



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

Co-Chair George Smiley, Seventh District
Co-Chair John Cartier, Eighth District

March 8, 2022
5:00 PM

VIRTUAL ZOOM WEBINAR MEETING** &
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801

MINUTES

A. Call To Order/Roll Call

The meeting was called to order at 05:30 PM by Mr. Cartier.

Members present: J. William Bell, David Carter, John Cartier, Lisa Diller, Karen Hartley-Nagle, Penrose Hollins, Janet Kilpatrick, Timothy Sheldon, George Smiley, Jea Street, David Tackett

Members absent: Dee Durham

B. Approval of Minutes

-Mr. Smiley moved and Ms. Kilpatrick seconded to approve minutes from the February 22, 2022 Ad-Finance meeting. The vote to approve was unanimous.

C. Review/Discussion of Resolution(s)

R22-077: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT WITH INTERFAITH HOUSING DELAWARE, INC. TO ASSIST WITH DEVELOPMENT OF AFFORDABLE HOUSING ALONG ROUTE 9 CORRIDOR FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF \$80,457.73 Introduced by: Mr. Smiley, Mr. Cartier

-Mr. Cartier read the resolution.

-Mr. Michael Kapa, NCC Community Services Department Finance Officer, commented on the resolution.

-Mr. Cartier announced that Mr. Bell was present.

-Mr. Street indicated he would have an item to present under Item G. Other.

-No public comment.

R22-078: APPROVING REVISED CLASS SPECIFICATION FOR CHIEF OF BUILDING OPERATIONS AND MAINTENANCE PURSUANT TO NEW CASTLE COUNTY CODE SECTION 26.03.105(F) Introduced by: Mr. Sheldon, Mr. Woods

-Mr. Cartier read the resolution.

-Mr. Sheldon introduced Tracy Surles.

-NCC General Manager, Public Works Tracy Surles explained the resolution.

-Mr. Street asked several questions which Ms. Surles answered.

-No public comment.

R22-080: CONSENTING TO THE APPOINTMENT OF BEN MORRIS-LEVENSON FOR THE POSITION OF ARPA COORDINATOR FOR NEW CASTLE COUNTY Introduced by: Ms. Kilpatrick, Mr. Sheldon

-Mr. Cartier read the resolution.

-NCC Chief of Staff Aundrea Almond explained the resolution.

-Members of Council, NCC Chief of Staff Aundrea Almond and NCC ARPA coordinator Ben Morris-Levensen discussed the resolution.

-No public comment.

D. Review/Discussion of Ordinance(s)

°22-015: TO PROVIDE FOR THE INSTALLATION OF TRADITIONAIRE STREET LIGHTS WITH HIGH PRESSURE SODIUM (HPS) BULBS IN THE HIGHLANDS AT BACK CREEK SUBDIVISION LOCATED IN THE ST. GEORGES HUNDRED AND FOR A LIGHT TAX BASED ON THE COST OF STREET LIGHTS Introduced by: Mr. Carter

-Mr. Cartier read the title and explained the ordinance.

-No public comment.

°22-019: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 2 ("ADMINISTRATION"), ARTICLE 4 ("BOARDS, COMMITTEES AND COMMISSIONS"), DIVISION 2.04.000 ("GENERALLY") RELATING TO VACANCIES ON NEW CASTLE COUNTY BOARDS, COMMITTEES, AND COMMISSIONS Introduced by: Ms. Hartley-Nagle

-Mr. Cartier read the ordinance.

-Ms. Hartley-Nagle explained the ordinance.

-Mr. Cartier commented.

-No public comment.

E. New Castle County Grant Requests/Community Events

3/8/22 Grant Matrix

Grant Applicant	Sponsor	Amount Approved	Council Member First/Second	Vote
Western Family YMCA	Sheldon	\$2,500	Kilpatrick/Cartier	YES-9 No-0 Not Voting-2 (Sheldon, Smiley) Absent-Durham, Woods

F. Expense and Revenue Round Table

-None

G. Other

Discussion of Council Office Enhancements

-Mr. Cartier invited Clerk of Council Nellie Hill to begin discussion.

-NCC Clerk of Council Nellie Hill presented ideas to enhance communications for the council office.

-Mr. Smiley made a motion, seconded by Mr. Cartier, to allow Clerk of Council Nellie Hill and Deputy Clerk of Council Tara Finnigan to encumber funds as needed. The motion was unanimously approved.

-Mr. Street noted there had been no discussion.

-Mr. Cartier opened the floor to discussion and council members and Ms. Hill discussed the proposed enhancements as well as the hiring of an office secretary.

-No public comment.

-Mr. Street stated his concerns about the City of Wilmington's donation of 1 million dollars to NCC County for use in emergency housing as well as a penalty that the City incurred from the Federal Government.

-Mr. Hollins and Mr. Cartier commented.

-No public comment.

-Mr. Woods arrived at the meeting.

H. Public Comment

-Mr. Cartier invited public comment.

-NCC CFO Michael Smith made a presentation concerning Care Act funds that had not been included in the NCC Volunteer Fire Company budget.

-Members of Council and NCC CFO Michael Smith discussed.

-No public comment.

-No further public comment.

I. Adjournment

-Motion by Mr. Smiley, second by Ms. Kilpatrick, to adjourn the Administrative-Finance Committee Meeting. The motion was approved and the meeting was adjourned at 06:26 pm.