



NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

April 8, 2025
4:00 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 by Mr. Cartier at 04:25 PM.

Members present: Kevin Caneco, David Carter, John Cartier, Dee Durham, Valerie George, Penrose Hollins, Janet Kilpatrick, Timothy Sheldon, George Smiley, Jea Street, David Tackett, Brandon Toole, Monique Williams-Johns

B. Approval of Minutes

- Mr. Smiley made a motion and Mr. Carter seconded to approve the minutes of the March 25, 2020 Ad-Finance minutes. The vote to approve was unanimous.

C. Review/Discussion of Resolution(s)

R25-054: APPROVING THE REFUND OF A DUPLICATE TAX PAYMENT ON TAX
PARCEL NUMBER 11-018.000-59

Prime Sponsor(s): Mr. Smiley, Mr. Cartier

- Mr. Cartier read the title of the resolution and explained the resolution.
- No public comment.

R25-055: APPROVING REVISED CLASS SPECIFICATION FOR COORDINATOR OF
EMERGENCY PLANNING PURSUANT TO NEW CASTLE COUNTY CODE SECTION
26.03.105(F)

Prime Sponsor(s): Ms. Williams-Johns

- Mr. Cartier read the title of the resolution and explained the resolution.
- Mr. Smiley commented.
- Mr. Toole commented.
- No public comment.

D. Review/Discussion of Ordinance(s)

°25-031: TO AMEND THE PAY PLANS AND RATES OF PAY FOR NON-UNION
CLASSIFIED SERVICE EMPLOYEES AND AMEND THE CLASS SPECIFICATIONS FOR
BENEFITS AND PENSION ADMINISTRATOR INTO TWO NEW CLASS SPECIFICATIONS WITH
TITLES OF BENEFITS ADMINISTRATOR AND PENSION ADMINISTRATOR

Prime Sponsor(s): Ms. Williams-Johns

- Mr. Cartier read the title of the ordinance.
- Mr. Toole commented.
- No public comment.

°25-002: (STATUS: TABLED) AMEND THE GRANTS BUDGET: APPROPRIATE FEDERAL FUNDS OF \$556,302.63 FROM THE CYBERSECURITY AND INFRASTRUCTURE SECURITY AGENCY PASSED THROUGH THE DELAWARE EMERGENCY MANAGEMENT AGENCY TO THE PERIMETER FIREWALLS REPLACEMENT (SLCGP) GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF ADMINISTRATION, OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES

Prime Sponsor(s): Mr. Smiley, Mr. Cartier

- Mr. Cartier noted that the ordinance was tabled.
- Mr. Smiley indicated he would withdraw the ordinance in the County Council meeting.
- No public comment.

E. New Castle County Grant Requests/Community Events

-4/8/25 Grant Matrix

Grant Applicant	Sponsor	Amount Approved	Council Member First/Second	Vote
Southern New Castle County Rotary Foundation	Mr. Caneco/Mr. Carter	Mr. Carter- \$300 Mr. Caneco- \$300 TOTAL: \$600	Mr. Caneco/Mr. Carter	12-Yes Not Voting-Mr. Smiley
Police Unity Tour * Chapter IX	Mr. Caneco	Mr. Caneco- \$1,000 Ms. Kilpatrick- \$500 Mr. Sheldon- \$500 Mr. Smiley- \$500 Mr. Street- \$500 Mr. Tackett- \$250 TOTAL: \$3,250	Mr. Caneco/Ms. George	12-Yes Not Voting-Mr. Smiley
Epilepsy Foundation of Delaware	Mr. Sheldon	\$2,000	Mr. Sheldon/Mr. Tackett	12-Yes Not Voting-Mr. Smiley
Naamans Creek Watershed Association	Mr. Cartier	\$350	Mr. Cartier/Mr. Carter	12-Yes Not Voting-Mr. Smiley

* Members of council discussed grant, made contributions and various motions were made and seconded, but not voted on.

- Mr. Caneco made a motion to suspend the rules to exceed the amount requested in the grant for a total of \$3,250. Mr. Carter seconded.

Vote to approve: 12- yes; Not voting- Mr. Smiley

- Mr. Cartier noted that Ms. Williams-Johns joined the meeting.

- Ms. Williams-Johns made a request.
- Mr. Smiley and Mr. Cartier commented.

F. Expense and Revenue Round Table

- None

G. Other

Travel Approval Request-NACo Annual Conference -July 2025

- Ms. Durham indicated that she withdraws her travel request for the July 2025 NACo Conference.
- Ms. George moved to amend the training budget for employment issues and related legal discussions and increase it up to an additional \$2,000. Mr. Smiley seconded. Vote to approve was unanimous.
- Mr. Smiley advised that there may be an increase in grant requests due to federal funding restraints and to be mindful of from where grants are originating.

H. Public Comment

- Ms. Patricia Purnell, NCC Human Resources Manager, explained Ordinance 25-031.
- Mr. Cartier commented.
- Mr. Street commented.

I. Adjournment

- Mr. Smiley made a motion and Ms. Kilpatrick seconded to adjourn the meeting. Vote to adjourn was unanimous.
- The meeting was adjourned by Mr. Cartier at 4:46 PM.

- Respectfully submitted by Michele Gildea, Legislative Assistant to Councilman John Cartier. The meeting was recorded as is available online.