



NEW CASTLE COUNTY COUNCIL BOARDS AND COMMISSIONS SUBCOMMITTEE MEETING

Chair: Dee Durham, Second District

**April 16, 2024
3:00 PM**

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

AGENDA

A. Meeting Call to Order

B. Approval of Minutes

C. Boards & Commissions Interview

CONSENTING TO THE APPOINTMENT OF SHARON STEELE TO THE NEW CASTLE COUNTY AGRICULTURAL LAND PRESERVATION ADVISORY COMMITTEE Introduced by: Mr. Carter

CONSENTING TO THE APPOINTMENT OF MICHELE WALES QUINLAN TO THE NEW CASTLE COUNTY AGRICULTURAL LAND PRESERVATION ADVISORY COMMITTEE Introduced by: Ms. Durham

CONSENTING TO THE APPOINTMENT OF JAMES JORDAN TO THE NEW CASTLE COUNTY AGRICULTURAL LAND PRESERVATION ADVISORY COMMITTEE Introduced by: Ms. Kilpatrick

CONSENTING TO THE APPOINTMENT OF NEAL CANTRELL TO THE NEW CASTLE COUNTY PLANNING BOARD Introduced by: MR. CARTER

D. Boards & Commissions Re-appointments

CONSENTING TO THE RE-APPOINTMENT OF RACHEL STUCKER TO THE NEW CASTLE COUNTY HOUSING ADVISORY BOARD Introduced by: MR. SHELDON

E. Other

F. Public Comment

G. Adjournment

AGENDA POSTED: DATE

*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.

Primary Sponsor: Mr. Carter
Requested by: Ms. Durham
Date of Introduction: April 23, 2024

RESOLUTION NO.

**CONSENTING TO THE APPOINTMENT OF SHARON STEELE TO THE NEW
CASTLE COUNTY AGRICULTURAL LAND PRESERVATION ADVISORY
COMMITTEE**

WHEREAS, pursuant to *New Castle County Code* Section 2.05.106, the Agricultural Land Preservation Advisory Committee (“Committee”) is vested with the responsibility to advise the Department of Land Use and the Department of Public Works on implementing best practices in preserving agricultural land within the County; and

WHEREAS, the Committee shall consist of seven (7) members. The County Executive shall appoint the chairperson and vice chairperson of the Committee from among the seven (7) appointed members. Except for certain initial appointments, all Committee members shall serve four-year terms, which may be renewed; and

WHEREAS, the Committee shall review and recommend funding sources, financing tools, potential partnerships, and coordination with other preservation programs; review land preservation acquisition priorities, targets, selection criteria, and process; periodically review and comment on the impact of land development on preservation priorities; and provide recommendations to the Department of Land Use and Department of Public Works concerning the Comprehensive Development Plan; and

WHEREAS, the Committee shall review land preservation funding needs in terms of staff, administration, maintenance, and programming; research and report on local agribusiness, and current and potential markets, including value-added agriculture; review the Delaware Agricultural Land Preservation Fund Program and develop recommendations for refinements; develop and distribute an annual report summarizing the Committee's activities, recommendations, and workplan for the coming year, including actions for collaborative effort; and coordinate with the Delaware Farmland Preservation Advisory Board; and

WHEREAS, While working as a CPA for various companies over her career, Ms. Steele has found the time to serve as the treasurer of the Town of Whitehall Community Garden while also volunteering in the Delaware Master Naturalist program and Delaware Wild Lands. She is a member of the Delaware Ornithological Society as well as the Delaware Nature Society and takes a strong interest in ecological/environmental health; and

WHEREAS, Ms. Steele’s experience in finance will bring important experience to a board tasked in part with reviewing financing tools and funding sources for farmland preservation; and,

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Sharon Steele to the New Castle County Agricultural Land Preservation Advisory Committee for a term to begin immediately upon adoption of this Resolution, with such term to expire on April 23, 2028.

Adopted by the County Council
of New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: Same as title.

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

RESOLUTION NO.

**CONSENTING TO THE APPOINTMENT OF MICHELE WALES QUINLAN TO
THE NEW CASTLE COUNTY AGRICULTURAL LAND PRESERVATION
ADVISORY COMMITTEE**

1 **WHEREAS**, pursuant to *New Castle County Code* Section 2.05.106, the Agricultural Land
2 Preservation Advisory Committee (“Committee”) is vested with the responsibility to advise the Department
3 of Land Use and the Department of Public Works on implementing best practices in preserving agricultural
4 land within the County; and

5
6 **WHEREAS**, the Committee shall consist of seven (7) members. The County Executive shall
7 appoint the chairperson and vice chairperson of the Committee from among the seven (7) appointed
8 members. Except for certain initial appointments, all Committee members shall serve four-year terms,
9 which may be renewed; and

10
11 **WHEREAS**, the Committee shall review and recommend funding sources, financing tools,
12 potential partnerships, and coordination with other preservation programs; review land preservation
13 acquisition priorities, targets, selection criteria, and process; periodically review and comment on the
14 impact of land development on preservation priorities; and provide recommendations to the Department of
15 Land Use and Department of Public Works concerning the Comprehensive Development Plan; and

16
17 **WHEREAS**, the Committee shall review land preservation funding needs in terms of staff,
18 administration, maintenance, and programming; research and report on local agribusiness, and current and
19 potential markets, including value-added agriculture; review the Delaware Agricultural Land Preservation
20 Fund Program and develop recommendations for refinements; develop and distribute an annual report
21 summarizing the Committee's activities, recommendations, and workplan for the coming year, including
22 actions for collaborative effort; and coordinate with the Delaware Farmland Preservation Advisory Board;
23 and

24
25 **WHEREAS**, Michele Wales has worked in the fields of Environmental & Farm-Based Education
26 and Sustainable Agriculture for almost 30 years with most of her career in New Castle County. She is
27 currently the Site Director/Farm Manager at Coverdale Farm Preserve in Greenville, DE, which is owned
28 and operated by the Delaware Nature Society. Michele has worked for the Delaware Nature Society for 24
29 years, beginning as the Farm Program Coordinator transforming the fallow farm into a living classroom
30 connecting people to the sources of their food. She has extensive experience writing curriculum and
31 specialty programming, designing outdoor classrooms, conducting professional workshops, coordinating
32 events, and is a skilled educator. Michele is also a founding member of the Farm Based Education Network,
33 a national education organization; and,

34
35 **WHEREAS**, Michele’s role evolved in 2015 to Coverdale Farm Preserve’s Site Director/Farm
36 Manager. At that time, she had the opportunity to assume a leadership role in the transformation of the site
37 into a production regenerative farm. Through this process she gained experience in writing and
38 implementing: master plans, farm operational plans, multi-year enterprise-based business plans, annual
39 operation budgets, annual vegetable and livestock production plans, and annual comprehensive site
40 enterprise plans. Coverdale Farm Preserve has been operating under Phase I of its multi-year plan since
41 2021; and,

42
43 **WHEREAS**, In addition to her administrative responsibilities, Michele is an active farmer and
44 educator at Coverdale, bringing her passion for growing food with ecological integrity to life daily. She
45 shares field time between animal husbandry, the production fields, and the outdoor classroom bringing
46 balance to her desk work. Michele has experience with both large and small ruminants, raising large flocks
47 of pastured laying hens and seasonal flocks of turkeys. She has many years of experience working with

48 specialty vegetable crops with a particular interest in heirloom vegetables and specialty cut flowers.

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50 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New Castle County
51 that County Council hereby consents to the appointment of Michele Wales Quinlan to the New Castle
52 County Agricultural Land Preservation Advisory Committee for a term to begin immediately upon adoption
53 of this Resolution, with such term to expire on April 23, 2028.

Adopted by the County Council
of New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: Same as title.

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

Primary Sponsor: Ms. Kilpatrick
Requested by: Ms. Durham
Date of Introduction: April 23, 2024

RESOLUTION NO.

**CONSENTING TO THE APPOINTMENT OF JAMES E. JORDAN, JR. TO THE
NEW CASTLE COUNTY AGRICULTURAL LAND PRESERVATION ADVISORY
COMMITTEE**

WHEREAS, pursuant to *New Castle County Code* Section 2.05.106, the Agricultural Land Preservation Advisory Committee (“Committee”) is vested with the responsibility to advise the Department of Land Use and the Department of Public Works on implementing best practices in preserving agricultural land within the County; and

WHEREAS, the Committee shall consist of seven (7) members. The County Executive shall appoint the chairperson and vice chairperson of the Committee from among the seven (7) appointed members. Except for certain initial appointments, all Committee members shall serve four-year terms, which may be renewed; and

WHEREAS, the Committee shall review and recommend funding sources, financing tools, potential partnerships, and coordination with other preservation programs; review land preservation acquisition priorities, targets, selection criteria, and process; periodically review and comment on the impact of land development on preservation priorities; and provide recommendations to the Department of Land Use and Department of Public Works concerning the Comprehensive Development Plan; and

WHEREAS, the Committee shall review land preservation funding needs in terms of staff, administration, maintenance, and programming; research and report on local agribusiness, and current and potential markets, including value-added agriculture; review the Delaware Agricultural Land Preservation Fund Program and develop recommendations for refinements; develop and distribute an annual report summarizing the Committee's activities, recommendations, and workplan for the coming year, including actions for collaborative effort; and coordinate with the Delaware Farmland Preservation Advisory Board; and

WHEREAS, James “Jim” Jordan has worked in the environmental conservation field for over 35 years. First for private industry where he started as a wastewater operator/lab technician and eventually became Environmental Manager & Agency Liaison. In that role he was responsible for environmental compliance, including drinking water, wastewater, recycling, etc., developing and leading many innovative projects to reduce water usage and minimize the impact on the environment while maintaining a return on investment. He was the catalyst in preserving the NVF Farm (which he managed) that was slated for development and is now Auburn Valley State Park; and,

WHEREAS, in 2003 Jim took the position as Managing Director of the Brandywine Valley Association, the oldest small watershed organization in the country. In 2009 he assumed the position of Executive Director. He successfully led the effort to merge the Brandywine Valley Association and Red Clay Valley Association to form the Brandywine Red Clay Alliance, which created a much more effective non-profit conservation organization. He initiated and led a two-year initiative that led to The Land Conservancy for Southern Chester County merging into Brandywine Red Clay Alliance; and,

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Jim Jordan to the New Castle County Agricultural Land Preservation Advisory Committee for a term to begin immediately upon adoption of this Resolution, with such term to expire on April 23, 2028.

Adopted by the County Council
of New Castle County on:

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President of County Council
of New Castle County

SYNOPSIS: Same as title.

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

NEAL D. CANTRELL

Middletown, DE 19709
www.linkedin.com/in/nealcantrell

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nealdcantrell1@gmail.com

FINANCE PROFESSIONAL

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Financial Reporting & Analysis | Management Reporting | Budgeting & Forecasting
Cost Accounting & Analysis | Capital Planning & Execution | Consolidations
Internal Controls & Procedures | External & Internal Audit Relations

EXPERIENCE

THE DUPONT COMPANY, Wilmington, DE

Sept 2023 – Present

Integrated Operations Finance Leader - Accountable for Cost of Revenue Reporting, working closely with Plant Accounting, Business Finance, Integrated Operations and Supply Chain Leaders, and providing decision support and financial guidance to maximize business value.

FMC, Philadelphia, PA

Nov 2017 – Sept 2023

Senior Manufacturing Finance Analyst - supporting FP&A Director of Operations, Operations/Supply Chain, Logistics, and Business Finance relating to Manufacturing, Inventory, Cost of Goods Sold, Period Expense, Capital, and Import/Export Tariff/Duties management.

ROBERT HALF MANAGEMENT SERVICES, Philadelphia, PA

July 2017 – Nov 2017

Consultant - Manufacturing Finance Integration Core Team member for Agricultural Division of one of the world's leading specialty chemical companies. Planning and implementation of Manufacturing Finance function.

THE CHEMOURS COMPANY, Wilmington, DE

2014 – 2016

Senior Finance Analyst (Material Ledger Coordination and Accounting) Chemical Solutions and Diversified Technology Businesses

- Ensured strict adherence to all regulations and policies for critical Sarbanes Oxley (SOX) controls and provided business insight.
 - Performed inventory and cost of goods sold (COGS) rate and flux analysis in conjunction with business analysis, plant accounting and operations, and supply chain.
 - Reviewed intercompany inventory and COGS analysis and reconciliation interfacing with global site and business teams.
 - Collaborated on lower of cost or market processes and analysis with businesses and corporate policy team.
 - Coordinated and performed inventory closing processes with plant accounting.
- Guaranteed accuracy of last in first out (LIFO) calculations by preparing book and tax LIFO inventory analysis.
- Provided timely submission and adherence for tax regulations by performing property tax preparation and related support.

THE DUPONT COMPANY, Wilmington, DE**2000 – 2014****Global Manufacturing / Operations Analyst supporting Operations****Business Leader and Team****Chemicals and Fluoroproducts Sector**

2010 – 2014

Electronics and Communications Sector

2006 – 2009

Fluoroproducts SBU

2002 – 2005

- Provided accurate and timely financial metrics and analysis of manufacturing operations:
- Coordinated and managed budget and variance analysis for plant fixed and variable costs (inventory), manufacturing period expense, and capital expenditures for multiple global sites and businesses to support operations business leaders and teams.
- Prepared and presented multiple business metrics for operations management team, including sales, profit, change in net working capital, cash flow, and inventory days' sales.
- Performed ad hoc special assignments, including tracking and analyzing SAP implementation costs.

LIFO Inventory Coordinator and Accounting Analyst

2000 – 2002

- Calculated LIFO impact to businesses and interfaced to business results:
 - Recorded and communicated book LIFO and tax LIFO results for 7 and 4 business units respectively, interfacing with business management, finance management, and IT.
 - Participated in emerging discussions and policies regarding book LIFO calculations and effect on business unit inventory management.
 - Collaborated with business analysts, plant accountants, ledger accountants, customer service representatives, and supply chain personnel to monitor inventory values and COGS, setting up accounting processes for new products, and serving as financial resource for Fluorochemicals business.
- Improved productivity by participating in development of DuPont Finance University course material (Accounting Hygiene – COGS).

PREVIOUS RELATED EXPERIENCE**HERCULES, INC.**, Wilmington, DE**Senior Accountant**

Consolidated, reviewed, and analyzed worldwide financial statements.

CLEMENT COMMUNICATIONS, INC., Concordville, PA**Accounting Manager**

Managed domestic financial reporting and staff, and foreign subsidiary accounting. Assisted CFO with special projects.

AUTOTOTE SYSTEMS, INC., Newark, DE**Accounting Manager**

Managed general ledger accounting, accounts payable, and accounts receivable sections and staff of North America reporting unit.

ROLLINS ENVIRONMENTAL SERVICES, Wilmington, DE**Supervisor of Corporate Accounting**

Managed activities and staff of general ledger accounting area of corporate accounting department.

WADE & SANTORA, CPAS, Wilmington, DE**Senior Accountant**

Promoted from Staff Accountant.

EDUCATION AND CERTIFICATIONS

- Bachelor of Science, Accounting, University of Delaware, Newark, DE
- Certified Public Accounting Certificate, State of Delaware
- Six Sigma Green Belt Certified, DuPont

TECHNICAL SKILLS / SYSTEMS

- SAP S4, SAP R3, BW, Microsoft Suite: Excel, Word, PowerPoint, Blackline

Primary Sponsor: Mr. Carter
Requested by: Executive Office
Date of Introduction: April 23, 2024

Mr. Carter
Executive Office
April 23, 2024

RESOLUTION NO. 24-

**CONSENTING TO THE APPOINTMENT OF NEAL D. CANTRELL
TO THE NEW CASTLE COUNTY PLANNING BOARD**

WHEREAS, the New Castle County Planning Board (“Planning Board”) is composed of nine (9) members. Pursuant to *New Castle County Code* §40.30.210, County Council has the power and duty to confirm, by majority vote, members of the Planning Board appointed by the County Executive; and

WHEREAS, the Planning Board is responsible for reviewing proposed changes to zoning, subdivision regulations, deed restrictions, and the Comprehensive Development Plan; and

WHEREAS, the Planning Board also renders final decisions on subdivision variances and appeals of Land Use Department interpretations of subdivision regulations; and

WHEREAS, Planning Board Members shall be appointed by the County Executive for a term of three (3) years; and

WHEREAS, the County Executive has submitted for the advice and consent of County Council the appointment of Neal D. Cantrell to the Planning Board; and

WHEREAS, Mr. Cantrell is a professional, who has worked for The Dupont Company, The Chemours Company and Hercules, Inc. throughout his career. A graduate from the University of Delaware, he is a Certified Six Sigma Green Belt, with a skill in analyzing information and communication.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Neal D. Cantrell to the New Castle County Planning Board for a term to begin immediately upon adoption of this Resolution and expire on April 23, 2027.

Adopted by the County Council
of New Castle County on:

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

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39 **SYNOPSIS:** Same as title.

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41 **FISCAL NOTE:** There will be no discernible fiscal impact upon the adoption of this
42 legislation.

