

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
May 12, 2026
SEAFORD CITY HALL - 414 HIGH STREET

The meeting will be streamed via live feed.

To view a live meeting visit one of the links below:

- On our website: www.seafordde.com/meetinglivefeed
- On Facebook: www.Facebook.com/cityofseaford
- On YouTube:
<http://www.youtube.com/c/CityofSeafordDe19973>

To view this meeting agenda and supporting documentation visit our website:
www.seafordde.com/government/mayor_council/council_agendas_minutes

Comments and questions may be emailed to:
Councilinfo@seafordde.com

7:00 P.M. Mayor MacCoy calls the Regular Meeting to order.
Invocation.
Pledge of Allegiance to the Flag of the United States of America.
Executive Session:
 1. Litigation
 2. Personnel
Changes to the agenda for this meeting.
Approval of the minutes of the regular meeting on April 28, 2026.

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 to hold the election for Vice-Mayor.

Mayor MacCoy to appoint Council liaisons.

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

PUBLIC COMMENT:

1.

CORRESPONDENCE:

1.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

May 12, 2026

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.
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.
3. Bids - Parks & Recreation Office Building.
4. Bids - Porta Johns.

OLD BUSINESS:

- 1.

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:

1. Code, Parks and Recreation - Councilwoman Stephanie Grasset
2. Police & Fire - Councilman Dan Henderson
3. Administration - Councilman Orlando Holland
4. Electric - Councilman Mike Bradley
5. Public Works & WWTF - Councilman Alan Quillen

Mayor MacCoy solicits a motion to hold an Executive Session.

EXECUTIVE SESSION:

1. Potential or Pending Litigation and Personnel.

Mayor MacCoy solicits a motion to adjourn the Executive Session.

Mayor MacCoy reopens the regular Council meeting.

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

Page 3

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

May 12, 2026

NOTE: Agenda shall be subject to change to include or delete additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

Date Posted: 05/04/2026 Revised: 05/11/2026

Posted by: BAS



USA 250th
Celebration
7/18/24

NB#1
5/17/24

Special Events Permit Application

The City of Seaford has designed this permit process to enable you to think about every aspect needed for your event. This application is intended to provide you with all of the necessary information needed to complete the permit application and is required for any person or organization who intends to host a special event within the City of Seaford.

Please read all of the information packet and instructions before you begin completing the application form. Most common questions will be answered as you read through all the information. If after reading the packet you still have questions, contact the City's Parks & Recreation Department at (302) 629-6809.

The completed application must be submitted to the Superintendent of Parks & Recreation (320 Virginia Ave) not less than forty five (45) calendar days before the event date, but no more than twelve (12) months in advance.

If the applicant fails to adhere to the policies and procedures established by the City of Seaford Codified Ordinances or any condition or restrictions imposed on the permit by City Administration or Departments, the permit may be revoked at any time by the Seaford Police Department, Parks & Recreation Department, Code Department, or City Manager's Office.

Upon approval of the application, a \$100 non-refundable deposit will be required to be put down in the name of the applicant. Should the City facility, park, or street be left in unsatisfactory conditions, the refund will not be given back to the applicant.

This application form and all other required documents may be submitted via email to seafordrec@seafordde.com or mailed/delivered to:

Katie Hickey, Supt. of Parks & Recreation

Dept. of Parks & Recreation

320 Virginia Ave

Seaford, DE 19973

Office Hours, Labor Day to Memorial Day: Monday – Friday, 8:00 am – 5:00 pm

Office Hours, Memorial Day to Labor Day: Monday – Friday, 7:00 am – 4:00 pm

Event Name: Seaford 250th Celebration

Location: High Street / City Hall Grass Lot

Description of Event:

The DSA is doing a 250th Celebration to celebrate America. This will be a day of fun to bring the community together. Float in, fishing tournament, boat parade, vendors, canoe tournament, children activities, music, and much more. Float in will be 10:00 am - 13:00

EVENT	DATE	TIME
Setup	July 18, 2026	10:00 - 12:00 (Vendors, craft tables, food trucks)
Start Time	" "	12:00 PM
End Time	" "	9:00 PM
Breakdown	" "	9:00 PM

Type of Event:

- ☐ Athletic Event ☐ Carnival/Circus ☐ Parade/March
☐ Farmer's Market ☒ Festival ☐ Fair
☐ Street Fair/Block Party ☐ Exhibition ☐ Street Market
☐ Other: _____

Anticipated Attendance Total: 500+

Is this an annual event? ☐ YES ☒ NO

Organization Name: Downtown Seaford Association

Applicant Name: Alice Adkins

Address: 222 High Street

City: Seaford State: DE Zip Code: 19973

Phone: 443-786-3968 Cell: Same

Email: amessick1239@gmail.com / downtownseafordassociation@gmail.com

On Scene Contact: Alice Adkins Cell: 443-786-3968

Chris Reachard cell: 609-752-7894

The **applicant** must be able to answer questions regarding the entire event application. He/She must be available for any planning meetings scheduled prior to the event. The **on scene contact** is the individual in charge of the event and must be available via the phone number provided above at the event site during the setup, event times, breakdown and be in possession of the approved special event permit.

If the event includes any of the following, a detailed plan must be included

☒ YES ☐ NO **Right of Way Usage** *see attachment*

Will the event require any temporary closures or restrict access to any streets, sidewalks, or alleys? If yes, please complete **Attachment A**.

☒ YES ☐ NO **City Park/Facility Usage** *Downtown · Water St · City Hall grass lot · Mt. Olivet Parking lot*

Will the event require the use of City-owned ☒ park/property or ☐ facility?

☒ YES ☐ NO **Mobile Food Vendors/Concessions/Vendors** *Mt. Olivet parking lot · High St.*

Will the event have mobile food vendors, concession stand(s) or vendors?

☒ YES ☐ NO **Alcohol/Wine/Liquor** – proof of license and insurance is required
If yes, please complete **Attachment B**.

☒ YES ☐ NO **Inflatables** – proof of insurance is required ** located in grass lot @ city hall*

If yes, the following must be completed:

Entertainment Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

☐ YES ☒ NO **Entertainment** *Stage from barton's, parked @ Mt. Olivet*

Will there be live entertainment, DJ, band, performers, or use of a stage?

☐ YES ☒ NO **Tents/Membrane Structures** *(only pop-ups)*

If yes, tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal and City Code Department.

☐ YES ☒ NO **Parade/March** ** Boat parade pending DelDOT/Yacht club (2pm?)*

If yes, please complete **Attachment A**. An attachment of the route must be in your site plan. Also, contact Delaware Department of Transportation (for State roads) and/or the City of Seaford (for City roads) for approval prior to submitting the Parade/March plan.

☐ YES ☒ NO **Temporary Fencing**

If yes, all fencing must be shown on your attached layout and the following must be completed:

Fencing Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

☒ YES ☐ NO **Electrical Service/ Generators**

Will you be using generators? ☒ YES ☐ NO

** electric @ Mt. Olivet, same as Riverfest, pole near playground*

*If you need electric supplied by the City of Seaford, if available in the area, please complete **Attachment A**.

(Football/softball field lights at the Seaford Sports Complex are \$30 per hour)

☐ YES ☒ NO **Carnival Rides** – proof of insurance is required

If yes, a permit must be obtained from the State Fire Marshal's Office and the following must be completed:

Number of Rides: _____

Amusement Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

☒ YES ☐ NO **Trash/Recycling Services**

Do you have a company handling trash and recycling services for your event?

Vendor/Company: casella

Contact: Ferez Phone: _____

Address: _____ City: _____ Zip: _____

It is required that for every 50 attendees, one trash receptacle be available. For example: You are expecting 300 people to attend, the minimum amount of trash receptacles present should be six. You may also rent a small roll-off dumpster in place of the separate receptacles. The location of the roll-off will need to be approved by the Superintendent of Parks & Recreation.

☒ YES ☐ NO **Portable Restrooms**

You are required to provide portable restrooms at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event. It is recommended that hand-sanitizing services be provided. It is required that for every 50 attendees, one portable restroom be available. For example: If you are expecting 200 people to attend, then a minimum of four portable restrooms must be present.

Number of portable Restrooms: 5 Number of ADA accessible: 1

Company: Sussex Sanitation

Contact: Bernie Phone: 410-829-9873

Address: _____ City: Laurel, DE Zip: 19956

Our town welcomes you and hopes you have a wonderful time celebrating our event. In order to keep our town and surrounding areas beautiful and reduce the accumulation of litter and its impact on our environment, we are asking that you refrain from distributing or releasing balloons at our event.

It is important to ensure compliance with all applicable City codes and regulations during your event. Accordingly, it may be necessary to discuss the event with any of the follow departments to facilitate the final review and approval of your application.

City Manager's Office	(302) 629-9173	414 High Street
Code Department	(302) 629-9173	414 High Street
Seaford Police Department	(302) 629-6644	300 Virginia Avenue
Parks & Recreation Department	(302) 629-6809	320 Virginia Avenue
Public Works Department	(302) 629-8307	8000 Herring Run Road
Electric Department	(302) 629-9841	8000 Herring Run Road
Seaford Volunteer Fire Department	(302) 629-9355	302 E King Street

*Parks provide
extra Barrels
@ the grassy lot.*

Depending on the size and scope of the event, fees may be assessed by each department. Other departments may charge additional fees or refuse receptacle delivery/servicing. Special Duty Police Officer(s), Police vehicles, etc. Should you want Special Duty Police Officers, even if not required, contact the Seaford Police Department at 302-629-6645.

Other fees from outside agencies (State Fire Marshal, Public Health, Alcohol Beverage Commission, etc.) are paid directly to the outside agency prior to the City issuing a permit. Outside agency attendance and any associated costs are determined by that agency.

The State Fire Marshal requires permits for the following activities: Public Assembly (including special events), amusement rides, haunted houses, tents, and fireworks. Please visit the Fire Marshal's website for links to forms and/or required permits.

If the event will have any impact on a State roadway, the applicant must contact DelDOT at (800) 652-5600. DelDOT can also help determine which streets and roads in Seaford are state maintained.

Special Event Permit:

Nonrefundable Deposit* – <i>due up front with application</i>	\$100.00 per event
Park/Facility Usage	\$150.00 per event
Police Special Duty Officer (3 hour minimum)	\$104.35 per hour
Specialty Electric Panel	\$550.00 per event

→ Pay after approved
→ Pay Police Dept. after event.

*Tax-exempt organizations may be exempt from this payment by providing a copy of their IRS tax exempt, non-profit determination letter.

Field Rentals:

Softball Field #1	\$100.00 per day
Softball Field #2	\$100.00 per day
Football Field – Field of Dreams*	\$100.00 per day
Football Field – Pine Street*	\$100.00 per day
Soccer Field #1**	\$50.00 per day
Soccer Field #2**	\$50.00 per day
Field Lights (Softball Field #1 & #2, Football Field of Dreams)	\$30.00 per hour, per field

*Football Field markers can be set-up for an additional \$25.00 per field

**Soccer field lines & goals can be set-up for an additional \$25.00 per field

Each event will be assessed by the Superintendent of Parks & Recreation. Depending on the size and scope of the event, additional fees may apply.



In addition to completing the application form, the applicant/organizer is required to furnish the following with their special event permit application:

- ☒ **General Liability Insurance Listing the City of Seaford as an Additional Insured:** *Tidel Health campus, First State Oval, North eastern Tidewater, City of Seaford*

Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

"The City of Seaford, together with its elected and appointed officials in their individual and official capacities, its employees, volunteers, principals, agents, officers, directors, predecessors, successors, and assigns are named as an additional insured with respect to liability arising out of (name of event) to be held on (dates) of the event."

Additional endorsements that may be required:

- If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
- If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
- If the event involves the use of vehicles, the policy must include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).

☒ **Clarification of Applicant's Status**

Applicants/Organizations claiming tax-exempt, non-profit status must include a copy of their IRS tax exempt, non-profit determination letter to the application. *EIN # 41-3669327*

Applicant agrees to submit, upon request of the City of Seaford, any additional information required to evaluate this application and permit. Applicant certifies that all information contained herein and any other information submitted in support of this application and permit is true and correct to the best of their knowledge. Applicant agrees that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies, procedures and ordinances established by the City of Seaford or any conditions or restrictions imposed upon the permit by the Seaford Police Department or any other City Department is cause for revocation of the Special Event Permit. Applicant further agrees the permit may be revoked at any time by the Seaford Police Department, the Parks & Recreation Superintendent, or the City Manager (or designee). Applicant agrees to protect, defend, indemnify and hold the City of Seaford, its elected and appointed officials in their individual and official capacities, its employees, volunteers, principals, agents, officers, directors, predecessors, successors, and assigns (collectively, "City") harmless from any and all losses, damages, claims for damages, liability, suits, judgements, expense or cost arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, court costs and expert fees) of any nature whatsoever arising out of or attributed to issuance of the Special Event Permit herein identified or the authorization thereof regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct or the City.

Alice Adkins
Signature of Applicant

Alice Adkins
Printed Name

4/24/26
Date

Please complete a diagram of your event site. Use an 8½ x 11 in sheet of paper. Include the location of all event infrastructure elements, such as:

- ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves any impact on a City roadway or parking area, please complete **Attachment A**.
- ☐ Parking, accessible parking, drop-off and shuttle locations
- ☐ Fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If any use of City of Seaford equipment is needed, please complete **Attachment A**.
- ☐ Provision of minimum twenty foot (20') emergency access lanes on public/private streets throughout the event venue.
- ☐ First Aid facilities and ambulances.
- ☐ All stages, platforms, entertainment areas, scaffolding, bleachers, grandstands, canopies, tents, inflatables, mechanical rides, games, animals, demonstrations, children areas, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- ☐ Food concessions and cooking area including booth identification of all vendors cooking with flammable gases or barbecue grills.
- ☐ Generator locations and/or source of electricity.
- ☐ Parking areas for vehicles and/or trailers.
- ☐ Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- ☐ Identification of all event components that meet accessibility standards.
- ☐ Other operational event components not listed above.

If your event starts/ends at one or more locations and uses streets/trails elsewhere in Seaford (for example, a 5K run/walk that starts downtown and uses City streets), please submit a site plan that shows the start location, direction of pedestrian flow, and end location. Please include a written course description as well.

See attached below permit

The following is the policy of the City of Seaford on loaning equipment or property and providing services to organizations for Non-City sponsored events.

A responsible representative of the organization putting on the event must sign out any items borrowed. It is expected that all equipment borrowed will be returned in the same condition upon which it left. In the event that equipment is returned damaged in any way, the party that signed for the equipment will be responsible for replacing or repairing it. Equipment must be inspected by both the City and the borrower before the equipment is picked up and again when it is returned. It will be the responsibility of the borrower to provide the necessary volunteers to set up and break down all equipment. In addition, it will be the borrowers responsibility to both pick up and return the equipment (including loading and unloading.) Pick-up and delivery must be during a time that has been agreed to by both the City and the borrower, during the City's normal work day hours. If items are to be used for more than one day, it will be the responsibility of the borrower to provide the necessary security to ensure that equipment is not damaged or stolen. In the event that this occurs, it will again be the responsibility of the borrower to replace or repair that equipment. All events held in the City must provide their own event insurance. In the case where a portion of the event is taking place on City property, the City must be listed as an additional insured on the policy so that the City is held harmless of any liabilities.

Complete and return this form to Mike Bailey at least two weeks prior to the event. This is considered only as a "request" until reviewed and signed by a City representative. Items that are NOT available for use by groups other than the City of Seaford include: portable radios, generators, and City vehicles/machinery/tools.

Items that may be borrowed (subject to availability) are:

____ Barricades * TBD → will also be renting from Right-Way Flagging
____ Cones

*Indicate the number required beside each item.

____ Sound system - Sound system must be signed out by an individual who knows how to operate it.

Services that may be provided (subject to availability) by the City are as follows:

☒ YES ☐ NO **Electricity**

If electricity is needed, it will be the responsibility of the borrower to get the necessary information to Greg Brooke, Supt. of Electric, 302-629-9841, about the electrical requirements well in advance of the event. Depending upon the complexity of the needs, a fee may apply for bringing electric to the site.

☐ YES ☒ NO **Water**

Water may be provided depending upon the location of the event and the City's ability to access water nearby. Contact Berley Mears, Director of Public Works, 302-629-8307, for further information.

☒ YES ☐ NO **Police Protection/Security**

The Police will be notified of all events taking place in the City. Should it be determined that additional manpower is required for the Police to provide coverage of the event, the prevailing Special Duty fee may apply. Will get with Chief Craft or LT. Little

☒ YES ☐ NO **Street Closure**

Street closures must be coordinated and approved by the City Code, Public Works, Police and Fire Department. Contact Mike Bailey, 302-629-9173, for road closures and procedures.

Conwell to Market → will close market @ bridge, keep Front St. open (High St)

If your event is providing, distributing, selling, or dispensing alcoholic beverages, it may require a temporary alcohol permit, and if so, you will need to submit an application for a permit to the Delaware Office of Alcoholic Beverage Control Commissioner which can be reached at (302) 577- 5222.

Applications are available at: <http://date.delaware.gov/OABCC/forms-applications.shtml>

Check all that apply:

- ☐ Free Alcohol
- ☐ Alcohol Sales
- ☐ Free and Sale Alcohol
- ☐ Sampling of Alcohol
- ☐ Beer
- ☒ Beer and Wine
- ☐ Beer, Wine, and Distilled Spirits

** will provide a copy of approval from OABCC*

Note:

Do not need from DSA if Brimming Horn can provide tent @ Mt. Olivet w/ separate permit

Do you plan to secure a:

- ☒ Gathering License
- ☐ Extension of Premises License

Please describe your security plan to ensure the safe offering of alcohol at your event.

Area will be blocked off to drink in that area only. Check ID and not serve anyone that looks intoxicated. IN Mt. Olivet parking lot

If applying for a Gathering License, the following must be provided:

The Downtown Seaford Association

Organization Name

IRS 501(C)3#

Alice Adkins

443-786-3968

Name of contact at Organization

Phone

Alice Adkins / Chris Reachard / Ray Adkins

On-site Agent Responsible for Alcohol

How will attendees over the age of 21 be identified?

Checking ID and if they have their band or stamp already

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?

We will use colored bands or a stamp on their hand.

Please review the following Special Event Permit and sign off if all areas meet the City of Seaford's criteria. If you have any questions or comments, please leave them below or contact Katie at 629-6809 or khickey@seafordde.com.

Parks & Recreation Department	Approved by: _____	Date: _____
Comments: _____ _____		
Code Department	Approved by: _____	Date: _____
Comments: _____ _____		
Administrative Department	Approved by: _____	Date: _____
Comments: _____ _____		
Electric Department	Approved by: _____	Date: _____
Comments: _____ _____		
Public Works Department	Approved by: _____	Date: _____
Comments: _____ _____		
Economic Development/IT Department	Approved by: _____	Date: _____
Comments: _____ _____		
Fire Department	Approved by: _____	Date: _____
Comments: _____ _____		
Police Department	Approved by: _____	Date: _____
Comments: _____ _____		
City Manager	Approved by: _____	Date: _____
Comments: _____ _____		

Your EIN Details

EIN assigned	41-3669327
Legal name	THE DOWNTOWN SEAFORD ASSOCIATION
Name control	THED
Confirmation letter	This confirmation letter is your official IRS notice and contains important information regarding your EIN:

Summary of your information

Legal Structure

Organization Type	NON-PROFIT/TAX-EXEMPT ORGANIZATION
--------------------------	---

Non-Profit/Tax-Exempt Organization Information

Legal name	THE DOWNTOWN SEAFORD ASSOCIATION
County	SUSSEX
State/Territory	DE
Start date	September 2025

Addresses

250th Celebration 2026



- Need electric at Mt. Olivet - same as Riverfest stage
- If we sell alcohol at the event for concert in church parking lot it will be closed off separately with signage stating "No alcohol beyond this point"
- Vendors will stretch between N. Conwell St - Market St
- Fishing Tournament on the Riverwalk.
- Food Trucks will be in the church parking lot
- Possible Cornhole Tournament and Tug of war at the City Hall Grass Lot

DSA 250th Celebration - Alcohol Layout #1



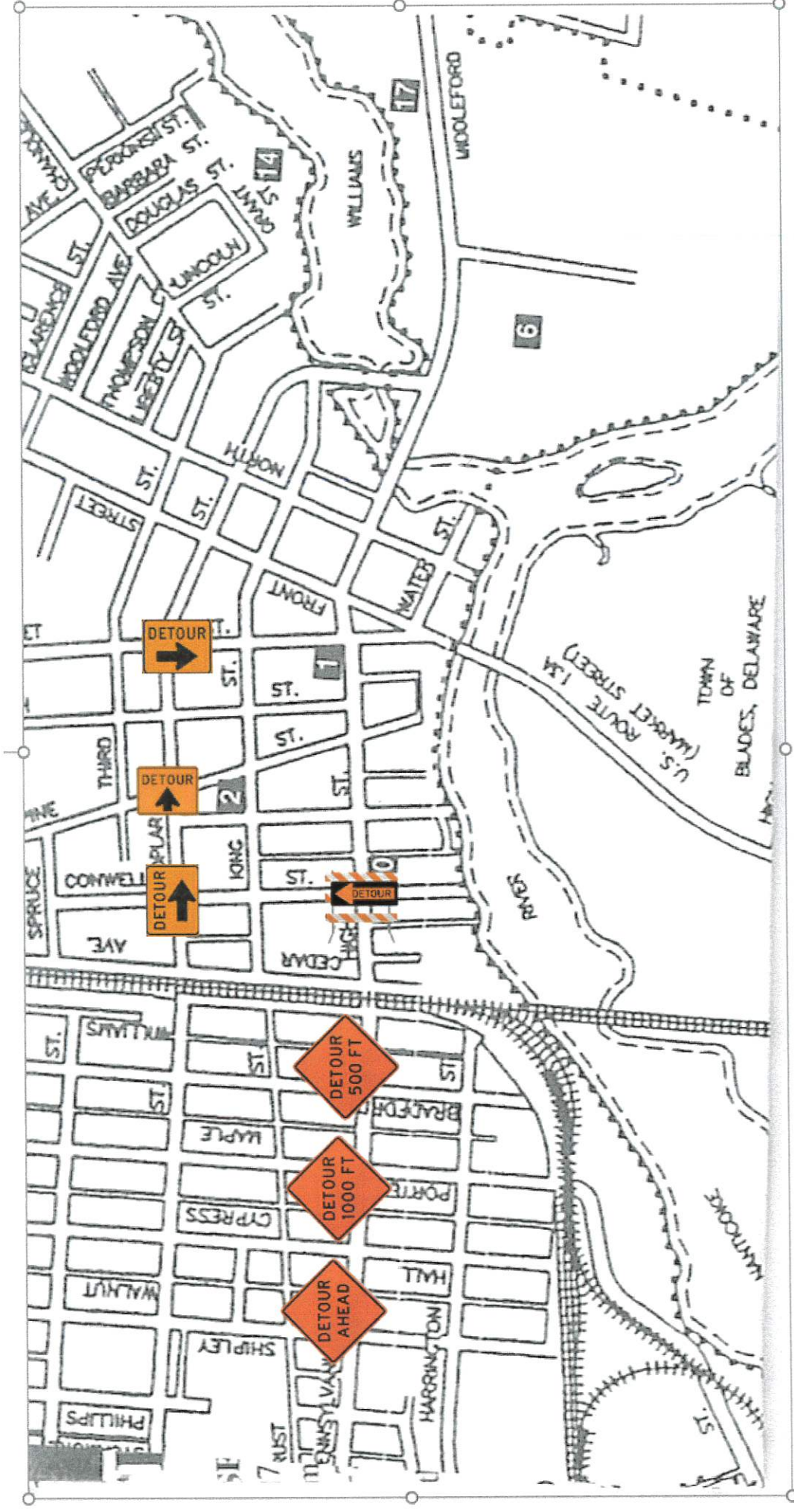
The sale of alcohol will be located in the small square to the left in the back of Procino-Wells, & Woodland law firm between 5pm - 9pm. People who choose to drink will be allowed to cross the road to the parking lot but will have to stay inside this vicinity. They cannot go beyond the parking spaces and cannot sit on the church steps. There barricades and signage of “no alcohol permitted beyond this point” will be posted in the area. DSA is working with Brimming Hord Meadery to be the supplier, but if they cannot, DSA will get a gathering license for this location.

DSA 250th Celebration - Alcohol Layout #2



The sale of alcohol will be located in the grass lot behind City Hall from 2pm - 6pm. A cornhole tournament & tug-of-war will be taking place in this location. People who choose to drink will be allowed to stay within the vicinity of the grass lot. They cannot go beyond the grass lot highlighted above. Signage of "no alcohol permitted beyond this point" will be posted in the area. DSA will get a gathering license for this location.

DSA 250th Celebration 07/18/26 Large Barricade Maps





Total Signs Required:

- 2 - 48 x 48, Detour Ahead sign with sign stand
- 2 - 48 x 48, Detour 1000 ft sign with sign stand
- 2 - 48 x 48, Detour 500 ft sign with sign stand
- 1 - 48 x 18 DETOUR Left Arrow sign on barricade
- 1 - 48 x 18 DETOUR Right Arrow sign on barricade
- 6 - Type 3 Barricades (2 for mounting signs)
- 2 - DETOUR Trailblazer Right Arrow signs
- 2 - DETOUR Trailblazer Left Arrow signs
- 2 - DETOUR Trailblazer Straight Arrow Signs

Beth Stewart

To: Trisha Newcomer
Subject: RE: 250 Banners & Flags

From: Alice Messick <amessick1239@gmail.com>
Sent: Friday, May 8, 2026 3:03 PM
To: Trisha Newcomer <TNewcomer@seafordde.com>
Subject: 250 Banners & Flags

Good afternoon Trisha,

The Downtown Seaford Association would like to present our 250 Banners and Flags that we have ordered and get permission to put them up downtown. We would like to put one banner at the beginning of High Street near City Hall and the other at the end of High Street . The 250 flags we would like to put two on each side somewhere in the middle of High Street.

--

Alice Adkin
President
The Downtown Seaford Association
(443) 786-3968



414 High Street | PO Box 1100
Seaford, DE 19973
302.629.9173 fax 302.629.9307
www.seafordde.com

H2H2
5/12/26

April 28, 2026

The Honorable Matthew MacCoy
Mayor
City of Seaford
414 High Street
Seaford, DE 19973

Dear Mayor MacCoy,

We, a Committee appointed by you on April 14, 2026 to investigate the possibility of annexing certain lands into the City of Seaford limits, would like to present the following report:

PETITIONER AND LOCATION OF LANDS:

Petitioner: ARKA Assets LTD.
3 Commerce Street
Harrington, DE 19952

Owner: ARKA Assets LTD.
3 Commerce Street
Harrington, DE 19952

Sussex County Tax Map Address: Parcel # 531-10.00-234.01
property located on the east side of Atlanta Road
approximately 125 feet north of William Ross
Lane
Seaford, DE 19973

Total Acreage: 18.68 +/-

REASON FOR ANNEXATION

The submitted annexation paperwork dated March 18, 2026 states that the property petitioner's reason for requesting annexation is to obtain City utilities and City policing.

STREETS AND ROADWAYS:

The Perfect Place to Start.

The property identified for annexation is located adjacent to Atlanta Road and is currently undeveloped farmland. The Department of Transportation must approve any new or revised entrances on the roadway listed above, as it is State maintained. Any proposed development has the potential of imposing additional traffic on the adjoining roads and intersections. Anyone planning to develop any project on this land is encouraged to contact the Delaware Department of Transportation prior to formulating their plans or purchases. The parcel proposed for annexation is shown on the attached Sussex County Tax Map. The City of Seaford does not expect to construct any new streets to accommodate development of this land.

STORM WATER DRAINAGE:

There is a municipal storm water system in close proximity to these lands. The City of Seaford has a stormwater facility in Atlanta Road south of the subject property. Any storm water management system to serve these lands will have to be designed by the developer and approved by the Sussex Conservation District office and the City Engineer if interconnection to a City facility is proposed. As in all projects, the regulations require the site to discharge the same quantity of storm water post-development as the property discharges pre-development. The prevailing regulations of the Sussex County Soil Conservation District will be imposed on this project.

ZONING:

The proposed area of annexation is zoned as listed:

TMP#: 531-10.00-234.01

Current Sussex County Zoning: Agricultural Residential AR-1

Requested City of Seaford Zoning: R-2 Medium Density Residential District.

The City of Seaford Council may have to zone the land through the City's Municipal Code following annexation, pending legal advice.

ELECTRIC:

Currently the subject parcel receives no electrical service. Upon annexation the City will amend its service territory agreement with Delmarva Power through the Public Service Commission to include the annexed lands. Any development after the amendment of that agreement would be serviced by the City of Seaford. Current City policy is to plan for effective growth by working out phasing plans with developers that accommodate development in the most cost-effective manner possible. All electrical design will be completed at the cost of the developer in accordance with City rules and regulations.

SEWER:

The City of Seaford currently has a gravity sewer main near the subject property. This facility services the Governors Grant development located south of the subject lands. The City of Seaford municipal sewer system is the only publicly owned system in the area. Once annexed these lands would be eligible to be tied into the municipal sewer system. The extension of sewer mains and the construction of lift stations (if required) are considered a part of the project development cost, and the owner should give careful review and consideration for sewer connections. Connection of any new buildings located on the site will be contingent on approved connection plans and available capacity of the wastewater treatment system. The City of

Seaford's wastewater treatment plant's capacity is 2.0 M gallons per day for secondary treatment and nutrient limitations; current average daily flows are approximately 1.4 MGD. The estimated daily flows from the site would have to be provided to the City. Planning of the service mains would have to be performed by the owner and approved by the City prior to any construction. The owner would be expected to pay all associated fees. The Building Official will develop a fee assessment for the project upon request with proper information provided.

The owners and/or developers should prepare professional engineering studies to confirm the cost of extending sewer collector mains, and if needed the installation of a sewage lift station on the basis of inadequate fall for gravity mains. The system should be studied from the point of discharge into the system to the point of treatment at the plant. All improved properties are expected to be served by the municipal sewer system within one year of annexation, or as soon as development occurs.

The City of Seaford's current practice is for the developer or owner to extend mains that are sized for the project needs. The City reserves the right to review plans and oversize mains and/or lift stations at their cost to extend sewer service to other areas they designate.

All final fees will be assessed and permits for connecting to the municipal sewer system will be issued by the City Building Official.

WATER:

The City of Seaford has an existing water main near the subject property. A 10" water main is located in Atlanta Road south of the of the property considered for annexation. The City's water supply is sufficient to support development. However, the necessary distribution system extension to include mains and the water tap(s) serving the facility would have to be provided by the developer. Planning of the service connections would have to be performed by the owner of the lands and approved by the City prior to any connection. The owner would be expected to pay all associated construction and connection fees.

EASEMENTS:

The owner will need to provide the City the necessary easements prior to acceptance of any streets, water mains, sewer mains, and electric installations (if applicable). The owner/developer of the property will also need to obtain any easements from the adjacent property to access the existing water and sewer mains located in the Governors Grant development. These should include a survey sealed by a licensed Delaware surveyor with a written legal description of lands being given. The easement document must stipulate that no permanent structures can be built within the easement area(s).

PROPERTY TAX:

The lands will be taxed based on the City assessment following the annexation. The assessment would be based on the value of the land and improvements as per City zoning. The current designated land use by the Sussex County Tax Assessment office is as follows:

TMP#: 531-10.00-234.01
Agricultural Residential AR-1

No real estate property taxes can be determined until City assessment occurs. The City hires a professional assessor to determine the value of assessment on lands. Therefore, staff cannot advise as to any potential tax billings for the subject lands. These will be based on improvements and land values that are subject to change per improvements and changes in zoning. The City's current real estate property tax rate is \$0.34 per \$100.00 of 100% assessment based on 2019 market values. There is an exemption for non-profit entities. A final review and approval must be granted by the Tax Assessor of the City of Seaford

COMPREHENSIVE PLANS REVIEW

The City of Seaford Comprehensive Plan

The Annexation Plan designates the subject property in the Town Center District. The Land Use Plan identifies the area that the subject property is located in as residential. The requested zonings of R-2 per City Zoning regulations would be consistent with the objectives of the plan.

Copies of the above referenced maps are attached hereto.

ADVANTAGES TO THE CITY:

These are not listed in any particular order of priority:

1. The City may benefit from an increased tax base.
2. There is the opportunity to provide utility services (electricity, water and sewer) to the parcel and spread the cost of service over a larger user base. It will allow the City to be positioned to serve additional lands adjacent but not in the City by the extension of the utilities to this property.
3. There is local control of development at the local municipal level by having authority over it; being able to implement the municipal codes to maintain the property based on complaints received.
4. This area would be served by the Municipal Police force, which will reduce property owner confusion and minimize dispatcher time (currently the area is serviced by the State Police, which is confusing to the property owners who have a Seaford address but are not within the City limits).
5. The governing body that will be the most impacted by the land use decisions will be making those decisions.
6. This is in keeping with Livable Delaware and minimizing sprawl.

DISADVANTAGES TO THE CITY:

These are not listed in any particular order of importance:

1. With continued growth, the City will have to expand personnel to provide all of the expected services.
2. The expansion may increase the operating and capital budgets. In addition, it will increase the area for City departments to serve.
3. Traffic may increase on area roads in the event that development of the property occurs.
4. If the property develops, accidents could increase without improvements to the adjoining roads and intersections. A traffic plan should be prepared if development is planned.

5. There will be an added number of requests to the City for reviews of plans, service extensions, Code, and Police services.

ADVANTAGES TO THE AREA PROPOSED FOR ANNEXATION:

This is not intended to be inclusive of all of the advantages, but to be a represented sampling of some of the advantages to the area proposed for annexation.

1. The area will receive all utility services from one owner so coordination of services will be less complicated.
2. They will be provided local police protection with anticipated shorter response time.
3. All permitting will be coordinated through the City.
4. Support will be provided in obtaining other agency permits.
5. Checklist will be provided for development.
6. The local government will do the zoning of the lands.
7. Snow removal on all City owned public streets, leaf and limb pickup at the curb, and maintenance, such as paving, pavement markings, etc., on the City streets will be provided by the City.
8. All complaints will be made to the City.
9. The property owners will receive local representation for concerns through the elected officials who have to live in the community.
10. They will benefit from the municipal water and sewer services, once extended by the owner.

DISADVANTAGES TO THE AREA PROPOSED FOR ANNEXATION:

1. They will have to adhere to local codes and ordinances, in building and maintaining facilities, which may be perceived as additional paperwork and more restrictive.
2. They will have only one vendor for utilities – water, sewer and electric.
3. They will have to adhere to more restrictive codes in placement of outside storage and appearance of property.

RECOMMENDATION:

The committee members unanimously agree to proceed with the proposed annexation process for this property. The committee members further recommend that the property be zoned R-2 Medium Density Residential District, in accordance with the City Zoning Ordinance upon annexation.

PUBLIC HEARING:

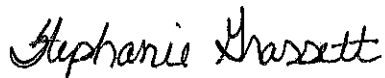
A Public Hearing will be held to fully explain what area is being proposed to be annexed into the City of Seaford. As part of the State of Delaware's Land Use Planning Act, the Plan of Services information was submitted to the State of Delaware Planning Office for all State agencies to review and submit comments to the City. The City received the attached letter of response from the Office of State Planning; that states they have accepted the completed Plan of Services for the proposed annexation.

DISCLAIMER:

The annexation committee reviews solely the annexation of lands into the territorial limits of the City of Seaford. They do not review projects for any endorsement as part of the annexation process. Any projects that may be presented for the land once they are annexed into the City of Seaford will follow the normal process for development, including Planning and Zoning and City Council Public Hearings to allow the public the opportunity to comment on the project proposal.

If you have any additional questions, feel free to contact me.

Respectfully Submitted,
THE CITY OF SEAFORD



Councilwoman Dr. Stephanie Grasset, Chairman



Councilman Dan Henderson

Councilman Alan Quillen





NB#3
5/17/26

May 7, 2026

Mr. Charles Anderson – City Manager
City of Seaford
414 High Street
Seaford, DE 19973

RE: Construction Bids Received for
City of Seaford
Proposed Parks and Recreation Office Building
320 Virginia Ave
Seaford, DE 19973

Dear Mr. Anderson,

On Wednesday May 6, 2026 3 bids for the construction of the proposed Parks and Recreation Office Building located at 320 Virginia Ave were received in Council Chambers and opened at 2 pm. A Bid Tabulation Sheet recording each bid is attached. The apparent low bidder is Mr. Steve Jackson, Green Diamond Builders, Inc., 24 Memorial Ave, Felton, DE 19943. Mr. Jackson's bid is in the amount of \$515,744.00. In addition, Mr. Jackson's bid included an amount of \$25,430.00 for Add Alternate #1 for providing a standing seam metal roof system in lieu of the specified asphalt shingle roofing system. Mr. Jackson's bid acknowledges the receipt of Addendum #1 and Addendum #2 and includes the required 5% bid bond.

Phone: 302-653-3550
Cell: 302-359-3313
bill@wbjarchitect.com
www.wmbylerarchitect.com

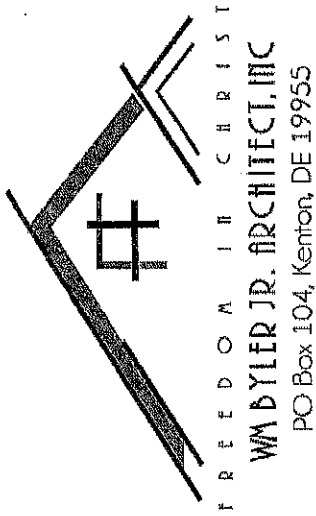
We know Mr. Jackson to be a reputable builder and are confident he will deliver a well-constructed Parks and Recreation Office Building. We recommend Mr. Jackson of Green Diamond Builders be selected as the contractor to construct this office building for the City of Seaford.

Thanks,

A handwritten signature in blue ink, reading "William Byler Jr." in a cursive style.

William Byler Jr. - Architect

Attch.



BID TABULATION SHEET FOR
CITY OF SEAFORD
NEW PARKS AND RECREATION OFFICE BUILDING
320 VIRGINIA AVE, SEAFORD, DE 19973

Contractor	Bid Amount	Contract Time	Time Bid Received	Bid Alternate #1	Addendum 1&2
East Coast Contracting	\$645,792.00	180 days	5/6/2016	\$36,000.00	yes
Delmarva Pole Buildings	\$750,670.00	180 days	5/6/2026	\$62,836.00	yes
Green Diamond Builders	\$515,744.00	180 days	5/6/2026	\$25,430.00	yes

Phone: 302-653-3550
 Cell: 302-359-3313
 bill@wbjarchitect.com
 www.wmbylerarchitect.com

Callaway Corporation, LLC	NO BID	180 days			
The Amish Tradesmen	NO BID	180 days			

MEMORANDUM

NB#4
5/12/26

TO: Charles Anderson, City Manager
FR: Katie Hickey, Superintendent of Parks & Recreation
RE: **2026 Portable Restrooms Bid**
DT: 5/7/26

The City received four (4) bids in response to our bid advertisement for the above-referenced project on May 6, 2026. Please see the tabulation of the bids received below:

Bidder	2026-2027 TOTAL	TOTAL 3-YEAR BID
Clean Delaware, LLC	\$34,245.00	\$128,415.00
Fogle's Environmental Svc, LLC	\$15,426.00	\$48,684.00
Arrow Sanitation	\$19,995.00	\$61,089.00
Sussex Sanitation	\$15,090.00	\$45,270.00

After review of the bid submissions, it is my recommendation that the bid be awarded to the apparent low bidder, Sussex Sanitation, in the amount of \$15,090.00.

This expenditure is less than the estimated budget for the FY27 Parks Sanitation.

Should you have any questions, please contact me.

Thank you,

Katie Hickey
Superintendent of Parks & Recreation