



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

January 9, 2024
4:00 PM

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

AGENDA

A. Call To Order/Roll Call

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

R24-010: CONSENTING TO THE APPOINTMENT OF HELEN FOSTER FOR THE POSITION OF SMALL BUSINESS ENTERPRISE (SBE) PROGRAM COORDINATOR FOR NEW CASTLE COUNTY Introduced by: Mr. Toole, Ms. George

R24-011: AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH THE COMMUNITY EDUCATION BUILDING CORPORATION TO MITIGATE FINANCIAL HARDSHIP DURING THE COVID-19 PANDEMIC FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$200,000.00 Introduced by: Mr. Smiley, Mr. Cartier

R24-012: AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH EASTER SEALS OF DELAWARE AND MARYLAND'S EASTERN SHORE, INC. TO ASSIST WITH FACILITY IMPROVEMENTS TO PREVENT THE RISK OF VIRUSES SPREADING IN PUBLIC SPACES FOR THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$100,000.00 Introduced by: Mr. Smiley, Mr. Cartier

R24-013: AUTHORIZING THE EXECUTION OF ONE CONTRACT AGREEMENT WITH GOOD NEIGHBORS, INC. TO ASSIST IN THE STABILIZATION OF AGING HOMES FOR LOW-INCOME HOUSEHOLDS IN NEW CASTLE COUNTY FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING IN THE AMOUNT OF \$150,000.00 Introduced by: Mr. Smiley, Mr. Cartier

R24-014: APPROVING THE REFUND OF A DUPLICATE TAX PAYMENT ON TAX PARCEL NUMBER 06-052.000-75 Introduced by: Mr. Smiley, Mr. Cartier

R24-015: CONGRATULATING THE OFFICE OF FINANCE FOR EARNING THE CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR NEW CASTLE COUNTY'S ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FORTY-TWO CONSECUTIVE YEARS Introduced by: Mr. Smiley, Mr. Cartier

D. Review/Discussion of Ordinance(s)

°23-165: TO PROVIDE FOR THE INSTALLATION OF TRADITIONAIRE STREET LIGHTS WITH 100 WATT LIGHT EMITTING DIODE (LED) BULBS IN THE BRIGHTON HAMLET SUBDIVISION LOCATED IN THE ST GEORGES HUNDRED AND FOR A LIGHT TAX BASED ON THE COST OF STREET LIGHTS Introduced by: Mr. Carter

°23-166: AMEND THE FY2024 CAPITAL PROGRAM AND BUDGET: APPROPRIATE FUNDS FROM THE REGISTER OF WILLS TECHNOLOGY FEE ACCOUNT IN THE AMOUNT OF \$250,000 TO THE DEPARTMENT OF ADMINISTRATION, REGISTER OF WILLS SYSTEM CAPITAL PROJECT Introduced by: Mr. Smiley, Mr. Cartier

E. New Castle County Grant Requests/Community Events

-1/9/24 Grant Matrix

F. Expense and Revenue Round Table**G. Other****H. Public Comment****I. Adjournment****AGENDA POSTED: January 2, 2024**

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

****Under Title 29, Section 10006A of *Delaware Code*, New Castle County Council is holding this meeting as a**

telephone and video conference, utilizing  Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : <https://zoom.us/j/377322142> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at <https://www.nccde.org/2351/Agendas-and-Minutes> Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

Prime Sponsor: Mr. Toole, Ms. George
Requested by: Economic Development
Date of introduction: January 9, 2024

RESOLUTION NO. 24-010

CONSENTING TO THE APPOINTMENT OF HELEN FOSTER FOR THE POSITION OF SMALL BUSINESS ENTERPRISE (SBE) PROGRAM COORDINATOR FOR NEW CASTLE COUNTY

1 **WHEREAS**, in March 2021, the federal American Rescue Plan Act (“ARPA”)
2 established the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program
3 to provide state, local and Tribal governments with the resources needed to respond to
4 the COVID-19 pandemic and its economic effects, prevent cuts to government services,
5 and to build a strong and equitable recovery; and

6 **WHEREAS**, New Castle County, as an eligible recipient, received a total of
7 \$108,531,220 in Coronavirus State and Local Fiscal Recovery funds under the
8 American Rescue Plan Act of 2021, Pub. Law. No. 117-2 from the United States
9 Department of the Treasury (“Department of the Treasury”); and

10 **WHEREAS**, Ordinance 21-129 and Ordinance 22-097 (the “Ordinances”)
11 appropriated the full amount of these funds from the Department of the Treasury to the
12 American Rescue Plan Act Grant for New Castle County to respond to the COVID-19
13 public health emergency and its negative economic impacts; and

14 **WHEREAS**, pursuant to Ordinance 22-012, the County Executive is authorized
15 to appoint individuals for up to ten (10) limited-term Executive Assistant positions,
16 through December 31, 2024, upon the advice and consent of New Castle County
17 Council; and

18 **WHEREAS**, an Small Business Enterprise (SBE) Program Coordinator is
19 appropriate and necessary to the effective administration and implementation of New
20 Castle County’s supplier diversity initiatives, including Ordinance 23-141 and increased
21 outreach to small businesses interested in doing business with the County; and

22 **WHEREAS**, the SBE Program Coordinator will carry out multiple activities to
23 ensure successful creation and implementation of supplier diversity initiatives, including:
24 onboarding more SBE vendors through community outreach; educating them about the
25 County marketplace; and coaching them through New Castle County’s vendor
26 registration and eligibility process. Through collaboration with County business partners,
27 the SBE Program Coordinator will transform the current supplier constraints into
28 expanded opportunities that will increase the number and amounts of contract awarded
29 to small business enterprises, including minority-owned SBEs, women-owned SBEs,
30 and other disadvantaged-underutilized businesses. and

31 **WHEREAS**, the SBE Program Coordinator Role is an Executive Assistant IV
32 position, at pay grade 34; and

33 **WHEREAS**, the County Executive has presented for Council's advice and
34 consent the proposed appointment of Helen Foster as the SBE Program Coordinator for
35 New Castle County; and

36 **WHEREAS**, Helen Foster is a resident of New Castle County and most recently
37 worked as a Education Policy Project Manager for AnLar, an educational management
38 and policy analysis firm, where she provided data management training to federal
39 education department system users. In addition, Ms. Foster has served as the Senior
40 Managing Director for the Metropolitan Wilmington Urban League, where she created
41 and operated the inaugural statewide Economic Development and Supplier Diversity
42 Program. This led to a successful supplier diversity program strategy between prime
43 contractor EdiS and Lincoln University. Ms. Foster holds a Bachelor of Arts degree from
44 Harvard University, a Master of Science, Organizational Development degree from
45 Lesley University, and a Juris Doctorate from Northeastern University; and

46 **WHEREAS**, New Castle County Council has considered the qualifications of
47 Helen Foster in accordance with the requirements set forth in Ordinance 22-012 for the
48 position of SBE Program Coordinator.

49 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
50 Castle County that County Council hereby consents to the appointment of Helen Foster
51 as the SBE Program Coordinator for New Castle County.

Adopted by the County Council of
New Castle County on:

Karen Hartley-Nagle
President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact upon the adoption of this legislation.

RESOLUTION NO. 24-011

**AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH THE
COMMUNITY EDUCATION BUILDING CORPORATION TO MITIGATE FINANCIAL
HARDSHIP DURING THE COVID-19 PANDEMIC FOR THE DEPARTMENT OF
ADMINISTRATION, OFFICE OF FINANCE IN THE AMOUNT OF \$200,000.00.**

1 **WHEREAS**, New Castle County, as an eligible recipient, received a total of
2 \$108,531,220.00 in Coronavirus State and Local Fiscal Recovery (“CSLFR”) funds under
3 the American Rescue Plan Act of 2021 (“ARPA”), Pub. Law. No. 117-2 from the United
4 States Department of the Treasury (“Treasury”); and
5

6 **WHEREAS**, New Castle County Ordinance 21-129 and Ordinance 22-097 (the
7 “Ordinances”) appropriated the full amount of these CSLFR funds from the Treasury to
8 the American Rescue Plan Act Grant for New Castle County to respond to the COVID-19
9 public health emergency and its negative economic impacts; and
10

11 **WHEREAS**, the Ordinances appropriated funding for Non-Profit Grants, which
12 contemplated providing funds for non-profit organizations addressing pandemic-related
13 needs in the community; and
14

15 **WHEREAS**, New Castle County must enter into a subaward agreement with the
16 Community Education Building Corporation to comply with the Uniform Guidance, 2 CFR
17 Part 200; and
18

19 **WHEREAS**, *New Castle County Code* § 2.02.004 requires that all contracts
20 involving expenditures of funds in excess of \$50,000.00 in aggregate to one vendor in a
21 fiscal year, which are not competitively bid, be approved by Resolution of County Council;
22 and
23

24 **WHEREAS**, the subaward agreement with Community Education Building
25 Corporation contemplates transfers of up to \$200,000.00 to mitigate financial hardship
26 the organization experienced due to the COVID pandemic.
27

28 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
29 Castle County that County Council hereby approves the grant agreement listed on the
30 attached Exhibit “A,” entitled “New Castle County Purchase Requisition/Justification
31 Form,” as a valid contract in excess of \$50,000.00 pursuant to *New Castle County Code*
32 § 2.02.004.

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed subaward agreement.

Department of Administration, Office of Finance

Community Education Building Corporation

\$200,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one subaward agreement totaling \$200,000.00. Funding is included in the FY2024 Approved Grant Budget in the American Rescue Plan Act Grant.

Michael Smith
Chief Financial Officer

REQUISITIONER INFORMATION			VENDOR INFORMATION				
NAME	Tonya M. Adkins		FISCAL YR	2024	NAME	Community Education Building Corporation	
DEPARTMENT	ADMINISTRATION_12		FUND	110 GRANTS	ADDRESS	1200 N. French Street	
ORGANIZATION	11122013 ADMIN - FIN - GRANTS					Wilmington, DE 19801	
PHONE	(302) 395-5076		REQ#	2408650			
DELIVERY LOCATION							
SEND VENDOR PO	☒ YES	☐ NO			CONTACT NAME	Linda J. Jennings	
CURRENT VENDOR	☒ YES	☐ NO			PHONE	302-660-4800	EXT
VENDOR #	107243				EMAIL	ljennings@cebde.org	FAX #

ADDITIONAL NOTES	

I. What is the purpose of the requisition or advice of change?

Funds would assist the Community Education Building Corporation in reaching pre-pandemic levels in relation to a loss of revenue and increased expenditures.

To mitigate financial losses experienced due to the COVID-19 pandemic.

The organization will continue to operate at pandemic levels.

V. IS THIS A PASS THROUGH GRANT?		☒ YES ☐ NO	IF YES, AGENCY ARPA
----------------------------------	--	--	---------------------

IF YES, AGENCY	ARPA
----------------	------

--

RESOLUTION NO. 24-012

**AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH
EASTER SEALS OF DELAWARE AND MARYLAND'S EASTERN SHORE, INC. TO
ASSIST WITH FACILITY IMPROVEMENTS TO PREVENT THE RISK OF VIRUSES
SPREADING IN PUBLIC SPACES FOR THE DEPARTMENT OF ADMINISTRATION,
OFFICE OF FINANCE IN THE AMOUNT OF \$100,000.00.**

1 **WHEREAS**, New Castle County, as an eligible recipient, received a total of
2 \$108,531,220.00 in Coronavirus State and Local Fiscal Recovery ("CSLFR") funds under
3 the American Rescue Plan Act of 2021 ("ARPA"), Pub. Law. No. 117-2 from the United
4 States Department of the Treasury ("Treasury"); and
5

6 **WHEREAS**, New Castle County Ordinance 21-129 and Ordinance 22-097 (the
7 "Ordinances") appropriated the full amount of these CSLFR funds from the Department
8 of the Treasury to the American Rescue Plan Act Grant for New Castle County to respond
9 to the COVID-19 public health emergency and its negative economic impacts; and
10

11 **WHEREAS**, the Ordinances appropriated funding for Non-Profit Grants, which
12 contemplated providing funds for non-profit organizations addressing pandemic-related
13 needs in the community; and
14

15 **WHEREAS**, New Castle County must enter into a subaward agreement with the
16 Easter Seals Delaware and Maryland's Eastern Shore, Inc. to comply with the Uniform
17 Guidance, 2 CFR Part 200; and
18

19 **WHEREAS**, *New Castle County Code* § 2.02.004 requires that all contracts
20 involving expenditures of funds in excess of \$50,000.00 in aggregate to one vendor in a
21 fiscal year, which are not competitively bid, be approved by Resolution of County Council;
22 and
23

24 **WHEREAS**, the subaward agreement to be entered with Easter Seals of Delaware
25 and Maryland's Eastern Shore, Inc. contemplates transfers of up to \$100,000.00 to assist
26 with updates and renovations to the restrooms and convert to touchless features.
27

28 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
29 Castle County that County Council hereby approves the subaward agreement listed on
30 the attached Exhibit "A," entitled "New Castle County Purchase Requisition/Justification
31 Form," as a valid contract in excess of \$50,000.00 pursuant to *New Castle County Code*
32 § 2.02.004.

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed subaward agreement.

Department of Administration, Office of Finance

Easter Seals of Delaware and Maryland's Eastern Shore, Inc. \$100,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one subaward agreement totaling \$100,000.00. Funding is included in the FY2024 Approved Grant Budget in the American Rescue Plan Act Grant.

Michael Smith
Chief Financial Officer

REQUISITIONER INFORMATION			VENDOR INFORMATION				
NAME	Tonya M. Adkins		FISCAL YR	2024	NAME	Easter Seals Delaware & Maryland's Eastern Shore, Inc.	
DEPARTMENT	ADMINISTRATION_12		FUND	110 GRANTS	ADDRESS	61 Corporate Circle	
ORGANIZATION	11122013 ADMIN - FIN - GRANTS					New Castle, DE 19720	
PHONE	(302) 395-5076		REQ#	2408657			
DELIVERY LOCATION							
SEND VENDOR PO	☒ YES	☐ NO			CONTACT NAME	Beth M. Altemus	
CURRENT VENDOR	☒ YES	☐ NO			PHONE	(302) 221-2051	EXT
VENDOR #	101107				EMAIL	baltemus@esdel.org	FAX #

ADDITIONAL NOTES	

I. What is the purpose of the requisition or advice of change?

The proposed use of funds would be used to update and renovate the nonprofit's restrooms and convert over to touchless features for toilet handles, faucets, dispensers etc.

The goal would be to mitigate and prevent the risk of COVID-19 and other viruses from spreading as surfaces in public spaces have been shown to increase the risk of transmission.

The organization will be unable to complete all components included in the renovation.

V. IS THIS A PASS THROUGH GRANT?	☒ YES	☐ NO	IF YES, AGENCY ARPA
----------------------------------	---	-----------------------------	---------------------

IF YES, AGENCY	ARPA
----------------	------

--	--

Page 10 of 24

RESOLUTION NO. 24-013

**AUTHORIZING THE EXECUTION OF ONE CONTRACT AGREEMENT WITH
GOOD NEIGHBORS, INC. TO ASSIST IN THE STABILIZATION OF AGING HOMES
FOR LOW-INCOME HOUSEHOLDS IN NEW CASTLE COUNTY FOR THE
DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY
DEVELOPMENT AND HOUSING IN THE AMOUNT OF \$150,000.00**

1 **WHEREAS**, *New Castle County Code* § 2.02.004 requires that all contracts involving
2 expenditures of funds in excess of \$50,000.00 in aggregate to one vendor in a fiscal year,
3 which are not competitively bid, be approved by Resolution of County Council; and
4

5 **WHEREAS**, this contract is an agreement between New Castle County and Good
6 Neighbors, Inc. in an amount not to exceed \$150,000.00; and
7

8 **WHEREAS**, these funds will be used to assist those individuals with aging homes to
9 stabilize their homes with free home repairs.
10

11 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New Castle
12 County that County Council hereby approves the contract listed on the attached Exhibit "A,"
13 entitled "New Castle County Purchase Requisition/Justification Form," as a valid contract in
14 excess of \$50,000.00 pursuant to *New Castle County Code* § 2.02.004.

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed contract.

**Department of Community Services, Division of Community Development and
Housing**

Good Neighbors, Inc. \$150,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one contract totaling
\$150,000.00. Funding is included in the FY2024 Approved Housing Trust Fund.

Michael Smith
Chief Financial Officer

REQUISITIONER INFORMATION				VENDOR INFORMATION				
NAME	Vincent Garlick			FISCAL YR	2024	NAME	Good Neighbors, Inc.	
DEPARTMENT	COMMUNITY_SERVICES_40			FUND	220 HOUSING TR	ADDRESS	224 E. Street, Suite 2	
ORGANIZATION	22400501 CS - HOUSING TRUST FUND						Kennett Square, PA 19348	
PHONE	302-395-5673			REQ#	2406460			
DELIVERY LOCATION								
SEND VENDOR PO	☒ YES		☐ NO			CONTACT NAME	Brad Dunn	
CURRENT VENDOR	☒ YES		☐ NO			PHONE	610-324-6246	EXT
VENDOR #	103196					EMAIL	Brad.dunn@goodneighborshr.org	FAX #

ADDITIONAL NOTES	

To assist in the stabilization of aging homes for low-income households in New Castle County.

It's needed to assist those individual with aging homes to stabilize their homes with free home repairs.

New Castle County will be participating in furthering of the affordable housing crisis.

V. IS THIS A PASS THROUGH GRANT?	☐ YES	☒ NO	IF YES, AGENCY	

--

Page 12 of 24

RESOLUTION NO. 24-014

**APPROVING THE REFUND OF A DUPLICATE TAX PAYMENT ON
TAX PARCEL NUMBER 06-052.000-75**

1 **WHEREAS**, Silverside Healthcare Real Estate LLC Tax Parcel Number 06-052.000-75
2 located in Council District 2 has submitted to County Council, through the Chief Financial
3 Officer, an affidavit requesting a refund of taxes which they believe were paid in duplicate and
4 which total more than \$20,000; and
5

6 **WHEREAS**, the Chief Financial Officer has approved the payment of said refund in the
7 amount of \$127,934.36 on the grounds that said amount was a duplicate payment; and
8

9 **WHEREAS**, the Chief Financial Officer shall not, without the express approval of
10 County Council by Resolution, refund any payment as permitted in §14.03.001, received more
11 than five (5) years prior to the date of receipt by the Office of Finance of the refund application,
12 unless the amount of the refund is not more than twenty thousand dollars (\$20,000.00), in
13 which case the Chief Financial Officer may process it in accordance with the procedures set
14 forth in §14.03.001; and
15

16 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New Castle
17 County, that New Castle County Council hereby authorizes the Chief Financial Officer to
18 refund taxes paid in duplicate in the amount of \$127,934.36 to Silverside Healthcare Real
19 Estate LLC.

Adopted by County Council
of New Castle County on:

Karen Hartley-Nagle
President of County Council of
New Castle County

SYNOPSIS: This Resolution allows for the refund of a duplicate tax payment on Tax Parcel Number 06-052.000-75 totaling \$127,934.36. According to *New Castle County Code* Article 3, §14.03.001.C, the Chief Financial Officer's authority to approve refunds is limited to \$20,000.00 and pursuant to Article 3, §14.03.002.A, the Chief Financial Officer shall not "without the express approval of County Council by resolution, refund any payment as permitted in §14.03.001, received more than five (5) years prior to the date of receipt by the Office of Finance of the refund application, unless the amount of the refund is not more than twenty thousand dollars (\$20,000.00), in which case the Chief Financial Officer may process it in accordance with the procedures set forth in §14.03.001."

FISCAL NOTE: This Resolution, if adopted, will authorize the refund of a duplicate tax payment in the amount of \$127,934.36 paid in duplicate comprised of taxes.

RESOLUTION NO. 24-015

**CONGRATULATING THE OFFICE OF FINANCE FOR EARNING THE CERTIFICATE OF
ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR NEW CASTLE
COUNTY'S ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FORTY-TWO
CONSECUTIVE YEARS**

1 **WHEREAS**, candid financial disclosure is the foundation of maintaining a trusting
2 relationship between New Castle County Government and its citizens; and
3

4 **WHEREAS**, each year the New Castle County Office of Finance creates a Annual
5 Comprehensive Financial Report to provide clear, straightforward financial information to its
6 residents, stakeholders, and all interested parties; and
7

8 **WHEREAS**, New Castle County has been awarded the Certificate of Achievement for
9 Excellence in Financial Reporting by the Government Finance Officers Association of the
10 United States and Canada, in recognition of its Annual Comprehensive Financial Report for the
11 fiscal year ended June 30, 2022; and
12

13 **WHEREAS**, the Certificate of Achievement is the highest form of recognition in the area
14 of governmental accounting and financial reporting, and its attainment represents a significant
15 accomplishment by a government and its management; and
16

17 **WHEREAS**, this important, independent recognition helps assure our citizens that New
18 Castle County government's financial reporting has met the highest, most stringent, and most
19 current national standards; and
20

21 **WHEREAS**, this is the forty-second consecutive year that the Office of Finance has
22 created an Annual Comprehensive Financial Report that has merited the Certificate of
23 Achievement for Excellence in Financial Reporting from the Government Finance Officers
24 Association of the United States and Canada.
25

26 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New Castle
27 County that the County Council congratulates and commends the Office of Finance for its
28 outstanding service to the citizens and government of New Castle County.

Adopted by the County Council
of New Castle County on:

Karen Hartley-Nagle
President of County Council
New Castle County

SYNOPSIS: Same as title.

FISCAL IMPACT: There is no discernable fiscal impact upon the adoption of this Resolution.

ORDINANCE NO. 23-165

**TO PROVIDE FOR THE INSTALLATION OF TRADITIONAIRE STREET LIGHTS WITH
100 WATT LIGHT EMITTING DIODE (LED) BULBS IN THE BRIGHTON HAMLET
SUBDIVISION LOCATED IN THE ST GEORGES HUNDRED AND FOR A LIGHT TAX
BASED ON THE COST OF STREET LIGHTS**

1 **WHEREAS**, a petition has been filed with the Clerk of New Castle County Council for
2 the establishment of a street light tax district in the **BRIGHTON HAMLET SUBDIVISION** and
3 for the installation of Traditionaire street lights with 100 watt light emitting diode (LED) bulbs,
4 therein.

5
6 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
7

8 Section 1. The County Executive is hereby authorized to execute a contract, in
9 accordance with 9 *Del. C.* Chapter 21, to provide TRADITIONAIRE street lights with 100 watt
10 light emitting diode (LED) bulbs, according to the standards established by the New Castle
11 County Department of Land Use, to be erected along LOREWOOD PARK RD., SOUTH
12 LORE'S LANDING RD., SWEDE LANDING LA., LEWES LANDING RD., BEATEAU LANDING
13 LA., NEW CASTLE LANDING DR., KALMAR LA., EAST LOCK RD., ERICCSOON LA., WEST
14 LOCK RD., NORTH LORE'S LANDING RD. AND CHEASAPEAKE VIEW DR. as set forth in
15 the petition.
16

17 Section 2. The properties set forth in the petition shall be subject to an annual tax based
18 upon the full annual cost of the street lighting in an amount to be provided for in the Annual
19 Revenue Ordinance.
20

21 Section 3. This Ordinance shall become effective immediately upon its adoption by
22 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* §
23 1156.

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of Council
of New Castle County

Approved on:

Matthew Meyer
County Executive
New Castle County

SYNOPSIS: This Ordinance approves the installation of TRADITIONAIRE street lights with 100 watt light emitting diode (LED) bulbs in the BRIGHTON HAMLET SUBDIVISION.

FISCAL NOTE: This Ordinance provides for the installation of TRADITIONAIRE street lights with 100 watt light emitting diode (LED) bulbs and the assessment of a light tax based on the rates set in the Annual Revenue Ordinance.

The light tax assessed on these BRIGHTON HAMLET SUBDIVISION properties set forth in the petition filed with the Clerk of County Council will be billed in conjunction with the annual property tax billing. The increased expenditure to the County resulting from the installation and maintenance will be offset by the increased revenues realized from the light tax assessment.

Matthew Meyer
County Executive

Michael Smith
Chief Financial Officer



OFFICE OF FINANCE

BUILDERS PETITION FOR STREET LIGHTING

STATE OF DELAWARE :

SS :

NEW CASTLE COUNTY :

TO: The Honorable President and Members of County Council of New Castle County, Delaware

BE IT KNOWN, that on this 17 Day of November, A.D. 2023 personally appeared before me, the undersigned Notary Public, Jaime Irene Zolpur

of the State of Delaware, known to me as such, and being first duly sworn by me according to law, stated and said as follows:

1. OA NORTH LLC holds record title to BRIGHTON HAMLET a subdivision located In ST. GEORGES HUNDRED/ MIDDLETOWN, New Castle County, Delaware, the metes and bounds for which are set forth in the Deed dated 12/11/2018, 9:25:05 AM, between WELFARE FOUNDATION, INCORPORATED (A/K/A WELFARE FOUNDATION, INC.) as grantors, and OA NORTH LLC as grantee, recorded in the Office for the Recorder of Deeds in and for New Castle County at Wilmington, Delaware, in Deed Instrument Number 20181211-0067894, a copy of which is attached hereto and made a part hereof as EXHIBIT A. A substantially reduced copy of the record subdivision plan for the portion of the lands known as BRIGHTON HAMLET New Castle County, Delaware, being known as Subdivision Instrument No. 20181128-0064501, is attached hereto and made a part hereof as EXHIBIT B.

2. OA NORTH LLC as sole owner of BRIGHTON HAMLET an unincorporated community in WHITEHALL, New Castle County, Delaware, hereby petitions New Castle County pursuant to 9 Del. C. 2101 et seq. (Rev. 1974) to enter into a contract for the purpose of providing light for the streets running through and within BRIGHTON HAMLET, the boundary lines of

which are set forth on EXHIBIT A attached hereto and made part hereof, and more visually represented in EXHIBIT B attached hereto and made part hereof.

3. The type of streetlight and wattage being requested – Select one...

- ☐ Traditionaire LED (70 watt HPS equivalent)
☒ Traditionaire LED (100 watt HPS equivalent)
☐ Granville LED (70 watt HPS equivalent)
☐ Granville LED (100 watt HPS equivalent)
☐ Granville LED (150 watt HPS equivalent)
☐ Granville with Ribs LED (70 watt HPS equivalent)
☐ Granville with Ribs LED (100 watt HPS equivalent)
☐ Granville with Ribs LED (100 watt HPS equivalent

4. List names of all streets you wish to have lights installed on LOREWOOD PARK ROAD,
SOUTH LORE'S LANDING ROAD, SWEDE LANDING LANE, LEWES LANDING ROAD, BEATEAU
LANDING LANE, NEW CASTLE LANDING DRIVE, KALMAR LANE, EAST LOCK ROAD, ERICSSON
LANE, WEST LOCK ROAD, NORTH LORE'S LANDING ROAD, CHEASAPEAKE VIEW DRIVE

BY Michael N. McNamee III

BY [Signature]

SWORN TO AND SUBSCRIBED before me the day and year aforesaid.

[Signature]

Notary Public

(Seal)

My commission expires _____



ORDINANCE NO. 23-166

**AMEND THE FY2024 CAPITAL PROGRAM AND BUDGET:
APPROPRIATE FUNDS FROM THE REGISTER OF WILLS TECHNOLOGY FEE ACCOUNT
IN THE AMOUNT OF \$250,000 TO THE DEPARTMENT OF ADMINISTRATION,
REGISTER OF WILLS SYSTEM CAPITAL PROJECT**

1 **WHEREAS**, this legislation will amend the FY2024 Capital Budget by appropriating
2 \$250,000 in funds received from the Register of Wills Technology Fee Account to the
3 Department of Administration, Register of Wills System Capital Project; and

4
5 **WHEREAS**, funding in the amount of \$50,000 was previously approved by County
6 Council via Ordinance 21-088 to develop the detailed business requirements for a new Register
7 of Wills system; and

8
9 **WHEREAS**, the Register of Wills system is used for opening and closing estates,
10 managing financials, statistics, reports and document creation such as legal documents, probate
11 documents and letters; and

12
13 **WHEREAS**, funding in the amount of \$50,000 will be used for the Business Analyst to
14 develop the Request for Proposal (RFP) with the business requirements documents; and

15
16 **WHEREAS**, funding is estimated in the amount \$200,000 to select a solution and initiate
17 the project.

18
19 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**

20
21 Section 1. The Capital Budget Ordinance for the fiscal year beginning July 1, 2023 is
22 hereby amended by deleting the material stricken and adding the material underscored on the
23 attached Exhibit "A."

24
25 Section 2. The Capital Program Resolution for the fiscal year beginning July 1, 2023 is
26 hereby amended by deleting the material stricken and adding the material underscored on the
27 attached Exhibit "B."

28
29 Section 3. Register of Wills Technology Fee Account funding in the amount of \$250,000
30 is appropriated to the Department of Administration, Register of Wills System Capital Project to
31 conduct a formal Request for Proposal and select a solution to initiate the project.

32
33 Section 3. This Ordinance shall become effective immediately upon its adoption by
34 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* §
35 1156.

Adopted by County Council of
New Castle County on:

Karen Hartley-Nagle
President of County Council
of New Castle County

Approved on:

Matthew Meyer
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate \$250,000 in funding from the Register of Wills Technology Fee Account to the Department of Administration, Register of Wills System Capital Project. Funds in the amount of \$50,000 will be used to conduct a formal Request for Proposal and funds are estimated in the amount of \$200,000 to select a solution to initiate the project.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2024 Capital Program and Budget by appropriating \$250,000 from the Register of Wills System Capital Project to the Department of Administration, Register of Wills System Capital Project.

The revised FY2024 Capital Budget amount for the Register of Wills System Capital Project will be \$250,000.

The revised FY2024 New Castle County Capital Budget grand total will be \$77,487,396.

The balance in the Register of Wills Technology Fee Account as of 11/29/2023 is \$1,791,728.59. The revised balance after this appropriation of funding will be \$1,541,728.59.

The appropriation of funding from the Register of Wills Technology Fee Account is within the adopted Key Financial Policies.

The fiscal impact to the Operating Budget will be determined after a solution is selected which will include costs associated with the ongoing maintenance and operations of a cloud hosted solution.

EXHIBIT "A"
NEW CASTLE COUNTY
CAPITAL BUDGET - FY2024

23-166

DEPARTMENT OF ADMINISTRATION

Land Use Information System		\$	3,000,000
Recorder of Deeds HOA Portal		\$	129,000
<u>Register of Wills System</u>	<u> </u>	\$	<u>250,000</u>
Subtotal	<u>3,129,000</u>	\$	<u>3,379,000</u>

DEPARTMENT OF COUNTY EXECUTIVE

Executive GF Capital Contingency		\$	500,000
Executive SF Capital Contingency			<u>250,000</u>
Subtotal		\$	750,000

DEPARTMENT OF COMMUNITY SERVICES

Absalom Jones Senior Center Kiln		\$	85,000
Appoquinimink Library		\$	7,000
Newark Library		\$	19,200,000
Surratte Pool Renovations			<u>125,000</u>
Subtotal		\$	19,417,000

DEPARTMENT OF PUBLIC SAFETY

800MgHZ Communications Equipment		\$	950,000
Cardiac Monitor 2023		\$	945,148
Communications Upgrade			550,000
EMS Stations			500,000
Public Safety Building Renovations			300,000
Public Safety Equipment			91,000
Public Safety Vest Protection Program			<u>201,840</u>
Subtotal		\$	3,537,988

DEPARTMENT OF PUBLIC WORKS

Facilities/Equipment

Building Rehabilitation 2021		\$	3,000,000
Electric Vehicle Infrastructure			1,800,000
Fleet Equipment 2021			(3,340)
Fleet Equipment 2022			(1,000,000)
Fleet Equipment 2024			6,179,272
General Roof Renovations			1,250,000
Government Center Electrical Upgrade			600,000
HVAC Replacement			2,400,000
Public Safety Parking Lot Lighting			<u>-</u>
Subtotal		\$	14,225,932

EXHIBIT "A"
NEW CASTLE COUNTY
CAPITAL BUDGET - FY2024

23-166

DEPARTMENT OF PUBLIC WORKS (Continued)

Parks

Agricultural Preservation	\$ 1,500,000
Banning Park Improvements	500,000
Bechtel Park Improvements	2,000,000
Carousel Park	276,120
Delcastle Park Improvements	1,100,000
Game Court Improvements 2021	100,000
General Parkland Improvements 2021	100,000
General Parkland Improvements 2024-2025	2,950,000
Historic Structure Rehabilitation	3,000,000
Middle Run Valley Reforestation	300,000
Open Space Preservation	1,000,000
Park Bridge Replacements	300,000
Pavilion Renovations	100,000
Play Area Improvements 2024-2025	2,000,000
Rockwood Park	1,800,000
Weiss Park Improvements	700,000
Subtotal	\$ 17,726,120

Sewer/Stormwater

Asset Management	\$ 100,000
Backwater Valve Improvement	50,000
Christina River Force Main	4,400,000
Countywide Drainage	500,000
DeIDOT Coordination Project 2021	2,000,000
Edgemoor System Rehabilitation	600,000
General Sewer Improvements	750,000
General Stormwater Improvements	358,954
North Delaware Interceptor System	650,000
Pump Station Rehabilitation 2024-2025	2,000,000
Sewer Fleet Equipment 2022	(650,000)
Sewer Fleet Equipment 2024	2,162,169
Sewer Repairs and Rehabilitation 2024-2025	1,000,000
Stoney Creek Basin	500,000
Stormwater Basin Renovation	725,000
Terminal Avenue System Rehabilitation	275,000
Water Quality Improvement Plan	230,233
White Clay System Rehabilitation	2,800,000
Subtotal	\$ 18,451,356

CAPITAL BUDGET TOTAL

<u>77,237,396</u>	<u>\$ 77,487,396</u>
--------------------------	-----------------------------

EXHIBIT B**PROJECT PROFILES
ADMINISTRATION (continued)**

Project Name (Number): Register of Wills System (C122203)					
Description: Purchase and configure a new Register of Wills management system.			Council Districts: All		
Funding Schedule					
	Bonds	Federal	State	Other	Total
Prior Authorizations	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
FY2024	-	-	-		
				250,000	250,000
FY2025	-	-	-	-	-
FY2026	-	-	-	-	-
FY2027	-	-	-	-	-
FY2028	-	-	-	-	-
FY2029	-	-	-	-	-
Future Years	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
				<u>\$ 300,000</u>	<u>\$ 300,000</u>
Available Authorizations:		\$ -			
Available Funding:		\$ -			
Operating Budget Impact:		\$ -			

*Available Authorizations / Funding as of February 28, 2023, net of obligations.

FY2024 Activity:

Acquire, design/configure and implement a Register of Wills System. Project funding will be from the Register of Wills Technology Fund. Conduct a formal Request for Proposal and select a solution to initiate the project.

Future Activity:

Complete implementation of a Register of Wills system in FY25. Sunset project as of July 1, 2025.

Grant Matrix 1/9/24

GRANT APPLICANT	AMOUNT REQUESTED / AMOUNT PROPOSED	INTENDED USE OF GRANT	Standard Accounting Practices/ Non-Discrimination Policy	PRIOR COUNCIL GRANTS IN CURRENT FISCAL YEAR	COUNCIL MEMBER
Charity Crossing, Inc.	\$1050/\$1500	Funds will be for expenses associated with holding their special give away event at the William “Hicks” Anderson Community Center for those in need of household items, clothes, shoes, toys, and non-perishable food.	Yes/Yes	No	Street
Howard J. Weston Community & Senior Center, Inc.	\$14,500/\$2500	Funds will be used to remodel two currently unused rooms at the center into a designated health and wellness exercise area for members.	Yes/Yes	No	Street
Delaware Center for Horticulture	\$2500/\$1250	Funds will be used for their Arbor Day: Schools and Parks program event that will be held in Rockwood Park in the spring of 2024.	Yes/Yes	No	Cartier