MINUTES OF THE OF THE MAYOR AND COUNCIL
April 28, 2026
SEAFORD CITY HALL – 414 HIGH STREET

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

Staff Members Present:

Charles Anderson - City Manager
June Merritt – Director of Finance and HR
Mike Bailey – Building Official
Trisha Newcomer- Director of Economic Development
Beth Stewart – City Clerk/Recording Secretary

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

Invocation

Invocation led by Mayor MacCoy.

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

Mayor MacCoy led those presents, in the Pledge of Allegiance.

Changes to the agenda for this meeting.

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

Approval of the minutes of the Regular Meeting on April 14, 2026.

Mayor MacCoy called for a motion to approve the minutes of the Regular Meeting on April 14, 2026. Councilwoman Grassett made a Motion to approve the minutes of the regular meeting on April 14, 2026. Councilman Quillen seconded the motion. Mayor MacCoy called for a vote; all present voted in favor. The motion so passed.

PUBLIC COMMENT:

Kendra Friel with DEMEC was present for public comment. Ms. Friedel provided an update on DEMEC's upcoming events and extended an invitation to the Mayor and Council for the DEMEC Joint Council Meeting on June 2, 2026.

CORRESPONDENCE:

There was no correspondence.

Mayor MacCoy called for a motion to open the Public Hearing. Councilman Quillen made a motion to open the Public Hearing. Vice-Mayor Henderson seconded the Motion. Mayor MacCoy then called for a vote, all present voted in favor, the motion so passed. The Public Hearing opened at 7:04 p.m.

PUBLIC HEARING:

1. **Recommendation from Planning & Zoning Commission regarding the recent review the City of Seaford Comprehensive Plan.**

Building Official, Mike Bailey came forward and presented the information for approval of the recommendation from the Planning & Zoning Commission regarding the recent review of the City of Seaford Comprehensive Plan.

Mayor MacCoy solicited any questions from council and the public; there were none.

2. **Penco Corporation, located at West Stein Highway and Dulaney Street, Tax Map and Parcel #531-12.00-45.00 &45.01, is requesting to rezone a portion of the parcel from C2-M-1.**

Building Official, Mike Bailey came forward and presented the information for approval of the request of Penco Corporation to rezone a portion of the parcel from C-2 Highway Commercial to M-1 Light Industrial.

Mayor MacCoy solicited any questions from council and the public; Vice-Mayor Henderson confirmed with Mr. Bailey that the other changes were continuous to the other M-1 properties.

Mayor MacCoy solicited any further questions from council and the public; there were none.

Mayor MacCoy called for a motion to close the Public Hearing. Vice-Mayor Henderson made a motion to close the Public Hearing. Councilman Bradley seconded the Motion. Mayor MacCoy then called for a vote, all present voted in favor, the motion so passed. The Public Hearing opened at 7:09 p.m.

Building Official, Mike Bailey then presented the Finding of Facts for the Public Hearing Item #1:

Findings of Facts:

- Review of the City of Seaford Comprehensive Plan.
- Recommend any updates or revisions to Office of State Planning.
- Planning and Zoning recommend no changes at their meeting on April 2, 2026.

Mayor MacCoy called for a motion; Councilwoman Grassett made a motion to approve the recommendation from the Planning and Zoning Commission regarding their recent review of the City of Seaford Comprehensive Plan as presented. Councilman Quillen seconded the motion.

Mayor MacCoy called for a roll call vote;
Councilwoman Grassett voted yes based on the findings of facts;
Vice-Mayor Henderson voted yes based on the findings of facts;
Councilman Bradley voted yes based on the findings of facts;
Councilman Quillin voted yes based on the findings of facts;
The motion so passed.

Building Official, Mike Bailey then presented the Finding of Facts for the Public Hearing Item #2:

Findings of Facts:

- Project: Penco Rezoning
- Owners: Penco Corporation
- Property Locations- W. Stein Highway
- Tax Map & Parcel: 531-12.00-45.00
- Zoning: C2 Highway Commercial and M1 Light Industrial
- Proposing to do a minor subdivision and rezone the new "Lot E" to all C2, and the remainder of the land, "Parcel D" from C2 to M1.
- Planning and Zoning made a recommendation for approval at their April 2, 2026, meeting.

Mayor MacCoy called for a motion; Councilwoman Grassett made a motion to approve the request of Penco Corporation, located at West Stein Highway and Dulaney Street, Tax Map and Parcel #531-12.00-45.00 & 45.01 to rezone a portion of the parcel from C2 to M-1 as presented. Councilman Bradley seconded the motion.

Mayor MacCoy called for a roll call vote;
Councilwoman Grassett voted yes based on the findings of facts;
Vice-Mayor Henderson voted yes based on the findings of facts and it being beneficial to the business community in Seaford;
Councilman Bradley voted yes based on the findings of facts;
Councilman Quillin voted yes based on the findings of facts and it being beneficial to the City; The motion so passed.

NEW BUSINESS:

1. **Present the results of the April 18, 2026, Municipal Election.**

   City Manager, Charles Anderson presented the results of the April 18, 2026, Municipal Election.

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

2. **Mr. Kris Smith with Integra, the City's third-party administrator, to present for approval a recommendation for the 2026 Health Insurance Renewal.**

   Mr. Kris Smith with Integra, came forward and presented the information for approval of the recommendation for the 2026 Health Insurance Renewal.

   Mayor MacCoy solicited any questions from Council; Councilwoman Grassett reported she was excited about the recommended program Matrix GX. Mayor MacCoy inquired about the total annual projected cost and why it was coming in under from the previous year. Mr. Smith reported that this is an estimated amount with 10 months' worth of data. He reported that they came up with this result by using the data for the last 8 months and the 9.8 inflation trend numbers.

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

   Director of Finance & HR, June Merritt, came forward and presented projected premiums and the Pan American Proposal Option 1d for the 2026 Health Insurance renewal.

   Mayor MacCoy called for a motion; Councilman Quillen made a motion to approve the recommendation of June Merritt, Director of Finance and HR to accept the Pan American proposal Option 1d for the 2026 Health Insurance renewal as presented. Councilman Bradley seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

3. **Present for approval a lease agreement renewal for city owned property located at 106 Spring Street.**

   Director of Economic Development & Community Relations, Trisha Newcomer, came forward and presented the information for approval of the lease agreement renewal for city owned property located at 106 Spring Street.

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

   Mayor MacCoy called for a motion; Councilman Quillen made a motion to approve the lease agreement renewal for the city owned property at 106 Spring Street as presented. Vice-Mayor Henderson seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

4. **Bids – Street Paving.**

   City Manager, Charles Anderson, presented the information for approval of the recommendation for the low bidder Delmarva Paving LLC in the amount of $162,924.15.

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

   Mayor MacCoy called for a motion; Councilman Quillen made a motion to award the bid for Street Paving to the low bidder Delmarva Paving LLC in the amount of $162,924.15 as presented. Councilwoman Grassett seconded the motion. Mayor MacCoy called for a vote; all present voted in favor; the motion so passed.

OLD BUSINESS:

There was no Old Business.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. Budget Workshop meeting #1 May 5, 2026, at 6:00 p.m. – 8:00 p.m.; City Hall Council Chambers.
2. Sussex County Association of Towns Meeting, Town of Bridgeville, May 6, 2026, 6:00 p.m.- 9:00 p.m.
3. National Day of Prayer, Thursday, May 7, 2026, from 12:20 to 12:40, front lawn of City Hall, 414 High Street.
4. City-Wide Clean-Up Week, May 11-15, 2026.

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

Code, Parks and Recreation – Councilwoman Dr Stephanie Grassett

Police & Fire – Councilman Dan Henderson

Administration – Councilman Orlando Holland

Electric – Councilman Mike Bradley

Public Works & WWTF – Councilman Alan Quillen

Mayor MacCoy announced that Seaford Tomorrow will be having a fundraising event at Texas Roadhouse in Seaford, Delaware, on Thursday, April 30th, from 3:00 p.m. to 10:00 p.m.

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

Mayor MacCoy then called for a motion to adjourn the Regular Council Meeting. Councilman Bradley made a Motion to adjourn the regular council meeting. Vice-Mayor Henderson seconded the motion; the motion so passed with all voting in favor.

The Meeting was adjourned at 7:52 p.m.

_____
Charles D. Anderson, City Manager
/BS

Approved by Council: 05/12/2026

4/27/2026
Code Department Report

- Issuing permits (94 in 2026)
- Rental Licenses (1,865 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
- Met with Asbestos Testing Contractor at the Harrington St Demolition Property.

Helpful Code Facts!

No more than one (1) unlicensed or inoperable vehicle may be parked on a residentially zoned property, provided that said vehicle:

- Is actively being restored or repaired; and
- Is not stored on jacks, jack stands, blocks or any similar device which elevates the vehicle off of ground level; and
- Does not have flat tires; and
- Is covered with a tight fitting vehicle cover when work on the vehicle is not taking place, tarps are not permitted; and
- Is not parked in the front yard of the property; and
- The area surrounding the vehicle is kept free of spare parts, rubbish and high weeds or vegetation; and
- Is not determined to create a hazard or public nuisance.

The annual clean up week is May 11 through May 15. Please do not place items out on the curb until 1 week prior to clean up week or you may receive a violation notice.

Large project status's

- **Mearfield 1 Phase 4** –17 Lots remain in phase 4. GMB reinspected phase 3 prior to dedication, and few items remaining for repair. Ryan homes has started construction for a new model home.
- **BelleAyre Single Family** –Danfield Dr –Waiting for dedication inspection request.
- **Western Sussex Business Campus** – Shell building final inspection completed and CO sent.
- **Nylon Capital** –Permits issued for the front building shell spaces. Fitout for "The Mill" has started. Deltech fitout permit issued and work has started. Tidal Health building construction progressing. Contractor is paving around the Mill.
- **Modwash** – Signs have been installed; outdoor vacuums are being installed. Opening pushed to May.
- **Governors Grant Phase 4** – DR Horton has several homes under construction.
- **Aldi** – Building pad and footers installed.
- **Cookout** – Building plans are being finalized for permit submission.
- **Seaford Inn** –Property went to settlement on 1/26/2026. Roof is completed, started working on siding. Landscaping cleaned up. Preliminary plans for renovation have been submitted.

Parks & Recreation
Council Liaison Report
for 4/27/26 Council Meeting

Accomplished week of 4/13

Parks – Completed large work order on 3rd St
Parks – Worked on irrigation maintenance at sports complex – needs several replacements/repairs
Parks – Completed mowing at complex and field prep for football rental, men's softball, & soccer games
Rec. – Held 1st week of men's slow pitch and 2nd week of youth soccer
Rec. – Distributed pictures and worked on picture schedules with coaches
Parks&Rec. – Met with DNREC regarding erosion at canoe/kayak launch on Water St
Parks&Rec. – Attended pre-bid meeting for new Recreation building on 4/16
Parks&Rec. – Worked on plans for stormwater maintenance at bio ponds per Sussex Conservation report

Accomplished week of 4/20

Parks – Prep fields for men's league, soccer, and weekend softball rental
Parks – Installed two benches around Hooper's Landing (see pictures)
Parks – Continued working on clearing brush and cutting grass at new S Conwell property
Rec. – Held 2nd week of men's slow pitch and 3rd week of youth soccer
Rec. – Completed pictures for youth soccer and began coordinating dates/volunteers for youth pickleball clinic
Parks&Rec. – Attended Seaford High School's CTE meeting on 4/20 for the Ag Dept
Parks&Rec. – Met with contractor to look at roof repair options for Riverview Park pavilion
Parks&Rec. – Assisted Alice Adkins with special event permit for 250th Celebration event on 7/18

Parks & Recreation Highlights 4/13 – 4/24

PARKS:

- Began irrigation maintenance at sports complex
- Maintaining sports fields for men's softball, youth soccer, and weekend field rentals
- Installed 2 benches around Hooper's Landing (see pics)
- Continued clearing brush/cutting grass at new S Conwell St property

RECREATION:

- Held 1st & 2nd weeks of Men's Slow Pitch – all going well so far (have 7 teams)
- Held 2nd and 3rd weeks of youth soccer – completed all soccer pictures
- Began coordinating dates and volunteers for youth pickleball clinic in June

SUPERINTENDENT:

- Met with DNREC regarding float-in end site regarding some erosion
- Attended pre-bid meeting for new Recreation Office on 416
- Attended Seaford High School's CTE meeting with the Ag Dept to continue partnership with them
- Met with Alice Adkins to assist with permitting for 250th Celebration event proposed for July 18th

Meeting of Mayor and City Council
Tuesday, 28 April 2026
Fire and Police Department Liaison Reports

Seaford Volunteer Fire Department, Inc.

Communications from President Mark O'Bier:
There is no communication to report for this period.

Communications from SVFD Fire Chief Matthew Read:

Fire Statistics

Month / Year	Calls to date	Call per day
YTD 2026	465	**3.90**
April 2026	95	**3.39**

*Calls per day as of 12:00 on 04/28/2026

EMS Statistics

Month / Year	Calls to date	Call per day
YTD 2026	1,566	**13.27**
April 2026	364	**13.03**

*Calls per day as of 12:00 04/28/2026

Total Department Responses

Year	Calls to date	Call per day
Total 2026	2,031	**17.17**

Significant Incidents

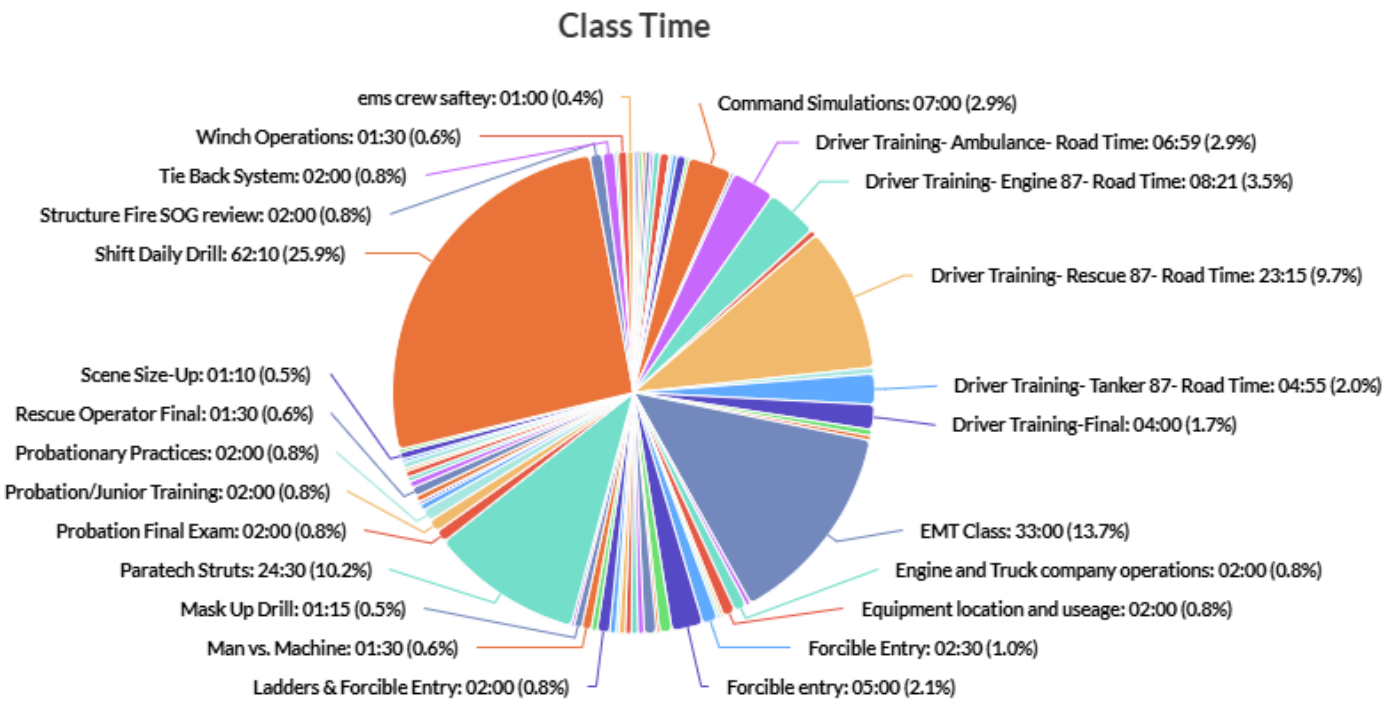
- 04/14/26 – Forrest Fire – 26107 Figgs Rd
- 04/15/26 – Body Recovery – 1 Swain Rd
- 04/18/26 – Forrest Fire – 26274 Craigs Mill Rd
- 04/22/26 – MVC Entrapment – Woodland Ferry Rd / Woodpecker Rd

Apparatus Status

- E872 remains in reserve

Training

- **Last Training:** Wednesday, April 15th – Air Bags
- **Next Training:** Wednesday, May 6th – Vehicle Rescue



Career Services

- Working on probationary training items with new employee Coryn Deitz

News and Events

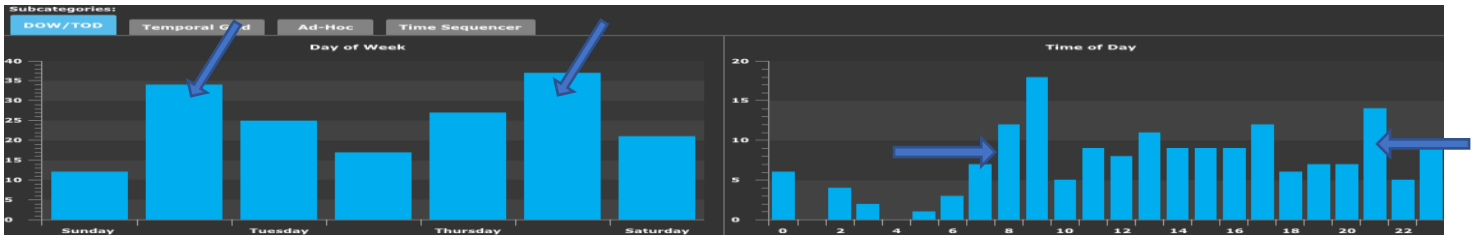
- New engine 873 has been delivered from the factory in Florida to our dealer in Salisbury, MD to have the last few items completed. I am going to re-inspect the engine on 04/28/26 to ensure all needed corrections were made. We should be taking possession of the vehicle this coming Friday or Monday.
- Committee is tentatively scheduled to complete engineering process for the new Ladder 87 on May 19-21 at the Pierce factory in Appleton, Wisconsin. This is the first step of the manufacturing process. The order was placed in July of 2023.

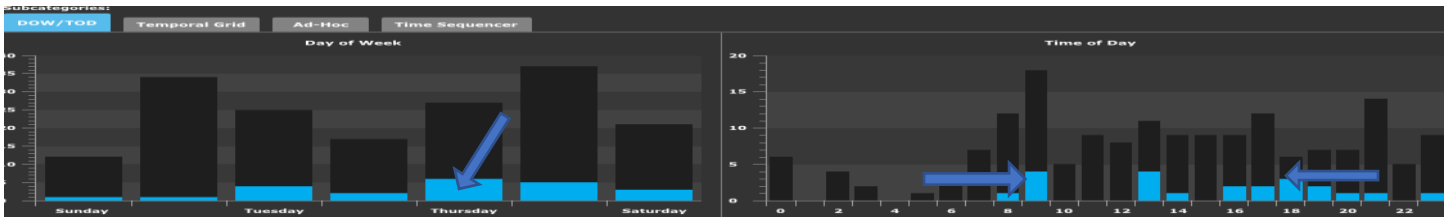
Seaford Police Department

Police Activity during period of Monday, April 13, 2026 – Sunday, April 26, 2026, as reported by Chief Marshal Craft, Jr.:

INCIDENTS	2026	2025	2024	2023	2022
TOTAL COMPLAINTS	3,504	11,468	12,552	11,112	9,593
All crimes	1,444	4,708	5,559	5,010	6,164
Homicide	0	2	0	1	0
Robbery	0	8	15	24	8
Sex Crimes	6	35	22	25	18
Burglary	17 (12 Burg/5 TFV)	67 (33 Burg/34 TFV)	57 (24 Burg/33 TFV)	122 (58 Burg/64 TFV)	197
Drug Crimes	125	241	481	285	444
Overdose	6	18	32	43	31
All Traffic (E-Tickets)	1,849 (1,215)	6,136 (3,504)	7,527 (3,422)	6,579 (1,898)	8,168 (2,105)
All DUI	25	82	102	72	79
All Crashes	228	651	741	684	656
False Alarms	119	371	373	343	546

- All crimes:**173** (defendants: **19** adults & **2** juveniles)
  - Felony: **9**
  - Misdemeanor: **37**
  - Violations: **12**
  - Civil: **0**
  - Other: **115**
- **84% Clearance Rate** (overall = **16** PA and **11** PI) Mon & Fri from 0800-2100 (**See Crime Chart below)**





<u>Additional Crime Data below</u>: There were **22 complaints, including** Aggravated Assault, Assault, Burglary, Domestic-related unlawful imprisonment, Fraud, Larceny, Rape, and Weapons: (**7** Felonies and **15**

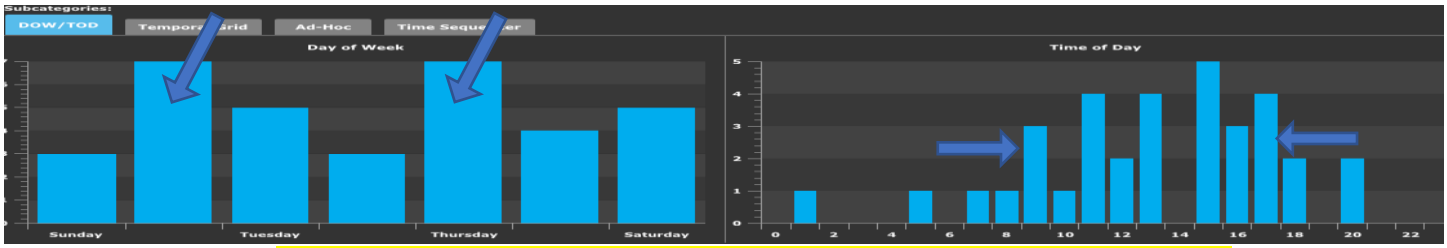
Misdemeanors); excluding shoplifting: (**55% clearance rate**): **7 PA, 3 PI, 7 A/A, 2 J/A, 3 E/C, and 0 U/F.** Most incidents occurred on Thu from 0900 to 1800.

Drug Complaints:

- Drug Crimes: **10**
  - Adult Arrest: **9**
  - Juvenile Arrest: **0**
  - Unfounded: **0**
  - Pending Active: **1**
  - Pending Inactive: **0**
  - Prosecution declined: **0**
- Search Warrant(s): **2 (1- DNA and 1-Phone)**
- Seized Firearms: **0**
- Money Seized: **0**
- Overdose: **1 (AMF - Health Services Drive)**

Traffic:

- Contacts/Citations: **199** traffic contacts resulting in **116** citations and **25** warnings
- DUI: **2** (Alcohol/drug-related) - 1 crash-related
- Crashes: **34**
  - Fatal: **0**
  - Injury: **0**
  - Non-Reportable: **16**
  - Reportable: **18**
  - **Additional Information:**
  - Hit & Run: **5** (3) private Property Parking; (1) Sussex Hwy & Norman Eskridge Hwy; (1) Shippley St. n/w Spruce.
  - Bicycle: **1** (Save-A-Lot pk lot)
  - Motorcycle/Scooter: **1** (Shipley n/w Spruce St.)
  - Pedestrian: **0**
  - School Bus: **0**
  - Alcohol/drug-related crash: **1**
  - Incidents: Mondays and Thursdays from 0900-1700 – primary cause: *Following too close* (**See Crash chart below)**



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

Summary Report:
04/15/26 | Death Investigation | Williams Pond
Complaint #71-26-3136
Brief Summary:
Officers responded to a report of a deceased individual located in the water at Williams Pond after being discovered by witnesses.

Emergency personnel safely accessed the area, and the individual was recovered and transported to shore. A preliminary canvass of the immediate area was conducted with no evidentiary items located. The incident has been turned over to the Criminal Investigation Division for further investigation.

04/18/26 | Disorderly Conduct / Large Crowd Disturbance | Little Creek Apartments
Complaint #71-26-3261
Brief Summary:
Officers responded to assist with a large crowd disturbance involving approximately 200–300 individuals gathered in and around the roadway and apartment complex, with multiple fights reported among attendees. Crowd control measures were implemented to disperse individuals from the area. Additional assisting agencies responded, and through coordinated efforts, the crowd was reduced significantly. The remaining individuals dispersed without further incident, and no additional issues were reported.

04/18/26 | Assault 2nd Degree | North Street & Clarence Street
Complaint #71-26-3245
Brief Summary:
Officers were flagged down regarding an assault victim who had fled to a nearby church with visible facial injuries. The victim reported being chased and assaulted by a female suspect.
Surveillance footage confirmed the suspect pursued the victim, tackled her to the ground, and repeatedly struck her while the victim did not appear to defend herself. The suspect then fled the area.
Officers located and detained the suspect after a brief non-compliant encounter. Twanya Smack was taken into custody, found to be intoxicated, and charged with Assault 2nd Degree, Reckless Endangering 2nd Degree, Harassment, Disorderly Conduct, Resisting Arrest, and Public Intoxication. The suspect was subsequently incarcerated.

04/23/26 | Weapons Complaint / Aggravated Menacing | Meadowbridge Apartments
Complaint #71-26-3406
Brief Summary:
Officers responded to a reported weapons complaint at Meadowbridge Apartments, where it was reported that an unknown male was observed waving a firearm at another individual in the parking lot. Upon arrival, the subjects involved were no longer on scene.

Surveillance footage was later reviewed, confirming a verbal dispute between two unknown males near the entrance at Tull Drive and Aqua Lane that escalated into a physical altercation. During the incident, one subject produced a handgun from his waistband and pointed it at the other individual.
Following the altercation, the armed subject entered a dark-colored SUV and fled westbound on Tull Drive. Information developed indicates a potential history of prior domestic-related incidents involving individuals associated with the vehicle.
A caution indicator has been placed on the vehicle, and officers are advised to conduct a cautious person contact (CPC) with all occupants if located.

04/23/26 | Domestic Incident / Aggravated Menacing | Mearfield (Harvest Way)
Complaint #71-26-3376
Brief Summary:
Officers responded to a domestic incident involving siblings where it was reported an individual had been in possession of a knife. Prior to arrival, it was advised the knife was no longer in the subject's possession. Upon arrival, officers made entry and ordered the subject outside. The individual, who appeared to be experiencing a mental health episode and had limited ability to communicate, complied and was taken into custody without incident.
Investigation, including review of video evidence, determined the subject had displayed the knife in a threatening manner during the altercation. The subject was charged accordingly and transported to a local hospital for mental health evaluation, where they were admitted for further assessment.

04/24/26 | Shots Fired Complaint | Davelli's Bagel Cafe
Complaint #71-26-3439

Brief Summary:
Officers responded to a report of possible shots fired after employees reported hearing approximately five gunshots in the area. Responding units canvassed the area and spoke with additional individuals nearby; however, no other witnesses reported hearing gunfire. A thorough search of the area was conducted with negative results. No evidence of gunfire or related activity was located at the time of the investigation.

Admin:
- Attended Director, Staff, Liaison, and Council meetings as scheduled - Chief
- 04/14/26: DACP Executive Board Meeting - Chief
- 04/14/26: DACP Statewide Chiefs Meeting - Chief
- 04/14/26: Delaware POST DPAC Commission Proxy - Chief
- 04/15/26: Submitted Federal BJAG FY25 Funding application - Chief
- 04/16/26: GVI Meeting - Criminal Lieutenant
- 04/20/26: DACP Legislative Committee Meeting - Chief
- 04/21/26: SCPCA Meeting - D. Chief
- 04/23/26: Prescription Opioid Settlement Distribution Commission (POSDC) Seaford Community Opioid Response Initiative (SCORI) grant meeting - Chief & D. Chief
- 04/23/26: SCOH/SCHC meeting regarding 'Nutter Park Prevention Hub - Chief & D. Chief
- 04/24/26: SPD Formal Awards ceremony - All SPD sworn and civilian staff

Community Events:
- "Food On" Program in partnership with the HELP Initiative - SPD Officers
- 04/18/26: Boys & Girls Club community health & wellness festival: SPD Community Engagement Team

Training/Other:
- SPEAR Team Training (ongoing) twice / month - Team Members
- Dover Police Academy: Began Sun 01/11/26 (June 2026 graduation date) - Three SPD recruits
- 04/25/26: SPD Officer (K. Linville & J. Matthews) SWAT School Graduation - Patrol & Admin Lieutenants
- 04/20/26 - 04/24/26: FBI LEEDA Supervisory Course - S/Cpl. Ruark
- 04/20/26 - 04/21/26: DSP Search Warrant as an Investigative Tool
- 04/25/26: Police Officers applicant tryouts - S. Sgt., CID, and Patrol officers

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

Respectfully Submitted,
Councilman, Fire and Police Liaison, and Vice Mayor

Dan H Henderson

Two Week Work Report
4/13/26 to 4/24/26

Charles Anderson, June Merritt &
Trisha Newcomer

MEETINGS:

- Attended the WWTP Phase I expansion project progress meeting #2.
- Met with a Belle Ayre resident regarding property damage.
- Met with Integra about health insurance renewal.
- Attended he DEMEC Finance Committee meeting with the auditors.
- Attended the pre-bid meeting for the Parks office building.
- Met with Rep. Short at Oyster House Park regarding potential funding options.
- Attended the quarterly golf course meeting.

OTHER WORK:

- Prepared the Council agenda.
- Worked on budget.
- Attended the bid opening street paving.
- Worked on the Nylon well project plan review and update.
- Attended the SCAT legislative breakfast.
- Attended the Construction Coordination meeting.
- Attended the PD awards ceremony.

INFORMATION TECHNOLOGY REPORT:

- Routine calls for technical assistance.
- Provide background information for SPD grant close out.
- Troubleshoot HVAC in server room.

ADMINISTRATION REPORT FOR COUNCIL:

- Prepare for FY 2027 Budget.
- Attend departmental liaison meetings to review budget submittals.
- Attend follow up meeting for annual health insurance renewal.
- Attend quarterly Hooper's Landing meeting.
- Attend zoom meeting for the SCORI grant.
- All other business is routine – financial management, payroll & benefits, purchasing, billing, customer service, etc.

Input:

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

Council Liaison Report
Public Works & Wastewater
Departments
Date 04/27/26

Past two weeks:
Public Works:

- Cleaned up properties for Code
- Contractor redeveloped well and installed new pump and motor at Arbutus. Waiting on bacti sample to start up
- We installed all new tabs and injection points for chemicals on new piping at Arbutus.
- Finished painting pipe in Arbutus pump station
- Replaced water service lines on King St. prior to paving
- Supplied water connection for school function
- Weed sprayed through town
- Repaired leak on water service on Woodlawn
- Installed new tap and service line for new home on Atlanta rd.
- CCTV project under way and going well
- 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: Plant continues to run well.
- Dewatering: Dewatering is performing ok
- Troubleshooting oxic blower #4
- Ordered part to repair secondary waste pump
- Headworks project is on-going
- Attended headworks project progress meeting

Upcoming two weeks:
Public Works

- Continue CCTV project
- Get Arbutus well back on-line
- Prepare FY27 paving bids
- Replace remaining services on King St.
- Run water line to SVLS

WWTF & COMPOST

- Headworks project
- Keep the plant up and running with no violations
- Perform maintenance as needed
- Get blend tank cleaned and change diffusers
- Perform work at lift stations as needed

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Berley Mears, DPW

Council Liaison Report

Electric Department

Work Period 4/13/26 – 4/26/26

<u>Since the last report</u>

<u>Crew</u>

Dug in underground conduits and pulled primary and secondary wires into Governor's Grant Phase 4.

Dug in feeder conduits for transformers at Building E (East) in Seaford Innovation Center.

Pulled in 750 MCM underground wire down Atlanta Rd. for Seaford Innovation Center.

4/23/26 Restored power during outage caused by trees on Magnolia and E. Ivy.

Performed monthly substation checks.

Performed switching procedure on circuits 210 and 330 for SCADA work.

Nick Moore performed SCADA troubleshoot for circuit 330 relay with Jay Waller.

Trimmed trees on Woodlawn Ave.

Fabricated and installed new osprey deterrent equipment on hospital riser pole.

Director

Attended staff meeting and construction coordination meeting.

Met on site at Seaford Inn to discuss electric plan.

Prepared information to submit for annual PCB Report with Compliance Environmental.

Reviewed prints and prepared estimates for Kinder Care, Cypress Haven, and Cavan Construction projects.

Worked on budget items for CIP and budget workshops.

Had budget review meeting with Charles and June.

Upcoming Weeks.

Pull new primary feed into Seaford Inn.

Complete work in Governor's Grant Phase 4.

Continue work in Mearfield 1 phase 4.

Continue work on Seaford Innovation Center.