Chief Craft stated he has been in communication with Director of Public Works, Berley Mears and they think it would be beneficial to put the white, thermo-plastic STOP sign at the end of that intersection all the way across.

Mayor Genshaw solicited any questions from Council.

Councilman Holland asked how soon the stop signs can be placed. Chief Craft answered within 3-4 weeks. The goal is to have it completed before school starts.

Mayor Genshaw then called for a motion. Councilman Henderson made a motion to approve the recommendation of Chief of Police Marshall Craft to add a three-way stop on Chandler Street, at the Chandler Street and Collins Avenue intersection as presented. Councilman MacCoy seconded the motion. Mayor Genshaw then asked for a vote; all present voted in favor; the motion so passed.

Old Business

Reminder Of Meetings & Setting New Meetings:

1. 26th annual Eastern Shore AFRAM Festival, Saturday, August 12th, from 8 a.m.-6 p.m. at Ross Station Event Center.

Councilman Bradley reported on Code, Parks, and Recreation.

Code Department Report

- Issuing permits (225 Issued in 2023)
- Rental Licenses (1,758 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's

- Mearfield 1 Phase 3 – Permits issued to Ryan homes for 5 lots. 3 are under construction.
- East Park Business Center – New building has started construction.
- Belle Ayre Single Family – Danfield Dr – Construction started on homes on the first 10 lots. First 2 lots have been completed.
- Western Sussex Business Campus – Site work started on lot 1 for KRM. On-site utility construction underway. Shell building permit ready to issue.

Accomplished week of 7/10 Parks – Assisted with Riverfest clean-up on 7/10

Parks – Prepped softball field for tournament on 7/15

Parks – Cleaned up landscape at SCSC and sprayed weeds in various locations

Rec. – Have around 50 kids registered for both Flag Football & Soccer (began working on getting coaches & refs)

Rec. – Began advertising for Youth Field Hockey Clinic (August 7-10th)

Parks&Rec. – Attended the monthly Seaford Tomorrow meeting to prep for the upcoming Friday Night Live event on 7/21

Parks&Rec. – Met with park rental on 7/12 to prep for event on 7/15

Parks&Rec. – Met with Steve Cannon to look at Gateway Park fountain for leak repairs on 7/14

Accomplished week of 7/17 Parks – Assisted Public Works with mulching at Residences at Riverplace

Parks – Prepped softball field for tournament and grass lots for events on 7/21 & 7/22

Parks – Made repairs to two mowers (thank you Waste water for letting us borrow their mower for a few days)

Parks – Completed grass cutting and trimming at Williams Pond Park for tournament on 7/22-7/23 (also dropped 6 picnic tables off)

Rec. – Held final week of registration for Youth Soccer & Youth Flag (have around 200 for soccer and 125 for flag)

Rec. – Held 2nd week of the adult pickleball clinic with 28 participants

Rec. – Reached out to softball umpires for upcoming Fall Men's Slow Pitch League

Parks&Rec. – Coordinated a movie night in the park with Seaford Community Garden for September

Parks&Rec. – Assisted with Seaford Tomorrow's Friday Night Live event in Downtown on 7/21

Parks&Rec. – Celebrated National Parks & Recreation Professionals Day on 7/21 (luncheon held on 7/20)

Councilman Henderson reported on Police & Fire.

Communications from President Patrick Gaskin:

There is no communication to report for this period.

Communications from SVFD Fire Chief John Wilson:

Fire Statistics

Month / Year	Calls to date	Call per day
Total 2023	585 calls	2.8
July 2023	94 calls*	3.6

*Call per day so far in month

EMS Statistics

Month / Year	Calls to date	Call per day
Total 2023	2306 calls	11.2

July 2023	288 calls*	11.0	*Call per in month
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Total Department Responses

Month / Year	Calls to date	Call per day
Total 2023	2891 calls	14.1

Statistic	DATE	FIRE	EMS	Total Year
Hours in Service	June 2023	80.5	211.0	2208.37
Personnel in Service	June 2023	741	746	8591
Total Personnel Hours	June 2023	205.5	449.5	3644.05
Miles Traveled	June 2023	969.6	2498	10791.9

Other Statistics

Response	FIRE/Year	EMS /Year
In City	323	1329
Out of City	202	786
Assist	60	93
Total	585	2208

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

Significant Incidents

- 7/16/2023; Motor Vehicle Crash with Entrapment, Herring Run and Bridgeville Hwy, (1) person extricated transported to Tidal Health Nanticoke
- 7/17/2023; Motor Vehicle Crash with Entrapment, Bridgeville Hwy and Norman Eskridge Hwy, (1) Extricated transported to Tidal Health Nanticoke

Apparatus Status

- Ambulance B87 out of service, Damage repair at Wayside in Denton
- Marine 87 is having some hull issues, having it evaluated.

Training

- Last Training:
 - Wednesday, July 19, 2023, at Industrial Park, Part 2 Engine Company Operations – Hydrant Assignments (15 Members present)
- Next Training:
 - Wednesday, August 2, 2023- TBA

Emergency Medical Services

- Ambulance B87 Out of Service at Wayside should be completed on Tuesday.
- Ambulance A87- Air leak with suspension, is not critical leak will get repaired once B87 returns.
- Conditional Full Time Job Offer accepted by Kyle Peterman from Bridgeville
- (3) Actual full-time vacancies currently. We do have three Applications on file however applicants are completing NREMT.

- Still hiring Part Time
- Ambulance Subscription is active for 2023/2024. If you are aware of anyone that did not receive a membership request, please direct them to the firehouse so we can send one out.

News and Events

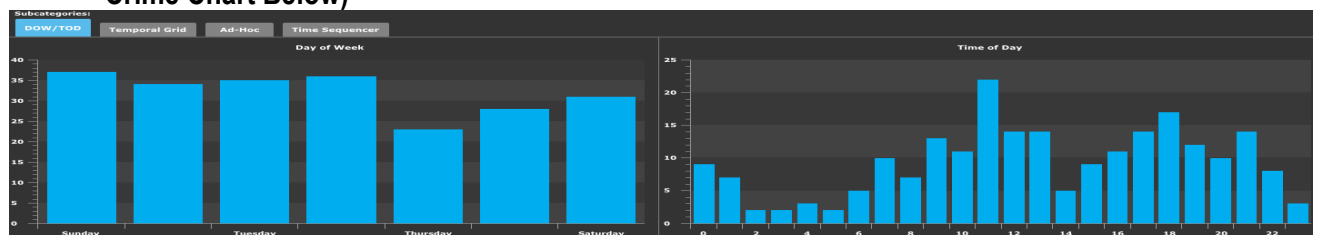
- Ladder truck specifications. Pierce Aerial was presented to the floor for 1st reading. The final vote on Wednesday July 28, by members
- Ambulance specifications. Wheeled Coach was presented to the floor for 1st reading. The final vote on Wednesday July 28, by members

Seaford Police Department

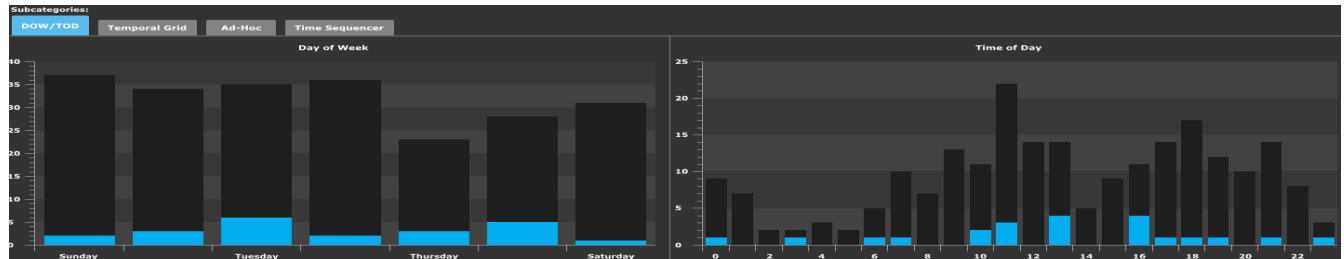
Police Activity during period of Sunday, July 10, 2023 – Sunday, July 23, 2023, as reported by Chief Marshal Craft, Jr.:

INCIDENTS	2023 YTD	2022	2021	2020	2019
TOTAL COMPLAINTS	6,494	9,593	10,686	10,141	13,865
All crimes	3,154	6,164	6,107	5,803	6,619
Robbery	15	8	14	9	12
Sex Crimes	13	18	30	39	32
Burglary	82 (44 Burg/38 TFV)	197	133	175	123
Drug Crimes	211	444	416	199	249
Overdose	19	31	26	26	25
All Traffic (E-Tickets)	4,109 (1,098)	8,168 (2,105)	8,098 / (2,021)	7,770/ (1,448)	7,819 (1,782)
All DUI	45	79	71	44	42
All Crashes	361	656	620	533	584
False Alarms	248	546	521	426	494

- All crimes: **224** (defendants: **13** adults & **1** Juvenile)
 - Felony: **9**
 - Misdemeanor: **51**
 - Violations: **8**
 - Civil: **0**
 - Other: **154**
- **85% Clearance Rate** (overall= **21** PA and **12** PI) Sun thru Wed from 0700-2200 (**See Crime Chart Below**)



Additional Crime Data below: There were a total of **22 complaints** consisting of Agg. Assault, Assault, Burglary, Fraud, and Larceny: (**3 Felony and 19 Misdemeanors**); Excludes Shoplifting: (**50% clearance rate**): **7 PA, 4 PI, 4 A/A, 3 J/A, 3 E/C, and 1 U/F**. Most incidents occurred on Tuesdays from 1000-1600.

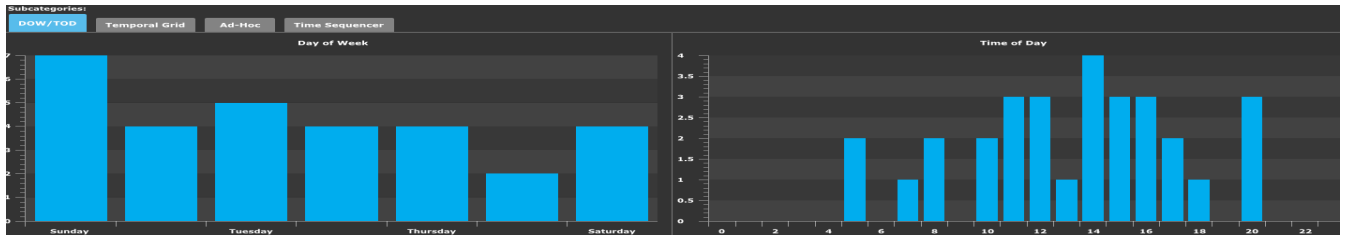


Drug Complaints:

- Drug Crimes: **20**
 - Adult Arrest: **20**
 - Juvenile Arrest: **0**
 - Pending Active: **0**
 - Pending In-active: **0**
 - Prosecution declined: **0**
- Search Warrant(s): **0**
- Overdose: **1 (Occurred on Rose Tree Dr. - officers responded to Tidal Health)**

Traffic:

- Contacts/Citations: **283** traffic contacts resulting in **79** citations and **5** warnings.
- DUI: **2** (2-Alcohol & 0-drug related) ***0 - Crash related**
- Crashes: **30**
 - Fatal: **0**
 - Injury: **4** (Sussex Hwy & Norman Eskridge Hwy, High St, Herring Run Rd, and Front St.)
 - Non-Reportable: **6**
 - Reportable: **20**
 - **Additional Information: Driver Inattention – the primary cause of accidents**
 - Hit & Run: **4** (NCSC Pk Lot, Bradford Terrace PK Lot, High St. and Beaver Dam Dr. e/o Sussex Hwy.)
 - Bicycle: **1** (High St.)
 - Motorcycle/Scooter: **0**
 - Pedestrian: **0**
 - School Bus: **0**
 - Alcohol/drug-related crash: **0** (DUI related)
 - Incidents: Sunday and Tuesday from 1000-1800 (**See Crash chart below**)



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

- UPDATE: Carjacking #71-23-2870: The incident occurred on 04/07/23, and further investigation resulted in the identification of the suspect as 'Tavon Corbin,' who was also active with P&P. Warrants were obtained and Corban was arrested for Robbery 1st, PFDCE, PFBPP, Theft Motor Vehicle, and Conspiracy 2nd, as well as a VOP from P&P. Corban was committed to SCI in default of a secured bond.
- 07/12/23: While on routine patrol, SPD observed defendant Norman Carter in the parking lot of Royal Farms. Carter was known by the officer to have two active VOP capias. The officer attempted to apprehend Carter, who fled on foot/resisted arrest and was ultimately apprehended after being tased. As a result, Carter was also found to be in possession of a small quantity of crack cocaine. Carter was arrested for resisting arrest and possession of cocaine and released on an unsecured bond. Carter was then arraigned and committed to SCI on the active VOP capias, #71-23-6066.
- 07/14/23: SPD dispatched to check on the welfare of a subject passed out in the roadway on North ST, and Poplar ST. Upon arrival, the subject was alert and identified as Shawn Warren. Further investigation revealed Warren was in possession of .014 grams of Heroin, which consisted of 2 baggies and drug paraphernalia. Warren was issued two criminal summonses for possession of a controlled substance and drug paraphernalia. #71-23-6137.
- 07/15/23: SPD responded to East Spruce St. for a reported fight in progress. Upon arrival, officers observed a male victim who was bleeding from his face, hands, and knees in front of his residence. The victim appeared to be intoxicated, beer bottles were observed all over the inside kitchen and out on the lawn. The suspect is unknown and was GOA. The victim was transported by ambulance to Tidal Health for treatment. #71-23-6184.
- 07/21/23: SPD office conducted a traffic stop on Bridgeville Hwy near Hurley St. The operator (defendant Michael Gray) was not wearing a seat belt, he was driving suspended, and was found to be DUI. Further investigation revealed Gray was in possession of the following: 1.6 grams of cocaine, 3.8 grams of crack cocaine, 1.2 grams of heroin consisting of 146 bags of heroin, 13 Clonazepam pills, an assortment of drug paraphernalia, and \$2,534.00 in USC. As a result, Gray was arrested for PWID controlled substance x4, Possession of controlled substance, Possession Paraphernalia, and stated traffic charges. Gray was arraigned and committed to SCI. #71-23-6409.
- 07/23/23: SPD dispatched to a DOA located on N. Pine St. Drug overdose is the suspected cause of death. The case was TOT at the medical examiner's office and is pending an autopsy. #71-23-6492.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief

- 07/18/23: Interviews (2 police applicants and 1 call center applicant): Chief, Deputy Chief, and City Manager
- 07/19/23: Attended meeting at City Hall (Governors Grant/Cross gate): Chief and City Manager
- 07/20/23: Attended a meeting with NCSC developer at City Hall: Chief, City Manager, and Director of Economic Development

Event:

- 07/17/23 - 07/21/23: Seaford PD Youth Police Academy (SYPA): Det. SRO Wingate; M/Cpl. Bradley, Cpl. Ruark and Ptlm. Melvin (Director of Center for Safe Schools.) Topics include but were not limited to, daily Physical Fitness, trips to the Holocaust Museum in Washington, D.C. and the Delaware State Fire School, and numerous presentations (criminal investigations, search & Seizure, and Miranda.)
- 07/15/23: Attended the Community Unite/Fun Day on the lot behind City Hall: SSGT. Horn, Pfc. Wilson and CADET Brumbley.
- During this reporting period, CADET conducted foot and Bicycle patrols on High Street. CADET handled 20 complaints, obtained 2 warrants with 2 arrests for shoplifting, handled 3 crash reports, and attended the Community Unite/Fun Day.

Training/Other:

- 07/12/23: Lexipol Accreditation Training - Chief
- 07/12/23: Child Abuse Investigations - Cooney & Hare

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	316	276	40	630	571	59	586	511	75	499	428	71	653	577	76

Councilman Holland reported on Administration.

MEETINGS:

- Attended the Construction Coordination meeting.
- Attended the DEMEC Board Meeting.
- Attended PD interviews.
- Attended the developer meeting with the residents of the Belle Ayre Community hosted at City Hall.
- Attended the developer meeting with the residents of the Crossgate Village and Governors Grant Communities hosted at City Hall.
- Met with the developer of the Nylon Capital Shopping Center.

OTHER WORK:

- Prepared the City Council agenda.
- Attended the Porta-john bid opening.
- Attended the Chamber luncheon.
- Participated in the Long-range Transportation Update for the greater Salisbury-Wicomico Metropolitan Planning Organization.
- Attended luncheon at the Parks Department to recognize National Parks and Recreation Professionals Day.

INFORMATION TECHNOLOGY REPORT:

- Upgraded TabFusion and TabQuick software to the latest versions.
- Work on final migration from the old camera server.
- Assist with Riverfest.
- Work on replacement of UPSs and routing cables.
- Completed fiber work to at 201 Health Services Dr.
- Routine IT calls for service.

ADMINISTRATION REPORT FOR COUNCIL:

- Continue contract negotiations with the Police Department & Teamsters.
- Generate and mail annual property tax bills.
- Assist auditors with preliminary fieldwork.
- Prepare quarter ending reports for various grants.
- Prepare annual municipal street aid report for the State of Delaware.
- Prepare general employee annual pension census data file and send to the actuaries.
- Prepare general liability and workers compensation annual renewal questionnaire.
- Review employment applications for customer service representative position.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Councilman MacCoy reported on Electric.

Since the last report

Crew

Took down the Riverfest banners.

Put the electric receptacles back in place that we had out for RiverFest.

Repaired the box we built for chipping that goes on Truck 17.

Moved the parklet back to the lot on High St.

Nick Moore went to meter school at Tesco in Bristol, Pa.

Did the monthly substation checks.

Dalton Hignutt took his second week of lineman training with TVPPA at DEMEC.

Isolated the lines at Walmart where the trees were getting into them until John's tree service can get in there and trim them.

Trimmed trees around town.

Fixed some pole grounds on Jet Ave.

Director

Had a directors meeting.

Had a staff meeting.

Had the monthly construction coordination meeting.

Wrote the letter recommending that Dalton Hignutt be promoted to class C lineman.

Reviewed the call out policy.

Checked a solar meter on W Ivy Drive for Jessica. The meter had been stolen.

Installed the NET meter at 418 Grainery Way.

Wrote Greg Brooke's 5-month evaluation for the Construction coordinator position.

Finished the estimate for East Park Business Center and wrote the escrow letter.

Upcoming Weeks.

Set a new pole on Bridgeville Hwy near My Eye Dr for a riser pole.

Start work at the MSP building on Venture Drive.

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.

Past two weeks:

Public Works:

- Picked up Riverfest barricades
- Installed 180 new 500W antennas to replace failing water meter wall mounts. All working
- Weed sprayed
- Received vacuum excavator training
- 2 storm events caused us issues at lift stations managing water from Sussex County and our own I & I.
- Gate was installed on Magnolia. To be closed August 1st.
- Bobcat skid steer to the shop for repairs
- New JCB backhoe to shop for repairs
- Picked up a lot of big piles
- Rebuilt gutter broom motor on sweeper
- Installed plug in sewer main at WSBC to try and find I & I
- Repaired water service leak to old Rite Aid
- Held multiple meetings in person and on-line
- I have one man out.
- 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

- EQ Pump #1 pulling high amps – plan to pump down and inspect for debris.
- Dewatering-blend tank still getting foamy by day 7. BFP performance a little down from what is has been.

- Received Royale discharge application, reviewing, no plans to manufacture anything for at least 6 months.
- Completed Brainerd Permit draft, submitted to Brainerd for review and comment.
- Staff rotations on 7/17/23.
- Street sampling plan review/revision for local limits data.
- DMRQA completed, data submitted to PT provider.
- DNREC CSI on 7/19/23, all good.
- High flows week of 7/17 from rains; 7-day ADF=1.78 MGD, Max = 2.5 MGD; plant still looks good.
- DNREC performed PFAS sampling at influent and effluent on 7/20/23.
- Making some upgrades to storage area in old chlorine building.
- Ordered replacement RAS pumps.
- Planning to replace stator/rotor on secondary WAS pump #1, getting pricing.
- Shorite performed flowmeter calibrations, confirmed new flowmeter output were good, a perfect installation!

Upcoming two weeks:

Public Works

- Install new water service to 411 Shipley
- Install three water services to new houses on Pennsylvania Ave.
- Replace sewer service to 606 Hickory
- Install new soda ash pump at 534
- Insert two valves in preparation to replace hydrant on Shipley
- Paint curbs
- Work on replacing more fire hydrants
- Work on 120water lead inventory
- Work on more water meter issues
- Continue all routine tasks.

WWTF & COMPOST

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

Mayor Genshaw then called for a motion to close the Regular Council Meeting and enter Executive Session for the purpose of discussing Litigation. Councilman MacCoy made a motion to close the Regular Council Meeting and enter Executive Session. Councilman Holland seconded the motion. The Regular Council Meeting was closed at 7:53 P.M.

Mayor Genshaw reopened the Regular Council meeting at: 8:18 p.m. Councilman Mike Bradley made a motion to permit staff to proceed with regarded to potential litigation as discussed in the Executive Session. Councilman King Seconded the motion; the motion so passed with all voting in favor.

Mayor Genshaw then called for a motion to adjourn the Regular Council Meeting. Councilman MacCoy made a motion to close the Regular Council Meeting. Councilman Holland seconded the motion; the motion so passed with all voting in favor. The meeting was adjourned at 8:19 p.m.

Charles D. Anderson, City Manager

/KV