

MINUTES OF THE OF THE MAYOR AND COUNCIL
June 23, 2026
SEAFORD CITY HALL - 414 HIGH STREET

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

Staff Members Present:

Charles Anderson, City Manager
Trisha Newcomer, Director of Economic Development & Comm.
Relations
June Merritt, Director of Finance & HR
Mike Bailey-Building Official
Beth Stewart - Recording Secretary

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

Invocation

Invocation led by Councilman Quillen.

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

Mayor Matt MacCoy led those present, in the Pledge of Allegiance

Changes to the agenda for this meeting.

Mayor MacCoy solicited any changes to the Agenda; there were none.

Reminder of the Executive Session:

Negotiations.

Approval of the minutes of the regular meeting on June 9, 2026.

Councilwoman Grassett made a motion to approve the minutes of the regular meeting on June 9, 2026. Councilman Bradley seconded the motion. Mayor MacCoy asked for a vote; all present voted in favor.

PUBLIC COMMENT:

Mayor MacCoy inquired if there was anyone there for Public Comment.

Harry Brake of 911 Park Drive, Seaford, DE 19973, came forward and presented his concerns regarding the proposed amendment to Chapter 15 of the Municipal Code, Section 15.13.6 A.

Mayor MacCoy inquired if there were any additional requests for Public Comment; there were none.

CORRESPONDENCE:

There was no correspondence.

Mayor MacCoy called for a motion to close the Regular Council Meeting and open the Public Hearing.

Councilman Quillen made a motion to open the Public Hearing. Councilwoman Grassett seconded the motion; the motion so passed with all voting in favor.

Mayor MacCoy closed the Regular Meeting and opened the Public Hearing at 7:07 p.m.

PUBLIC HEARING:

- 1. Present a petition for annexation from ARKA Assets Limited for annexing TMP 531-10.00-234.01; located on the east side of Atlanta Road approximately 125 feet north of William Ross Lane, Seaford, DE 19973.**

Building Official, Mike Bailey came forward and presented the information for approval for the petition for annexation from ARKA Assets Limited for annexing TMP 531-10.00-234.01; located on the east side of Atlanta Road approximately 125 feet north of William Ross Lane, Seaford, DE 19973.

Mayor MacCoy solicited any questions from Council; Vice-Mayor Henderson reported that he is a member of the annexation committee and that he was in favor of this annexation that was recommended. Councilman Quillen reported that he was a member of the annexation committee as well.

Mayor MacCoy solicited any questions from Public; David Hagerty of 117 William Ross Lane, Seaford, Delaware came forward and inquired about the types of housing, the number of houses, the price range, the water runoff, the infrastructure, if the water, sewer, if the electric rates will go up because of this annexation and will there be any privacy for the residents on William Ross Lane. City Manager, Charles Anderson responded stating that this is the annexation of raw land, which is in our Comprehensive Plan. With R-2 zoning, the minimum lot size is 4500 square feet, so the maximum density is approximately 10 dwelling units per acre. He reported that they would have to fall into all of City's Codes and Ordinances, so when a plan for development is presented, it will come back through the Planning & Zoning process of review, Council review, and advertisement. Mr. Anderson reported that the questions that are presented can be further answered as engineering development occurs. He reported that what is being presented is just additional land to the City. Mr. Hagerty confirmed with Mr. Anderson that there would be 10 houses per acre and the total acreage is 18.68. Mr. Anderson confirmed with Mr. Hagerty the location of the annexed property. Mayor MacCoy solicited any further questions from the public; there were none.

- 2. Present an amendment to Chapter 15 of the Municipal Code of Seaford, Delaware by amending §15.13.6 A. that would revise the site coverage requirements and the building placement requirements.**

Building Official, Mike Bailey came forward and presented the information for approval for an amendment to Chapter 15 of the Municipal Code of Seaford, Delaware by amending §15.13.6 A. that would revise the site coverage requirements and the building placement requirements in the zoning code.

MINUTES

REGULAR MEETING OF THE MAYOR AND COUNCIL

June 23, 2026

Mayor MacCoy solicited any questions from Council; Councilwoman Grassetto inquired if this change makes it equal to any other R-1 restrictions. Mr. Bailey responded that this is just for the building separation.

Mayor MacCoy solicited any further questions from Council; there were none. Mayor MacCoy solicited any questions from the Public; there were none.

Mayor MacCoy called for a motion to close the Public Hearing and Re-Open the Regular Meeting.

Councilman Bradley made a motion to close the Public Hearing. Vice-Mayor Henderson seconded the motion; the motion so passed with all voting in favor

Mayor MacCoy then closed the Public Hearing portion of the meeting and reopened the regular meeting at 7:17 P.M.

NEW BUSINESS:

1. Charles Kistler, Executive Director of the HELP Initiative, will provide the Mayor and City Council with an update regarding Project Safe Neighborhood.

Melari Binet, Communications Coordinator with HELP Initiative, came forward and presented information regarding an update on Project Safe Neighborhood.

Mayor MacCoy solicited any questions from Council; Vice Mayor Henderson asked Ms. Binet what the goal is with this program. Ms. Binet responded that their goal is to get to everyone within the city to participate. Mayor MacCoy solicited any further questions from Council; there were none.

2. Chief of Police Marshall Craft and Lt. Walter Little to present findings of a traffic study conducted in the area of Oak Road and Dulaney Street and present a recommendation for traffic calming measures to address documented traffic and speeding issues.

Chief of Police Marshall Craft came forward and introduced Patrol Lieutenant W. Russell Little. Lt. Little presented the findings from the traffic study conducted in the area of Oak Road and Dulaney Street. Chief Craft came forward and presented recommendations to address documented traffic and speeding issues.

Mayor MacCoy solicited any questions from Council; Vice Mayor Henderson reported that he felt it should be noted that crash dates were reduced from 2024/2025 to 2026 and that correlates with the time frame when speed limits were reduced through that area on Stein Highway. He reported that with more enforcement, there will be more control of the flow of traffic. He felt most of the accidents that are occurring at Chapel Branch Road are because of people speeding to get out of town. Councilwoman Grassetto reported that she did meet with the Fire Chief on Monday and went over this proposal. She reported that the Fire Chief is well aware of what will happen if gates do get placed, the changes in case of any emergencies in the area and what they will need to do to gain access to the gate during emergencies. Chief Craft reported that First Responders, Fire Police, EMS, City

Officials will all be able to access the gates. City Manager, Charles Anderson reported that lighting will be placed above the gates. Mayor MacCoy questioned the verbiage of the Motion. Vice-Mayor Henderson reported that there is a preferred recommendation and an alternative recommendation. City Manager, Charles Anderson reported that if the gates are the direction council approves, then it could be added into the Motion.

Mayor MacCoy solicited any questions from Council; there were none. Mayor MacCoy then called for a motion. Councilwoman Grassett made a motion to accept the recommendation of Chief of Police Marshall Craft and Lt. Walter Little to implement traffic calming measures in the area of Oak Road and Dulaney Street to address the documented traffic and speeding issues as presented. Those measures would include gates, should the Delaware Department of Elections decline to install and access those control measures in their two streets, then the City of Seaford would look at installing those gates at all three streets and the gate would prohibit public vehicular traffic while allowing access for emergency vehicles. Councilman Quillen seconded the motion; the motion so passed with all voting in favor.

3. June Merritt, Director of Finance, to present for approval financing quotes for vehicle purchases during the FY26 budget.

June Merritt, Director of Finance, came forward and presented the information for approval of financing quotes for vehicle purchases during the FY26 budget.

Mayor MacCoy solicited any questions from Council; Councilman Bradley reported that he commended Jack Riddle with Community Bank of Delaware for really trying to help the city as much as he can.

Mayor MacCoy solicited any questions from Council; there were none. Mayor MacCoy then called for a motion. Vice-Mayor Henderson made a motion to award the financing for vehicle purchases during the FY26 budget to Community Bank of Delaware for a 5-year fixed rate of 3.63% as presented. Vice-Mayor Henderson confirmed with Ms. Merritt that this will be executed prior to end of FY26. Councilman Bradley seconded the motion; the motion so passed with all voting in favor.

4. Present for approval Ordinance 2026 A-1 that would annex SCTMP 531-10.00-234.01; located on the east side of Atlanta Road, approximately 125 feet north of William Ross Lane, Seaford, DE 19973, owned by ARKA Assets Limited.

City Manager, Charles Anderson presented the information to approve the Ordinance 2026 A-1 that would annex SCTMP 531-10.00-234.01, located on the east side of Atlanta Road, approximately 125 feet north of William Ross Lane, Seaford, DE 19973, owned by ARKA Assets Limited.

Mayor MacCoy solicited any questions from Council; Councilman Quillen reported that he was on the annexation committee and he felt that the owner of the property wanted to do an R-3 zoning on this property because he was convinced that Council would not approve, but he felt an R-2 would be a better choice for the area. Mayor MacCoy solicited any further questions from Council; there were none. Mayor MacCoy called for a motion. Vice-Mayor Henderson made a Motion to approve Ordinance 2026-A1 that would annex SCTMP 531-10.00-234.01; located on the east side of Atlanta Road approximately 125 feet north of William Ross Lane, Seaford, DE 19973, owned by ARKA Assets

Limited as presented. Councilman Quillen seconded the motion; the motion so passed with all voting in favor.

Mayor MacCoy then asked for a roll call vote:
Vice-Mayor Henderson voted yes based on the benefits presented in the annexation committee meeting and presented before Council;
Councilwoman Grassett voted yes based on the information provided;
Councilman Quillen voted yes based on the information provided;
Councilman Bradley voted yes based the information provided;
The motion so passed.

OLD BUSINESS:

1. Present for a second reading amendments to Chapter 15 of the Municipal Zoning Code that would amend section 15.13.6 that would revise the site coverage requirements and the building placement requirements.

City Manager, Charles Anderson presented the second reading for amendments to Chapter 15 of the Municipal Zoning Code that would amend section 15.13.6 that would revise the site coverage requirements and the building placement requirements.

Mayor MacCoy solicited any questions from Council; Councilman Quillen expressed that the residents in Heritage Village and Atlanta Estates have concerns with this land being developed and he felt what everyone needs to realize is that currently this is an R-3 zone and with the amendment the developer would be able to build something that meets the expectations of the developments surrounding the property. Councilwoman Grassett reported that she felt that this change would give the opportunity to treat this category differently than apartment complexes or larger buildings which require 25 feet apart. This will put it more in line with the residential in the city and the distances between homes. Vice-Mayor Henderson read into the record that Delaware is facing a significant ongoing shortage of housing. Seaford is among the many municipalities affected by this shortage. We should adopt measures to strengthen our commitment to providing housing within our city limits with modernizing our existing zoning ordinances. The proposed amendments to the Seaford's zoning code Chapter 15.13.6A regarding internal design flexibility such as trading building footprint for paved areas are designed to keep total site coverage at a strict 35% cap. Because building density, permitter landscaping, and overall setback requirements remain unchanged, the updates are structured to ensure that adjacent properties outside city limits are protected. With any localized engineering or storm water variations managed directly on site through standard municipal civil design reviews.

Mayor MacCoy then called for a motion. Vice-Mayor Henderson made a Motion to approve the amendments to Chapter 15 of the Municipal Zoning Code that would amend section 15.13.6 that would revise the site coverage requirements and the building placement requirements as presented. Councilwoman Grassett seconded the motion; the motion so passed with all voting in favor.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. Movie Night in the Park, featuring Pixar's "Elio", June 26th, 8:30 p.m. at the grass lot behind City Hall.

2. City offices and Utility Divisions will be closed on July 3, 2026, in observance of the Independence Holiday.
3. Trisha Newcomer, Director of Economic Development and Community Relations will be the Acting City Manager from June 27 – July 5, 2026.

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

Police & Fire- Councilwoman Stephanie Grassett
Code, Parks and Recreation - Councilman Dan Henderson
Administration - Councilman Orlando Holland (read by Councilman Henderson)
Electric - Councilman Mike Bradley
Public Works & WWTF - Councilman Alan Quillen

Mayor MacCoy presented that the City of Seaford will be having the opening ceremony of the Time Capsule on Tuesday, July 7, 2026, at 6:00 p.m. on the front steps of the City Hall.

Mayor MacCoy gave a shout out to the Police Foundation for the Trevor Young Day event that they had on Saturday, July 20, 2026.

Mayor MacCoy reported that Friday, July 24, 2026, at 1:00 p.m., the City of Seaford will be honoring Jim Bowden Day.

Mayor MacCoy thanked residents for attending the Council meeting this evening and voicing their opinions. He thanked Council members for being out in the community, engaging in the conversations, and asking the questions on all topics, specifically on tonight's topic.

Mayor MacCoy called for a motion to close the Regular Council Meeting and hold an Executive Session for the purpose of discussing Negotiations.

Councilman Quillen made a motion to hold an Executive Session for the purpose of discussing negotiations. Councilman Bradley seconded the motion; the motion so passed with all voting in favor.

The Regular Council Meeting closed at 8:32 p.m.

Mayor MacCoy reopened the Regular Council Meeting at 9:18 p.m.

Mayor MacCoy then called for a motion to adjourn the Regular Council Meeting. Councilman Bradley made a motion to adjourn the Regular Council Meeting. Councilwoman Grassett seconded the motion; the motion so passed with all voting in favor.

The meeting was adjourned at 9:18 p.m.

Charles D. Anderson, City Manager
/bs

Approved by Council: July 14, 2026



**Seaford Volunteer Fire Department
Fire Station 87
Seaford, Delaware
Fire Chief's Report**

To: City of Seaford City Council
From: Fire Chief Matthew Read
Date: June 22th, 2026
RE: **Bi-monthly Fire Department Operational Report**

Fire Statistics

Month / Year	Calls to date	Call per day
YTD 2026	665	3.84
June 2026	77	3.5

EMS Statistics

Month / Year	Calls to date	Call per day
YTD 2026	2,317	13.4
June 2026	286	13.0

Total Department Responses

Year	Calls to date	Call per day
Total 2026	2,982	17.23

Significant Incidents

- 05/28/2026 – Kitchen Fire – 9096 Riverside Dr
- 05/29/2026 – Building Fire – 22812 Sussex Hwy – Ihop
- 06/03/2026 – Electrical Fire – 24068 Middlecord Cir
- 06/06/2026 – Building Fire – 8534 Concord Rd
- 06/09/2026 – Building Fire – 4215 Horseshoe Rd
- 06/11/2026 – Drowning – 9651 Middleford Rd
- 06/11/2026 – Chimney Fire – 118 Park Ave
- 06/13/2026 – Appliance Fire – 24728 German Rd
- 06/18/2026 – MVC Entrapment – 23395 Sussex Hwy

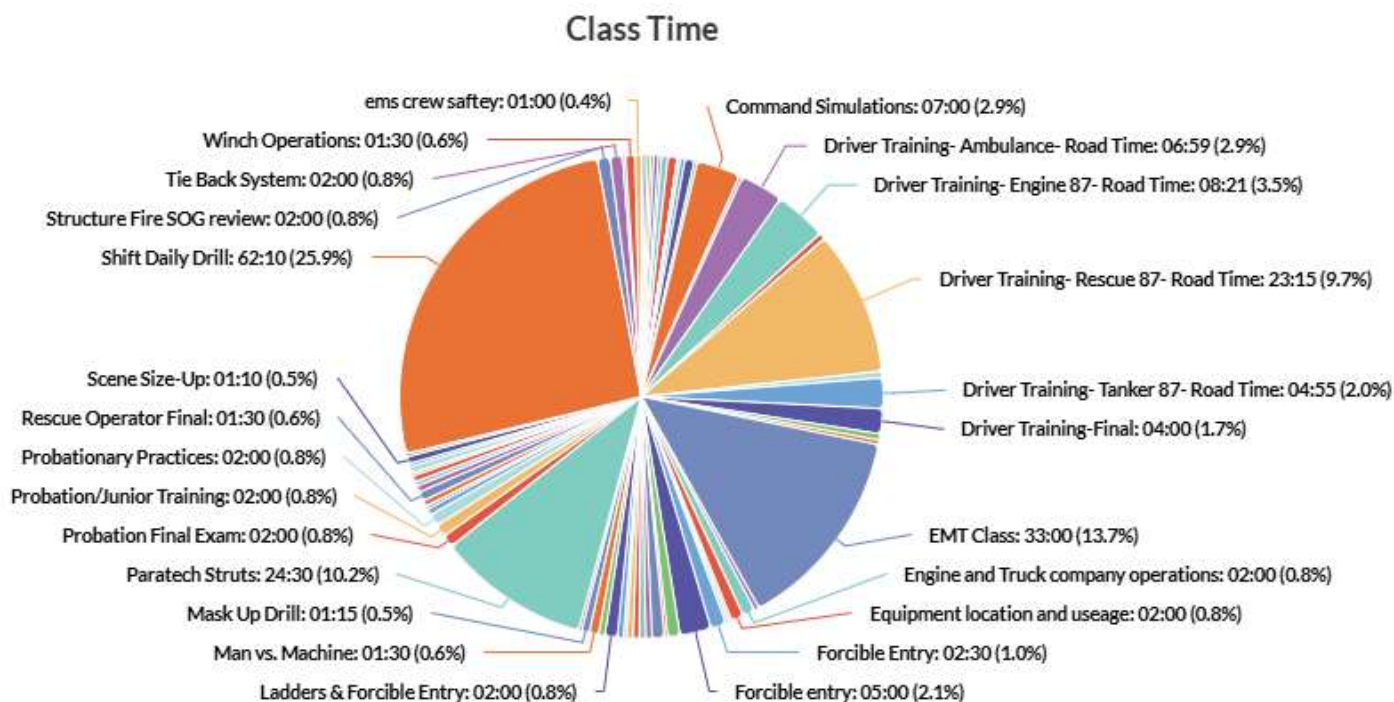
- 06/19/2026 – MVC Entrapment – Old Furnace Road
- 06/19/2026 – MVC Flyout – Old Furnace/Cokesbury Road

Apparatus Status

- E872 remains in reserve
- A87 oos at Frederick Ford for transmission issue

Training

- **Last Training:** Wednesday, May 20th – Boat Operations
- **Next Training:** Wednesday, June 17th – Driver Requalification



Career Services

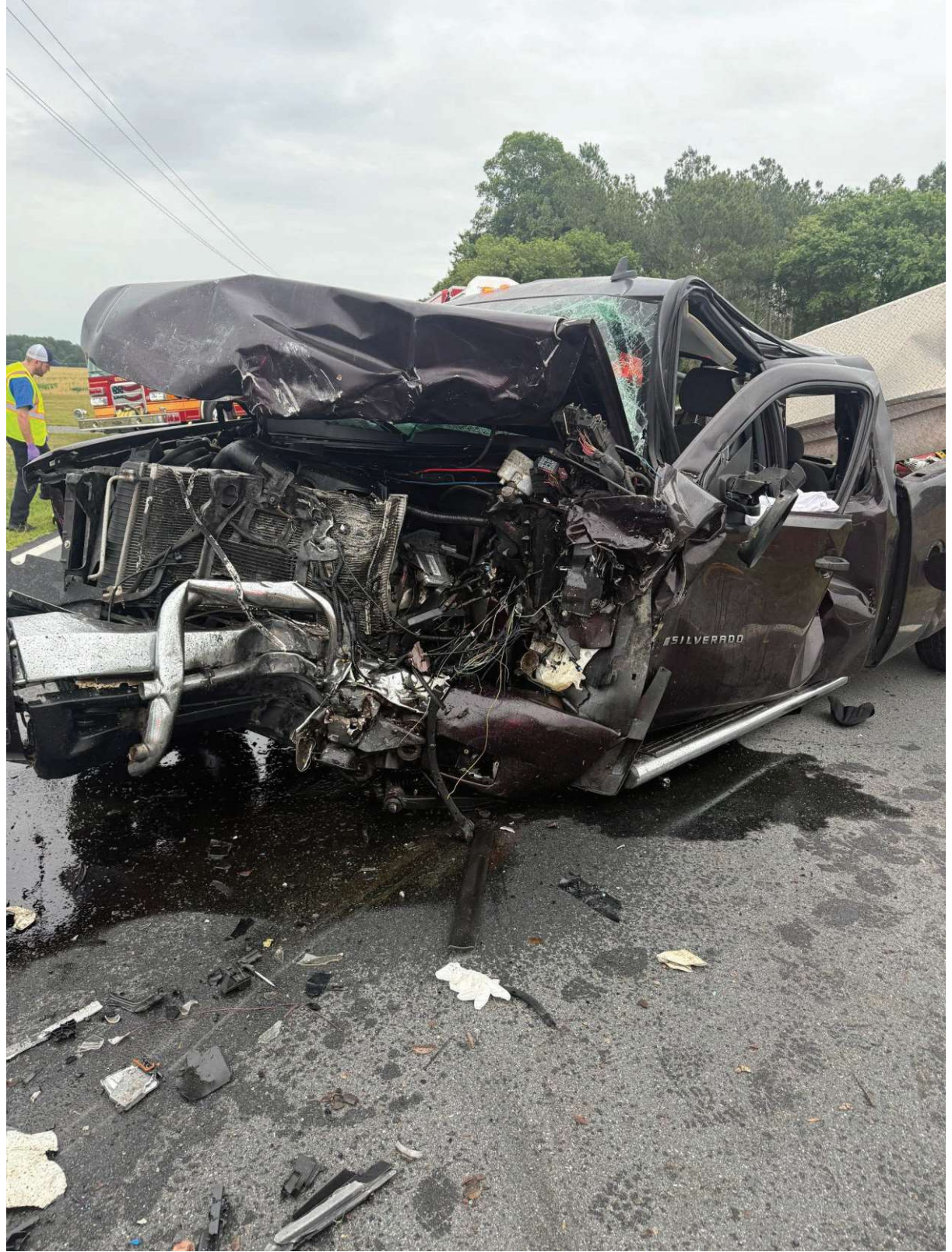
- Part-time employee Tyler Hudson beginning FTO. Two more candidates are in the process to be hired part-time
- Working with a third party company called N-Sure to audit our EMS billing to make sure we are receiving all money available from insurance companies

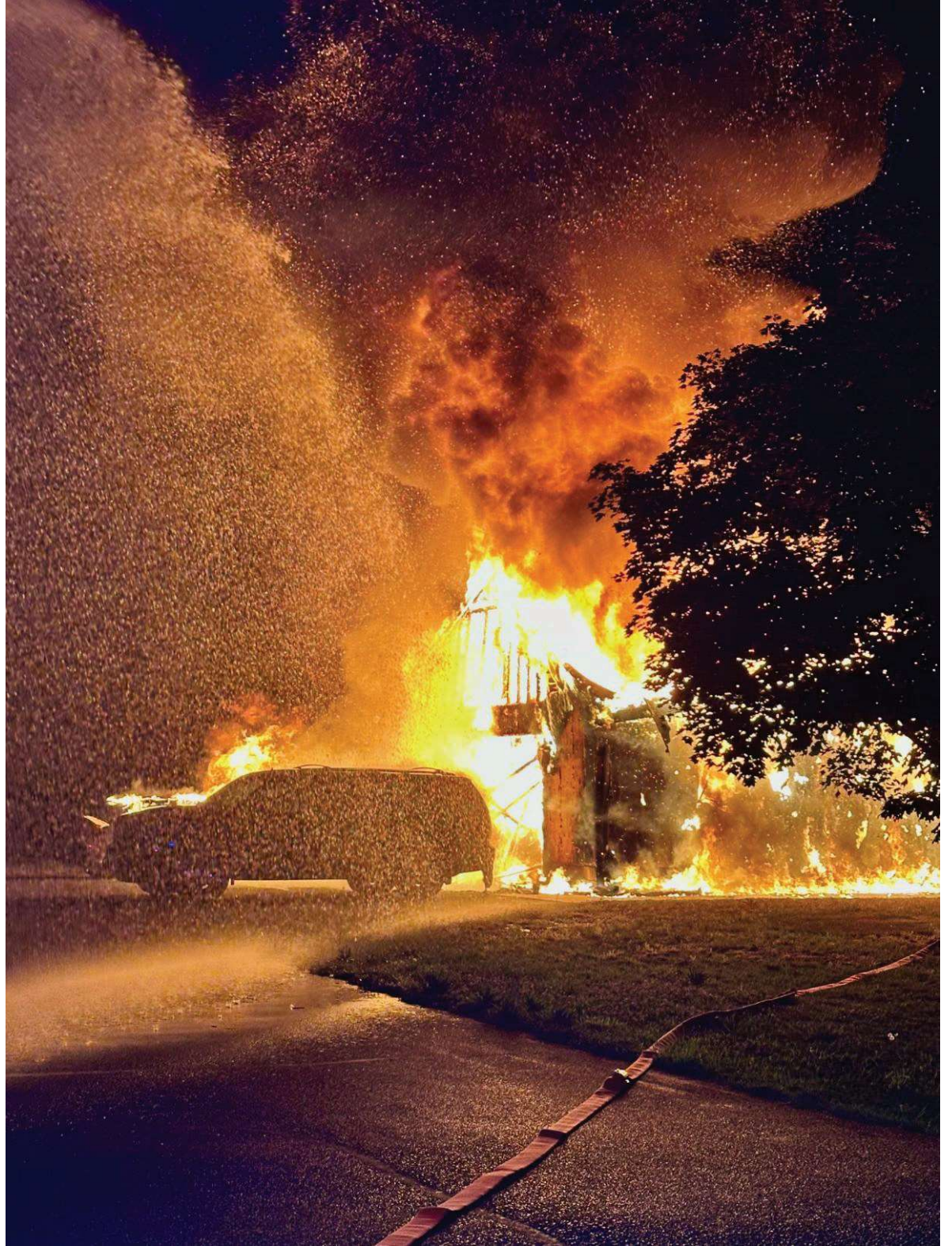
News and Events

- Attended career day June 3rd at the High School
- June 5th attended water day at Central Elementary School
- June 12th attended party in the park at Soroptimist
- June 15th Easter Seals did a tour of the firehouse.
- New engine 873 is in service. Will be bringing it to a council meeting in the near future.
- New ambulance that was ordered in 2024 has hit production. Should be completed in early July.
- Department is investigating expansion of our building on Atlanta Road. We are out of space at the firehouse and need additional room for storage. Expanding on Atlanta road is one of a couple options we're considering.











SEAFORD POLICE DEPARTMENT

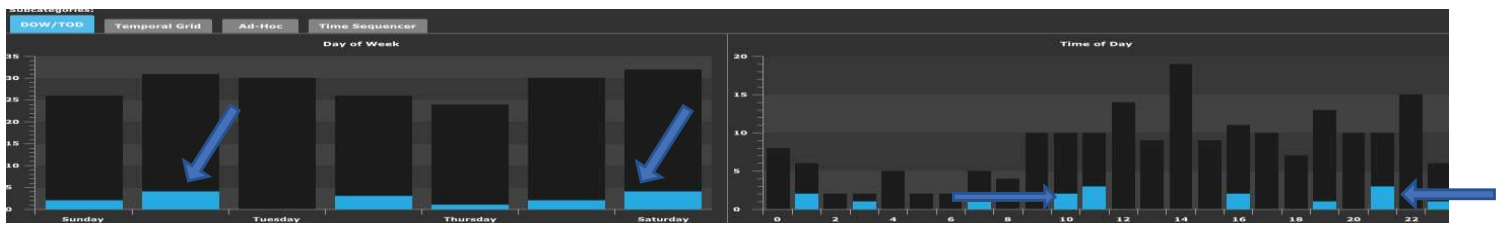
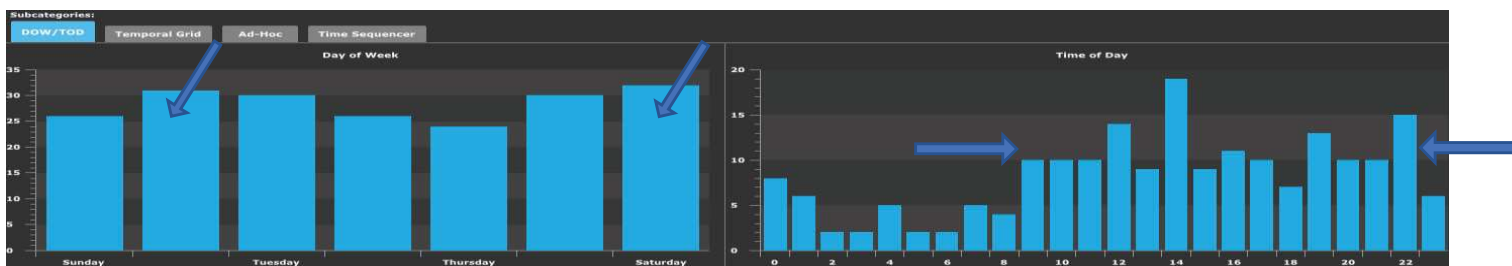
300 Virginia Avenue
Seaford, Delaware 19973



TO: City Manager Charles Anderson; Police Commissioner Dan Henderson
FROM: Chief Marshall Craft
RE: Liaison Report
DATE: June 22, 2026 (Friday, June 08, 2026 – Sunday, June 21, 2026)

INCIDENTS	2026	2025	2024	2023	2022
TOTAL COMPLAINTS	5,315	11,468	12,552	11,112	9,593
All crimes	2,343	4,708	5,559	5,010	6,164
Homicide	0	2	0	1	0
Robbery	2	8	15	24	8
Sex Crimes	10	35	22	25	18
Burglary	21 (13 Burg/8 TFV)	67 (33 Burg/34 TFV)	57 (24 Burg/33 TFV)	122 (58 Burg/64 TFV)	197
Drug Crimes	175	241	481	285	444
Overdose	8	18	32	43	31
All Traffic (E-Tickets)	3,019 (1,697)	6,136 (3,504)	7,527 (3,422)	6,579 (1,898)	8,168 (2,105)
All DUI	33	82	102	72	79
All Crashes	336	651	741	684	656
False Alarms	208	371	373	343	546

- All crimes: **199** (defendants: **9** adults & **0** juveniles)
 - Felony: **9**
 - Misdemeanor: **26**
 - Violations: **11**
 - Civil: **0**
 - Other: **153**
- 91% Clearance Rate** (overall = **10** PA and **7** PI) Mon & Sat from 0900-2200 (See Crime Chart below)



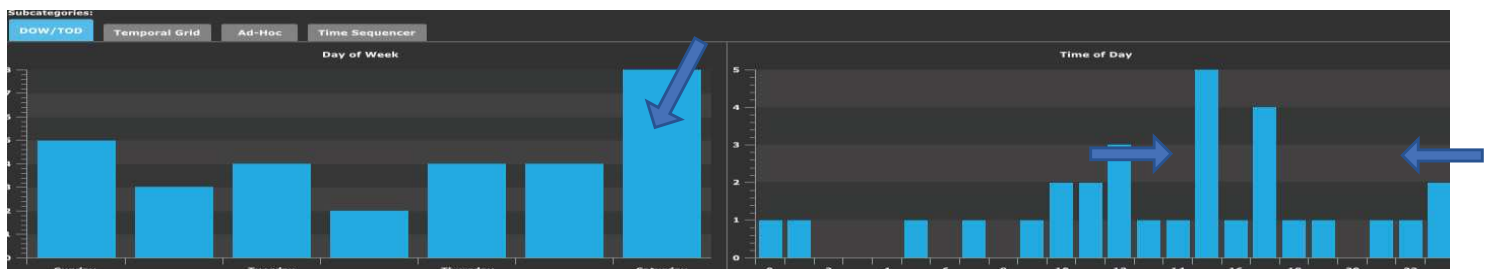
Additional Crime Data below: There were **16** complaints, including Assault, Agg Assault, Fraud, Larceny, Rape, and Robbery: (**7** Felonies and **9** Misdemeanors); excluding shoplifting: (**67% clearance rate**): **3** PA, **2** PI, **4** A/A, **0** J/A, **5** E/C, and **2** U/F. Most incidents occurred on Mon & Sat from 1000 to 2100.

Drug Complaints:

- Drug Crimes: 9
 - Adult Arrest: 8
 - Juvenile Arrest: 0
 - Unfounded: 0
 - Pending Active: 0
 - Pending Inactive: 0
 - Prosecution declined: 1
- Search Warrant(s): 0
- Seized Firearms: 0
- Money Seized: 0
- Overdose: 1 (Motel 6)

Traffic:

- Contacts/Citations: **251** traffic contacts resulting in **120** citations and **18** warnings
- DUI: **1** (Alcohol/drug-related) - 1 crash-related
- Crashes: **30**
 - Fatal: 0
 - Injury: 2 (Sussex Hwy & Norman Eskridge Hwy. and Tharp Rd & Sussex Hwy)
 - Non-Reportable: 7
 - Reportable: 21
 - **Additional Information:**
 - Hit & Run: 8 (7) Private Property parking lots; (1) Front St & Federal St
 - Bicycle: 0
 - Motorcycle/Scooter: 0
 - Pedestrian: 1 (Service General Parking lot)
 - School Bus: 0
 - Alcohol/drug-related crash: 1
 - Incidents: Saturday from 1000-1700 – primary cause: *driver inattention* (See Crash chart below)



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

Summary Report:

**06/16/26 | Two Arrested Following Dispute Involving BB and Airsoft Guns | 200 Block of East Spruce Street
Complaint #71-26-5100**

Officers responded to a reported domestic disturbance and discovered that two individuals had engaged in a dispute over personal property that escalated into both parties shooting each other with a BB gun and an airsoft rifle. Both subjects sustained minor injuries and were arrested and charged with Assault Second Degree.

**06/17/26 | Armed Assault at Motel Leaves Victim Seriously Injured | Sunrise Motel
Complaint #71-26-5142**

Officers responded to a report of a disturbance and a child crying at the Sunrise Motel. The investigation revealed that a male suspect forcibly entered a motel room while armed with a handgun and violently assaulted another male occupant. The victim sustained serious injuries requiring hospitalization and was later transferred to a trauma center. Officers recovered a loaded handgun with an obliterated serial number and arrested the suspect on multiple felony charges, including Assault First Degree and Possession of a Firearm During the Commission of a Felony.

**06/19/26 | Shoplifting Incident Under Investigation | Ocean State Job Lot
Complaint #71-26-5225**

A suspect stole a window air conditioning unit from Ocean State Job Lot and fled the area on foot. The theft was reported approximately 30 minutes after it occurred, limiting the ability to locate the suspect immediately. Detectives are reviewing the incident due to similarities with a prior theft involving the same business.

**06/19/26 | Seaford Officers Assist with Burglary in Progress in Blades | East High Street, Blades
Complaint #71-26-5231**

Seaford Police officers assisted the Delaware State Police with a reported burglary in progress at a vacant residence in Blades. Officers arrived first on scene, detained two individuals exiting the residence, secured the property, and subsequently turned the investigation over to the Delaware State Police.

**06/20/26 | Impaired Driver Arrested Following Vehicle Pursuit and Multiple Crashes | Herring Run Road / Ross Station Road Area
Complaint #71-26-5247**

An officer attempted to stop a vehicle displaying fictitious registration when the driver fled at a high rate of speed, disregarding multiple traffic control devices. The vehicle left the roadway, struck a railroad embankment, crossed railroad tracks, and ultimately crashed into a ditch. The driver was apprehended at the scene and charged with numerous offenses, including Driving Under the Influence, Disregarding a Police Officer's Signal, and Possession of a Large-Capacity Magazine During the Commission of a Felony.

**06/21/26 | Burglary and Threatening Incident Leads to Felony Warrants | Chandler Heights Apartments
Complaint #71-26-5305**

Officers responded to a report that a male subject unlawfully entered an apartment where he was prohibited from being present under an active no-contact order. The suspect fled before officers arrived and had allegedly made threatening statements prior to the incident. Warrants are being sought for Burglary, Breach of Release, and Terroristic Threatening.

Admin:

- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 06/08/26: Strategic Operations Planning Meeting - Criminal Lt.
- 06/09/26: Four Police Recruit officers sworn in – Department personnel
- 06/09/26: Table Top Exercise - City of Seaford & County at County EOC building - Chief and D. Chief
- 06/09/26: Introduction of four police recruits to Mayor & Council - Chief
- 06/10/26: Seaford House Meeting - Chief, D. Chief, Criminal Lt. CID Sgt.
- 06/11/26: Delmarva Regional Law Enforcement Forum (DE, MD, VA), Salisbury, MD Civic Center - Chief
- 06/16/26: Sussex County Chiefs’ Meeting - Chief
- 06/16/26: Police Applicant Interviews at City Hall - Chief, Admin Lt., Staff Sgt, and City Manager
- 06/17/26: POSDC reporting requirements workshop – Chief and D. Chief
- 06/18/26: PCAAB Quarterly Meeting - Chief and D. Chief

Community Events:

- “Food On” Program in partnership with the HELP Initiative - SPD Officers
- 06/08/26: 8th Grade Graduation - (4) Patrol Officers
- 06/11/26: Special Olympics Torch Run - Patrol officers and Detectives
- 06/12/26: Hope Church Family Fun Soroptimist Park – Lt. Horn

Training/Other:

- SPEAR Team Training (ongoing) twice / month - Team Members
- 06/08/26 – 06/12/26: FBI LEEDA Course - Sgt. Palm and Sgt. Hare
- 06/08/26 & 06/09/26: Instructed an FTO orientation - Det. Wilson
- 06/17/26 & 06/18/26: Red Dot Firearms instruction - patrol officers/detectives

Total Criminal Arrests:

Arrests YTD	2026 Total	2026 Adult	2026 Juv	2025 Total	2025 Adult	2025 Juv	2024 Total	2024 Adult	2024 Juv	2023 Total	2023 Adult	2023 Juv	2022 Total	2022 Adult	2022 Juv
Total	219	196	23	507	472	35	720	642	78	523	455	68	630	571	59

Parks & Recreation
Council Liaison Report
for 6/22/26 Council Meeting

Accomplished week of 6/8

Parks – Completed 8 work orders (21 total so far this year) *see pictures from largest work order
Parks – Completed tree pruning at the Sports Complex
Parks – Completed routine grass cutting and continued working on irrigation at Sports Complex
Parks – Corey Higdon, seasonal employee, started on 6/8 – working out well so far
Rec. – Held playoffs for Men’s Slow Pitch – rained out on 6/10 – makeup week of 6/15, championship still scheduled for 6/16
Rec. – Have 19 kids registered for Youth Pickleball – clinic held June 16, 18, 21, & 23
Parks&Rec. – Worked on coordinating flaggers for Sussex Conservation bio pond project – working also with Public Works
Parks&Rec. – Worked with June Merritt and Edmunds on new registration and payment processing system prior to open of Fall Sports
Parks&Rec. – Attended the monthly Seaford Tomorrow meeting on 6/8 and city Council meeting on 6/9

Accomplished week of 6/15

Parks – Replaced wire connectors at sports complex irrigation – continuing maintenance repairs
Parks – Worked on spreading Bermuda seed and sand in spots on football field in preparation for upcoming Fall flag football season
Parks – Completed routine mowing and trimmed trees at the City Hall grass lot
Rec. – Held championships for Men’s Spring Slow Pitch League – congratulations to the Bucks! *see photo
Rec. – Held the first week of Youth Pickleball with a total of 21 participants
Rec. – Opened up registration for youth flag football (35 so far) and youth soccer (30 so far)
Parks&Rec. – Worked on making revisions and assisting participants with new online Recreation registration
Parks&Rec. – Received draft drawings and revisions to project at East Riverwalk – waiting on final drawings & proposal
Parks&Rec. – Attended and assisted Seaford Tomorrow with their Friday Night Live event on 6/19

Parks & Recreation Highlights 6/8 – 6/19

PARKS:

- Completed 21 grass cutting work orders so far this season
- Worked on irrigation maintenance at the Sports Complex – replaced wire connectors and found 1 bad line to be replaced
- Completed routine grass cutting and preparations for Men's Slow Pitch league and Seaford Tomorrow's Friday Night Live event on 6/19
- Second seasonal employee, Corey Higdon, began on 6/8 and is working out well so far

RECREATION:

- Completed playoffs and championship for Men's Slow Pitch League – congratulations to the Bucks
- Held first week of our Youth Pickleball Clinic with 21 participants
- Opened registration for Youth Flag Football (35 so far) and Youth Soccer (30 so far) – began working on finding coaches for both programs

SUPERINTENDENT:

- Worked with Public Works and Sussex Conservation on flagging efforts for the Bio Pond Renovation project
- Worked with the Director of Finance and participants to assist with registering on the new Recreation software, made a few revisions
- Received draft drawings and revisions for the project at East Riverwalk – waiting on final drawings and proposal
- Assisted Seaford Tomorrow's monthly meeting on 6/8 and assisted with their Friday Night Live event on 6/19

6/18/2026

Code Department Report

- Issuing permits (138 in 2026)
- Rental Licenses (1,861 Units)
- 2026 Rental inspections are being scheduled and completed.
- Doing routine inspections for on-going projects
- Doing violation inspections throughout City
- Performing plan reviews for new permits

Helpful Code Facts!

Chapter 10 – Rubbish

§10.1.2 Containers, location

All garbage and refuse shall be bagged and placed in containers with tight fitting lids. (Per State law recycling shall not be bagged.) Containers shall be placed at the curb no more than 12 hours prior to the scheduled collection day. Containers shall be removed from the curb and placed next to the house before midnight on the collection day. No containers shall be placed on a sidewalk or public right of way.

Large project status's

- **Mearfield 1 Phase 4** –17 Lots remain in phase 4. GMB reinspected phase 3 prior to dedication, and few items remaining for repair. Ryan homes has completed construction of a new model home.
- **BelleAyre Single Family** –Danfield Dr – GMB scheduled to do the pre-dedication inspection.
- **Nylon Capital** –Permits issued for the front building shell spaces. Fitout for “The Mill” has started. Deltech final inspection scheduled for this week. Tidal Health building construction progressing. Contractor is paving around the Mill.
- **Modwash** – Now Open!
- **Governors Grant Phase 4** – DR Horton has several homes under construction. Contractor making final water tie-in to BelleAyre on Monday.
- **Aldi** – Building is up. Sewer connected. Billboard relocation details being finalized.
- **Cookout** – Building plans are being finalized for permit submission.
- **Seaford Inn** –Final plans submitted and being reviewed. Waiting for Fire Marshal approval.



Administration, Economic Development/Community Relations & IT Liaison Report June 8, 2026 – June 19, 2026

City Manager Charles Anderson

MEETINGS:

- Participated in a meeting with Tri-State Partners regarding Jay's Nest drainage design and project timeline.
- Attended the DEMEC Board Meeting and Executive Committee meeting.
- Attended the Construction Coordination meeting.
- Reviewed vendor invoices for FY26 related to first aid services.
- Met with Contractor building Aldi's regarding escrow funding estimate.

OTHER WORK:

- Attended the recruit swearing in at the police Department.
- Participated in an Emergency preparedness exercise at the Sussex County EOC.
- Attended the Opportunity Zone Summit.
- Participated in Police Interviews.
- Attended the WIAC meeting.
- Attended the POSDC meeting.

Director of Economic Development & Community Relations Trisha Newcomer

INFORMATION TECHNOLOGY REPORT:

- Worked with Apple regarding an iPad Activation Lock
- Configured new iPad for City Manager Anderson
- Reconfigured iPad for City Clerk
- Work with SCADA vendor regarding status check-in.
- Routine technical assistance.

ECONOMIC DEVELOPMENT/COMMUNITY RELATIONS REPORT:

- Participated in a tabletop exercise with Sussex County & other State Agencies.
- Attended the H.O.O.T Summit (Housing & Urban Development, One Big Beautiful Bill [OB3], Opportunity Zone 2.0 & US Treasury & Tax Advantages). *[Photos Below]*
- Submitted the Annual TIIF Report (Year 5 of 7).
- Attended meeting with City Hall Staff regarding approved FY27 budget.
- Attended meeting with Tri-State Partners and KOMPAN regarding the next steps of the Jay's Nest playground.
- Met with Steve Mullin regarding a meet and greet w/Rick Dempsey.
- Completed agenda and script for Mayor for time capsule opening on 7/7 at 6pm.
- Submitted city executed CTF application for S. Cannon Street roadwork.
- Prepared City Council presentation for 6/23.
- Assisted with setup and sales at Friday Night Live Event.

Director of Finance & Human Resources June Merritt

ADMINISTRATION REPORT:

- Attended Council meeting.
- Attended DEMEC board meeting.
- Attended Financial Assessment Workshop hosted by DEMEC.
- Preparing for continued contract negotiations with Police/Teamsters.
- Processed disconnects for delinquent utility accounts.
- Prepared and mailed utility bills for May consumption.
- Preparing for fiscal year end.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.



Facilitated by Rob Herrerra, DE Prosperity Partnership Co-Chair. Panelist consisted of Joe Deflice, US Assistant Deputy Secretary for the Office of Field Policy and Management and Regional Administrator for the Mid-Atlantic Region (Region III). Director of Housing & Urban Development, Austin Colledge, US SBA Delaware District Director, and HUD's State Director Charles Anderson



**Two
Charles Andersons 😊**



Council Liaison Report

Electric Department

Period ending 6/21/26

Since the last report

Crew

- Energized new underground wire for circuit 280 along Atlanta Rd. at the Seaford Innovation Center.
- Retired old overhead wire from circuit 280 along Atlanta Rd. at Seaford Innovation Center and cut poles down to the communication wire.
- Installed all hardware and overhead fiber along Tull Drive and Sussex Avenue for fiber loop at Seaford Innovation Center.
- Trimmed Trees behind the Comfort Inn and Golden Eagle Diner
- Trimmed Trees for the Nanticoke Senior Center.
- Performed monthly substation checks on June 15th.

Director

- Attended “Who will stop the rain” emergency exercise with DEMA at Georgetown Public Safety building on 6/9.
- Attended construction coordination meeting on 6/15.
- Updated Aldi estimates and escrow letter based on changes to the electrical plans and sent to developer.
- Did estimate and escrow letter for Cavan Construction at Park Avenue and sent to developer.

- Updated Cypress Haven Townhomes estimates and escrow letter and sent to developer.
- Attended mandatory NERC Under Frequency Load Shedding Workshop at DEMEC 6/16 with Nick Moore.
- Discussion with Charles and Aldi regarding estimate and escrow amount.

Upcoming Weeks.

Continue work in Mearfield 1 phase 4.

Continue work on Seaford Innovation Center. (Finish Fiber, Remove temp. pole line serving Sal's)

Begin work on Aldi infrastructure

Begin work on Cavan Construction (Park Ave.) infrastructure

Council Liaison Report

Public Works & Wastewater

Departments

Date 06/22/26

Past two weeks:

Public Works:

- Started to demo the Jay's nest
- Repaired water service leak on Harrington
- Repaired leak at Penn & S. Phillips
- Installed street signs on Pond and Perkins
- Spent two days cleaning and jetting storm catch basins and lines in Blades
- Disconnected water service at 124 Arch prior to demo
- Completed inventory
- Picked up a lot of big limb piles
- Ran new water service for home on Clarence
- Did some weed spraying
- CCTV project still under way, but they experienced a parts failure last week
- Held multiple meetings in person and on-line
- Performed all routine tasks; swept, L & L, big piles, read meters, re-reads, disconnects, hung pink tags, collected State water samples, supplied barricades for various events, etc...

WWTF & COMPOST

- Plant: Performance is excellent, effluent is crystal clear.
- Dewatering: Performance has been good.
- Removed debris from condensate drain on oxic train #1.
- Started rebuild work on WAS pump #1; had to order additional parts.
- Replaced failed solenoid valve on rotary sludge thickener.
- East grit collector chain derailed; damaged wear shoe holder on one bucket. Having new replacement fabricated.
- Annual DNREC inspection for facility scheduled for 6/25.
- Ongoing FOG inspections.
- Completed May 2026 DMR.

Upcoming two weeks:

Public Works

- Continue CCTV project
- Prepare FY27 paving bids
- Have paving completed
- Run water line to SVLS

WWTF & COMPOST

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

Berley Mears, DPW