



NEW CASTLE COUNTY COUNCIL COUNCIL MEETING

September 9, 2025
6:30 PM

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

REVISED AGENDA II

A. Call to Order

- **Moment of Silence**
- **Pledge of Allegiance**
- **Roll Call**

B. Approval of Minutes

C. Announcements

D. Introduction of Ordinances

°25-113: AMEND THE FY2025 APPROVED OPERATING BUDGET:REALIGN FUNDING WITHIN THE GENERAL FUND BENEFIT BUDGET LINE ITEM TO PROVIDE FUNDING FOR HEALTHCARE EXPENSES

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

°25-114: TO AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109, TO CHANGE THE POSITION TITLE OF EMERGENCY PREPAREDNESS PLANNER TO EMERGENCY MANAGEMENT PLANNER AND ADOPT THE REVISED CLASS SPECIFICATION

Prime Sponsor(s): Ms. Williams-Johns

E. Consent Calendar

NOTE: If an item on the Consent Calendar is objected to by a Council member, or a member of the public wishes to obtain additional information about the candidate or proposed legislation, or if a Councilmember intends to offer an amendment to a resolution, seek additional information, or state a conflict, it shall be removed from the Consent Calendar and voted upon separately.

F. Consideration of Resolutions Removed from the Consent Calendar and Other Resolutions

R25-154: PLAN OF THE MANOR AT 6060; MILL CREEK HUNDRED; WEST SIDE OF LIMESTONE ROAD, 865 FEET NORTH OF MENDENHALL MILL ROAD; CONSOLIDATE TWO PARCELS TO FACILITATE THE CONSTRUCTION OF A THREE-STORY, 83,050 SQUARE FOOT INSTITUTIONAL RESIDENTIAL TYPE 2 FACILITY WITH ASSOCIATED IMPROVEMENTS; NC21 ZONING; APPLICATION NO. [2023-0586-S](#); COUNCIL DISTRICT 3

Prime Sponsor(s): Ms. Kilpatrick

R25-155: AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE A MASTER SERVICES AGREEMENT WITH EMPOWER RETIREMENT, LLC TO SERVE AS THE APPROVED ADMINISTRATOR OF THE 457(b) DEFERRED COMPENSATION PLAN AND THE 401(a) DEFINED CONTRIBUTION BENEFIT OF THE COUNTY 2011 PLAN

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

R25-156: APPROVING REVISED CLASS SPECIFICATION FOR GEOGRAPHIC INFORMATION SYSTEMS MANAGER PURSUANT TO NEW CASTLE COUNTY CODE SECTION 26.03.105(F)

Prime Sponsor(s): Ms. Williams-Johns

G. Time Sensitive Congratulatory/Honorary Resolutions**H. Presentations****I. Consideration of Ordinances**

°25-103: AMEND THE FY2026 APPROVED OPERATING BUDGET:TRANSFER FUNDING FROM THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO THE CONTRACTUAL SERVICES BUDGET LINE ITEM OF THE DEPARTMENT OF LAND USE, DIVISION OF CUSTOMER RELATIONS AND ENFORCEMENT TO PROVIDE FUNDING TO ASSIST WITH RODENT CONTROL IN VACANT PROPERTIES

Prime Sponsor(s): Mr. Smiley

°25-104: AMEND THE FY2026 APPROVED OPERATING BUDGET:TRANSFER FUNDING FROM THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY COMMUNICATIONS TO PROVIDE FUNDING TO ASSIST WITH AN EMERGENCY TELECOMMUNICATOR TRAINING COURSE

Prime Sponsor(s): Mr. Smiley

Co-sponsor(s): Mr. Toole, Mr. Caneco

°25-105: AMEND THE FY2026 APPROVED OPERATING BUDGET:TRANSFER FUNDING FROM THE GRANTS AND FIXED CHARGES BUDGET LINE ITEM OF COUNTY COUNCIL TO THE MATERIALS AND SUPPLIES BUDGET LINE ITEM OF THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF ADMINISTRATION TO PROVIDE FUNDING FOR UNIFORMS FOR THE PIPES AND DRUMS BAND

Prime Sponsor(s): Mr. Smiley

Co-sponsor(s): Mr. Toole, Mr. Caneco

°25-106: AMEND THE GRANTS BUDGET: APPROPRIATE \$8,917.00 IN ADDITIONAL STATE OF DELAWARE GRANT-IN-AID FUNDS TO THE ABSALOM JONES SENIOR CENTER FY2026 GRANT, WHICH WILL BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, COMMUNITY RESOURCES DIVISION

Prime Sponsor(s): Mr. Hollins, Mr. Street

Co-sponsor(s): Mr. Toole, Ms. Williams-Johns

°25-107: TO AMEND NEW CASTLE COUNTY CODE CHAPTER 19 ("RESIDENTIAL RENTAL PROPERTIES") REGARDING LANDLORD AND TENANT RIGHTS AND RESPONSIBILITIES

Prime Sponsor(s): Mr. Caneco

°25-109: AMEND THE GRANTS BUDGET: APPROPRIATE \$115,089.15 IN FEDERAL FUNDING FROM THE DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR THE PURCHASE AND RECEIPT OF DONATED EQUIPMENT FOR THE DEPARTMENT OF PUBLIC SAFETY

Prime Sponsor(s): Mr. Toole, Mr. Caneco

°25-110: TO APPROPRIATE \$250,000 IN THE NEW CASTLE COUNTY HOUSING TRUST FUND FOR HOPE CENTER SECURITY TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES

Prime Sponsor(s): Mr. Hollins, Mr. Street

°25-111: AMEND THE GRANTS BUDGET: APPROPRIATE FUNDING TO BE RECEIVED FROM THE STATE OF DELAWARE, DEPARTMENT OF LABOR, DIVISION OF EMPLOYMENT AND TRAINING, WITH FUNDS PROVIDED BY THE DELAWARE WORKFORCE INVESTMENT BOARD TO THE 2025/2026 STATE SUMMER YOUTH EMPLOYMENT PROGRAM/YEAR ROUND YOUTH EMPLOYMENT GRANT, TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY RESOURCES

Prime Sponsor(s): Mr. Hollins, Mr. Street

SUBSTITUTE NO. 1 TO °25-112: AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORK WEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 FOR THE CLASS SPECIFICATION OF MASTER MECHANIC FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF PLANT OPERATIONS

Prime Sponsor(s): Ms. Williams-Johns

J. Introduction/Consideration of Emergency Ordinances

K. Public Comment/Other

L. Motion to Adjourn

REVISED AGENDA II POSTED: September 8, 2025

REVISED AGENDA POSTED: September 5, 2025

AGENDA POSTED: September 2, 2025

*The revised agenda II was posted less than (7) days in advance of the meeting to reflect that R25-157 has been withdrawn from the agenda.

The revised agenda was posted less than (7) seven days in advance of the meeting in order to timely address via R25-157 a highly important topic.

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.

ORDINANCE NO. 25-113

**AMEND THE FY2025 APPROVED OPERATING BUDGET:
REALIGN FUNDING WITHIN THE GENERAL FUND BENEFIT BUDGET LINE ITEM
TO PROVIDE FUNDING FOR HEALTHCARE EXPENSES**

1 **WHEREAS**, realignment of funds is required for the County's FY2025 healthcare
2 expenses; and
3

4 **WHEREAS**, the General Fund Benefit Budget Line Item will require a
5 realignment of \$280,000 from the Department of Public Safety to the Department of
6 County Executive \$140,000 and the Department of Community Services \$140,000; and
7

8 **WHEREAS**, the revenue measures heretofore adopted by the County Council
9 are, in the opinion of the County Executive, estimated to yield sums at least sufficient to
10 balance the proposed expenditures as set forth in the Approved Annual Operating
11 Budget as hereinafter amended.
12

13 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
14

15 Section 1. The Annual Operating Budget for the fiscal year beginning July 1,
16 2024, is hereby amended by deleting the material stricken and adding the material
17 underscored on the attached "Exhibit A."
18

19 Section 2. The foregoing amendment shall be considered a part of the Annual
20 Operating Budget for the fiscal year beginning July 1, 2024, and shall be effective
21 retroactively as though incorporated initially in the Annual Operating Budget.
22

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

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, amends the FY2025 Approved Operating Budget Benefit Budget Line Item by realigning \$280,000 from the Department of Public Safety to the Department of County Executive \$140,000 and the Department of Community Services \$140,000. This realignment of funds is necessary to cover the County's FY2025 healthcare expenses.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to June 30, 2025.

FISCAL NOTE: This Ordinance, if approved, amends the FY2025 Approved Operating Budget Benefit Budget Line Item by realigning \$280,000 from the Department of Public Safety to the Department of County Executive \$140,000 and the Department of Community Services \$140,000. This realignment of funds is necessary to cover the County's FY2025 healthcare expenses.

This realignment of funding will result in no increase to the FY2025 Approved Operating Budget as the legislation is a transfer of funds between Departments and within the same fund.

Acknowledged by the Chief Financial Officer August 28, 2025.

COUNTY COUNCIL

Salaries and Wages		\$	2,502,060
Benefits			1,464,432
Training and Civic Affairs			87,104
Communication and Utilities			18,693
Materials and Supplies			35,660
Contractual Services			255,088
Equipment			14,580
Grants and Fixed Charges			348,221
Operating Transfer Charges			175,627
Total		\$	4,901,465
Total Authorized Full-Time Positions	35		

COUNTY EXECUTIVE

Salaries and Wages		\$	2,315,184
Benefits	1,190,296		<u>1,330,296</u>
Training and Civic Affairs			51,178
Communication and Utilities			21,637
Materials and Supplies			19,836
Contractual Services			333,922
Equipment			7,223
Grants and Fixed Charges			638,000
Contingency			1,707
Operating Transfer Charges			105,264
Total	4,684,247	\$	<u>4,824,247</u>
Total Authorized Full-Time Positions	17		

DEPARTMENT OF ADMINISTRATION

Salaries and Wages	\$	12,801,592
Benefits		7,410,198
Training and Civic Affairs		137,998
Communication and Utilities		8,288,872
Materials and Supplies		181,928
Contractual Services		7,821,586
Equipment		523,161
Grants and Fixed Charges		3,972,098
Operating Transfer Charges		1,143,524
Operating Transfer Credits		(12,812,422)
Total	\$	29,468,535
Total Authorized Full-Time Positions		168

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	\$	25,362,106
Benefits		14,728,052
Training and Civic Affairs		45,445
Communication and Utilities		26,468,271
Materials and Supplies		4,917,279
Contractual Services		10,847,289
Equipment		508,481
Grants and Fixed Charges		1,193,025
Land and Structures		54,700
Operating Transfer Charges		4,574,405
Operating Transfer Credits		(7,722,122)
Total	\$	80,976,931
Total Authorized Full-Time Positions		389

DEPARTMENT OF LAND USE

Salaries and Wages		\$	7,994,998
Benefits			4,647,275
Training and Civic Affairs			59,575
Communication and Utilities			111,242
Materials and Supplies			103,127
Contractual Services			1,429,294
Equipment			74,555
Grants and Fixed Charges			56,500
Operating Transfer Charges			1,061,595
Total		\$	15,538,161
Total Authorized Full-Time Positions	112		

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages		\$	12,734,648
Benefits	5,580,637		<u>5,720,637</u>
Training and Civic Affairs			24,141
Communication and Utilities			1,473,021
Materials and Supplies			1,600,614
Contractual Services			3,841,213
Equipment			34,474
Grants and Fixed Charges			3,251,065
Operating Transfer Charges			1,174,095
Operating Transfer Credits			(225,977)
Total	29,487,931	\$	<u>29,627,931</u>
Total Authorized Full-Time Positions	162		

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages		\$	73,434,429
Benefits	40,673,121		<u>43,402,944</u>
Training and Civic Affairs			164,155
Communication and Utilities			1,040,163
Materials and Supplies			1,490,737
Contractual Services			2,131,317
Equipment			1,773,283
Grants and Fixed Charges			8,345,222
Operating Transfer Charges			7,843,655
Intragovernmental Service Credits			
Total	136,896,082	\$	<u>139,625,905</u>
Total Authorized Full-Time Positions	727		

REGISTER OF WILLS

Salaries and Wages		\$	1,131,352
Benefits			643,880
Training and Civic Affairs			34,950
Communication and Utilities			12,209
Materials and Supplies			10,053
Contractual Services			62,715
Equipment			2,800
Operating Transfer Charges			82,214
Total		\$	<u>1,980,173</u>
Total Authorized Full-Time Positions	20		

RECORDER OF DEEDS

Salaries and Wages		\$	1,202,298
Benefits			691,663
Training and Civic Affairs			40,170
Communication and Utilities			29,829
Materials and Supplies			10,573
Contractual Services			98,478
Equipment			9,975
Grants and Fixed Charges			18,350
Operating Transfer Charges			162,265
Total		\$	<u>2,263,601</u>
Total Authorized Full-Time Positions	23		

SHERIFF

Salaries and Wages	\$	1,353,771
Benefits		788,603
Training and Civic Affairs		29,452
Communication and Utilities		14,993
Materials and Supplies		21,259
Contractual Services		55,999
Equipment		5,000
Operating Transfer Charges		142,020
Total	\$	2,411,097
Total Authorized Full-Time Positions		21

CLERK OF THE PEACE

Salaries and Wages	\$	477,910
Benefits		279,717
Training and Civic Affairs		9,600
Communication and Utilities		4,484
Materials and Supplies		8,754
Contractual Services		23,268
Equipment Replacement		2,000
Operating Transfer Charges		30,824
Total	\$	836,557
Total Authorized Full-Time Positions		7

DEBT SERVICE

Debt Service	\$	45,578,427
Total	\$	45,578,427
Total Authorized Full-Time Positions		

ETHICS COMMISSION

Salaries and Wages	\$	42,200
Benefits		4,181
Training and Civic Affairs		10,464
Communication and Utilities		2,134
Materials and Supplies		2,450
Contractual Services		235,747
Equipment		300
Operating Transfer Charges		6,360
Total	\$	303,836
Total Authorized Full-Time Positions		0

COUNCIL CONTINGENCY

Contingency	\$	152,673
Total	\$	152,673
Total Authorized Full-Time Positions		

EXECUTIVE CONTINGENCY

Contingency	\$	0
Total	\$	0
Total Authorized Full-Time Positions		

PERSONNEL CONTINGENCY

Contingency	\$	105,500
Total	\$	105,500
Total Authorized Full-Time Positions		

ATTRITION CONTINGENCY

Personal Services - Salaries and Wages	\$	0
Personal Services - Employee Benefits	\$	0
Total	\$	0
Total Authorized Full-Time Positions		

ONE-TIME CONTINGENCY

Contingency	\$	11,880
Total	\$	11,880

NEW CASTLE COUNTY

Salaries and Wages	\$	141,352,548
Benefits		81,111,878
Training and Civic Affairs		694,232
Communication and Utilities		37,485,548
Materials and Supplies		8,402,270
Contractual Services		27,135,916
Equipment		2,955,832
Grants and Fixed Charges		17,822,481
Debt Service		45,578,427
Land and Structures		54,700
Contingency		271,760
Operating Transfer Charges		16,501,848
Operating Transfer Credits		(20,760,521)
Sub-Total New Castle County	\$	358,606,919
Total Authorized Full-Time Positions		1,681

RESERVE ACCOUNTS ANTICIPATED BALANCES AS OF JUNE 24, 2025 (UNAUDITED)

Tax Stabilization Reserve Account	61,495,003
Sewer Rate Stabilization Reserve Account	5,620,512
General Fund Budget Reserve Account	45,312,006
Sewer Fund Budget Reserve Account	18,734,142
Total Reserves:	131,161,663

ORDINANCE NO. 25-114

TO AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109, TO CHANGE THE POSITION TITLE OF EMERGENCY PREPAREDNESS PLANNER TO EMERGENCY MANAGEMENT PLANNER AND ADOPT THE REVISED CLASS SPECIFICATION

1 **WHEREAS**, the Department of Public Safety, Division of Office of Emergency
2 Management has determined it necessary that the class specification for the Emergency
3 Preparedness Planner needed to be revised to reflect the work currently being performed to
4 include changing the job class title to Emergency Management Planner to better describe the
5 classification; and

6
7 **WHEREAS**, the Office of Human Resources determined that this change does not require
8 review by the Human Resources Advisory Board since it is below a Pay Grade 28; and

9
10 **WHEREAS**, the Chief Human Resources Officer, reviewed and recommended the
11 changes to the class specification for Emergency Preparedness Planner in 2022 including
12 changing the title to Emergency Management Planner but the Pay Plan and Rates of Pay for
13 Classified Service Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 3109 was never
14 updated; and

15
16 **WHEREAS**, the Chief Human Resources Officer, reviewed and recommended to change
17 the title of the Emergency Preparedness Planner to Emergency Management Planner on the
18 Pay Plan and Rates of Pay for Classified Service Employees Council 81, AFSCME, AFL-CIO,
19 Affiliate Local 3109.

20
21 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**

22
23 Section 1. The revised Class Specification for Emergency Management Planner is
24 adopted as set forth in Exhibit "A."

25
26 Section 2. The Pay Plan and Rates of Pay for Classified Service Professional Employees
27 Represented by the Delaware Public Employees Council 81, AFSCME, ALF-CIO, Affiliate Local
28 3109, for the period July 1, 2025 through June 30, 2026 as set forth in Exhibit "B", is hereby
29 amended by adding the material that is underscored and deleting the material that is stricken.

30
31 Section 3. The Pay Plan and Rates of Pay for Classified Service Professional Employees
32 Represented by the Delaware Public Employees Council 81, AFSCME, ALF-CIO, Affiliate Local
33 3109, effective July 1, 2026 as set forth in Exhibit "C", is hereby amended by adding the material
34 that is underscored and deleting the material that is stricken.

35
36 Section 4. This Ordinance shall become effective immediately upon its adoption by
37 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C. §*
38 1156.

Adopted by Council of
New Castle County on:

Monique Williams-Johns
President of Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, updates the position title of Emergency Preparedness Planner to Emergency Management Planner on the Pay Plan and Rates of Pay for Classified Service Professional Employees Represented by the Delaware Public Employees Council 81, AFSCME, ALF-CIO, Affiliate Local 3109, and adopts the revised class specification as reviewed and recommended by the Chief Human Resources Officer.

FISCAL NOTE: This Ordinance, if approved, updates the position title of Emergency Preparedness Planner to Emergency Management Planner on the Pay Plan and Rates of Pay for Classified Service Professional Employees Represented by the Delaware Public Employees Council 81, AFSCME, ALF-CIO, Affiliate Local 3109, and adopts the revised class specification as reviewed and recommended by the Chief Human Resources Officer.

There is no discernible fiscal impact as this is a change to job class title only with no change to the Pay Grade.

Acknowledged by the Chief Financial Officer August 26, 2025.

NEW CASTLE COUNTY GOVERNMENT

Number 1089

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CLASS SPECIFICATIONDate ~~11/02/11~~DRAFTTitle: EMERGENCY ~~PREPAREDNESS~~MANAGEMENT PLANNER

Approved:

GENERAL STATEMENT OF DUTIES: Performs a wide range of responsible planning and field work pertaining to emergency preparedness, response, training and property protection; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is assigned to plan, research and organize tasks relating to the mitigation of, preparation for, response to and recovery from natural and technological disasters and major emergencies. Duties include field and office investigative work including emergency response to incidents as required. This employee serves as the Department of Public Safety's primary representative to incidents involving hazardous materials and medium to large scale disasters and serves as the alternate to the ~~Coordinator of Emergency Planning~~Emergency Management Coordinator/Assistant Chief of Emergency Management in managing the Emergency Operations Center during major emergencies and disasters. The Department of Public Safety operates 24/7 and this employee may be required to work extended hours such as early mornings, nights and weekends. This employee works under the supervision of the ~~Coordinator of Emergency Planning~~Emergency Management Coordinator/Assistant Chief of Emergency Management but exercises considerable judgment in the performance of duties.

EXAMPLES OF WORK: (Illustrative only)

- Develops, maintains and prepares assigned portions of comprehensive emergency operation plans and reviews plans for conformity to emergency management principles and to principles of good planning;
- Develops and maintains an emergency information system pertaining to the availability of resources and facilities for use during disasters and emergencies;
- Develops standard operating procedures for emergency management functions;
- Consults with emergency care, response and planning agencies to assist in developing and maintaining integrated emergency operation programs;
- Coordinates emergency staff support for emergency operations, drills and exercises;
- ~~Prepares, monitors, and administers grant budget requests, expenditures and grant funding opportunities;~~
- Researches special unmet needs of the population required during emergencies and develops strategies to meet such needs;
- Serves on emergency planning committees;
- Coordinates the set-up and staffing of the Emergency Operations Center in times of critical incidents;
- Gives public presentations and lectures;
- Locates, collects, compiles and organizes statistical and other data essential to various emergency management planning efforts;
- Prepares and reviews hazardous vulnerability studies;
- Maintains records of shelters, warning systems, training and radiological protective equipment;
- Develops and provides training programs for emergency response personnel;
- May assist or participate in the supervision of designated staff;

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Date ~~11/02/11~~ DRAFT

CLASS SPECIFICATION

Title: EMERGENCY ~~PREPAREDNESS~~ MANAGEMENT PLANNER

Approved:

- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of planning concepts and emergency management principles; good knowledge of emergency services and resources; ability to utilize multiple technologies and communication devices to efficiently perform duties; skill in report writing and in preparing written plans, charts and graphs; good knowledge of chemical, biological, and radiological monitoring and detection; some knowledge of Federal, State, and local Homeland Security operations; ability to perform independent research and to draw valid conclusions; ability to develop and conduct training programs; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with other employees, ~~general managers~~, outside agencies and the public. ~~ability to supervise.~~

MINIMUM QUALIFICATIONS: At least two (2) years of experience in emergency management and possession of a Bachelor's Degree from an accredited college or university; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

PREFERRED QUALIFICATIONS: Completion of ICS 100 & 200 Level Courses.

ADDITIONAL REQUIREMENTS: Must pass a Class III and HAZMAT County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent. The employee shall complete the Emergency Vehicle Operators Course and License within 6 months of date of hire and complete the Hazardous Material Technician Certification prior to the end of the probationary period. The employee shall take the following Federal Emergency Management Agency sponsored training during the course of employment as funds and scheduling permit:

Incident Response to Terrorism Series
ICS Advanced Courses (300 & 400 level)

HISTORY OF REVISIONS:

Established: 03/26/85
Revised: 04/17/89
Revised: 01/19/93
Revised: 07/01/97
Revised: 05/01/01
Revised: 08/22/06
Revised: 04/21/08
Revised: 11/02/11
~~Revised: DRAFT~~

**PAY PLANS AND RATES OF PAY FOR
CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
HOUSING SPECIALIST	19	41,429	43,501	45,676	47,961	50,358	52,877	55,522	58,298	61,214	64,274	67,487
RECREATION SPECIALIST	19											
AUTOMOTIVE PARTS SUPERVISOR	22	47,961	50,358	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,129
COMMUNITY SERVICES COORDINATOR	23	50,358	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034
CUSTOMER INFO AND ASSISTANCE COORD	23											
HEALTH SERVICES NURSE	23											
ASSESSMENT ANALYST	24	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136
EMERGENCY MANAGEMENT PLANNER	24											
EMERGENCY PREPAREDNESS PLANNER	24											
HOUSING FINANCIAL ADVISOR	24											
PLANNER I	24											
PROGRAM ANALYST	24											
JUNIOR SYSTEMS PROGRAMMER	26	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964
LIBRARIAN I	26											
PENSION PROGRAM ANALYST	26											
PLANNER II	26											
BUDGET AND PROCEDURES ANALYST	27	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,712
COORDINATOR OF EMERGENCY PLANNING	28	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699
HOUSING MANAGEMENT ANALYST	28											
INFORMATION SYSTEMS SPECIALIST	28											
LANDSCAPE ARCHITECT	28											
SENIOR PENSION PROGRAM ANALYST	28											
SEWER SYSTEM ANALYST	28											
SYSTEMS PROGRAMMER	28											
TRAFFIC ENGINEER	28											
SENIOR BUDGET AND PROCEDURES ANALYST	29	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,933
INFORMATION SYSTEMS COORDINATOR	30	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431
OPERATIONS ENGINEER	30											
PARKS DEVELOPMENT PLANNER	30											
PLANNER III	30											
TRAINING ADMINISTRATOR	30											
SENIOR NETWORK ENGINEER	31	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,203
GEOGRAPHIC INFORMATION SYSTEMS MANAGER	32	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,202	127,262
CHIEF PROCUREMENT OFFICER	34	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,202	127,261	133,625	140,306

Effective: 07/01/2025 (Ord 24-150)

Revised: 11/19/2024 (Ord 24-160)

Revised: 04/24/2025 (Ord 25-042)

Revised: xx/xx/xxxx (Ord 25-xxx)

**PAY PLANS AND RATES OF PAY FOR
CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
HOUSING SPECIALIST	19	42,465	44,589	46,818	49,160	51,617	54,199	56,910	59,755	62,744	65,881	69,174
RECREATION SPECIALIST	19											
AUTOMOTIVE PARTS SUPERVISOR	22	49,160	51,617	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,082
COMMUNITY SERVICES COORDINATOR	23	51,617	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085
CUSTOMER INFO AND ASSISTANCE COORD	23											
HEALTH SERVICES NURSE	23											
ASSESSMENT ANALYST	24	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289
EMERGENCY MANAGEMENT PLANNER	24											
EMERGENCY PREPAREDNESS PLANNER	24											
HOUSING FINANCIAL ADVISOR	24											
PLANNER I	24											
PROGRAM ANALYST	24											
JUNIOR SYSTEMS PROGRAMMER	26	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338
LIBRARIAN I	26											
PENSION PROGRAM ANALYST	26											
PLANNER II	26											
BUDGET AND PROCEDURES ANALYST	27	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,205
COORDINATOR OF EMERGENCY PLANNING	28	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316
HOUSING MANAGEMENT ANALYST	28											
INFORMATION SYSTEMS SPECIALIST	28											
LANDSCAPE ARCHITECT	28											
SENIOR PENSION PROGRAM ANALYST	28											
SEWER SYSTEM ANALYST	28											
SYSTEMS PROGRAMMER	28											
TRAFFIC ENGINEER	28											
SENIOR BUDGET AND PROCEDURES ANALYST	29	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,681
INFORMATION SYSTEMS COORDINATOR	30	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317
OPERATIONS ENGINEER	30											
PARKS DEVELOPMENT PLANNER	30											
PLANNER III	30											
TRAINING ADMINISTRATOR	30											
SENIOR NETWORK ENGINEER	31	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,233
GEOGRAPHIC INFORMATION SYSTEMS MANAGER	32	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,232	130,444
CHIEF PROCUREMENT OFFICER	34	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,232	130,443	136,966	143,814

Effective: 07/01/2026 (Ord 24-150)

Revised: 11/19/2024 (Ord 24-160)

Revised: 04/24/2025 (Ord 25-042)

Revised: xx/xx/xxxx (Ord 25-xxx)

Prime Sponsor(s): Ms. Kilpatrick
Requested by: Department of Land Use
Date of introduction: September 9, 2025

RESOLUTION NO. 25-154

**PLAN OF THE MANOR AT 6060; MILL CREEK HUNDRED;
WEST SIDE OF LIMESTONE ROAD, 865 FEET NORTH OF MENDENHALL
MILL ROAD; CONSOLIDATE TWO PARCELS TO FACILITATE THE
CONSTRUCTION OF A THREE-STORY, 83,050 SQUARE FOOT INSTITUTIONAL
RESIDENTIAL TYPE 2 FACILITY WITH ASSOCIATED IMPROVEMENTS;
NC21 ZONING; APPLICATION NO. 2023-0586-S; COUNCIL DISTRICT 3**

1 **NOW, THEREFORE, BE IT RESOLVED**, by and for the County Council of New
2 Castle County that County Council hereby approves the following major land
3 development plan, The Manor at 6060 (Application No. 2023-0586-S) as heretofore
4 approved by the Land Use Department, and the President of County Council is hereby
5 authorized to endorse her approval upon the following plan.

**THE MANOR AT 6060
Millcreek Hundred**

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL IMPACT: This will have no immediately discernible fiscal impact on the County but, if the parcel is developed in accordance with this record plan, there may be one or more fiscal effects on New Castle County government including, but not limited to, an increase in the assessed value of the property with the resultant increase in taxes collectible thereon and an increased demand for County services.

Marcus A. Henry
County Executive



David M. Culver
General Manager

New Castle County Department of Land Use

MEMORANDUM

TO: Council President
Members of County Council
Counsel to Council
Clerk of County Council

FROM: David M. Culver

RE: Application Number 2023-0586-S
The Manor at 6060
Record Major Land Development Plan

DATE: August 12, 2025

Enclosed for Council's review and consideration of approval are paper prints of the above-referenced plan. The Department has determined that this proposal complies with all applicable requirements of the New Castle County Code.

A suggested title and synopsis are attached.

cc: Marcus Henry, County Executive
Mona Parikh, Chief Administrative Officer

Plan of The Manor at 6060; Mill Creek Hundred; West side of Limestone Road, 865 feet north of Mendenhall Mill Road. Consolidate two parcels to facilitate the construction of a three-story, 83,050 SF Institutional Residential Type 2 facility with associated improvements. NC21 Zoning. CD 3.

Synopsis: Same as title

Fiscal Note: This will have no immediately discernible fiscal impact on the County but, if the parcel is developed in accordance with this record plan, there may be one or more fiscal effects on New Castle County government including, but not limited to, an increase in the assessed value of the property with the resultant increase in taxes collectible thereon and an increased demand for County services.

N/F
RYDZEWSKI ADOLPH
JOHN & JUNK
TP# 08-018.30-045
ZONED NC21
PLAN #007161

N/F
MONDRAGON REALTY LLC
TP# 08-018.00-071
ZONED NC21
PLAN #006389

N/F
MILLER STEPHEN A.
& TINA S.
TP# 08-018.30-046
ZONED NC21
PLAN #007161

N/F
GERARD THOMAS J.
& LAURA L.
TP# 08-018.30-148
ZONED NC21
PLAN #007060

N/F
MANCARI VINCENT J JR.
& DENIS
TP# 08-024.10-147
ZONED NC21
PLAN #007060

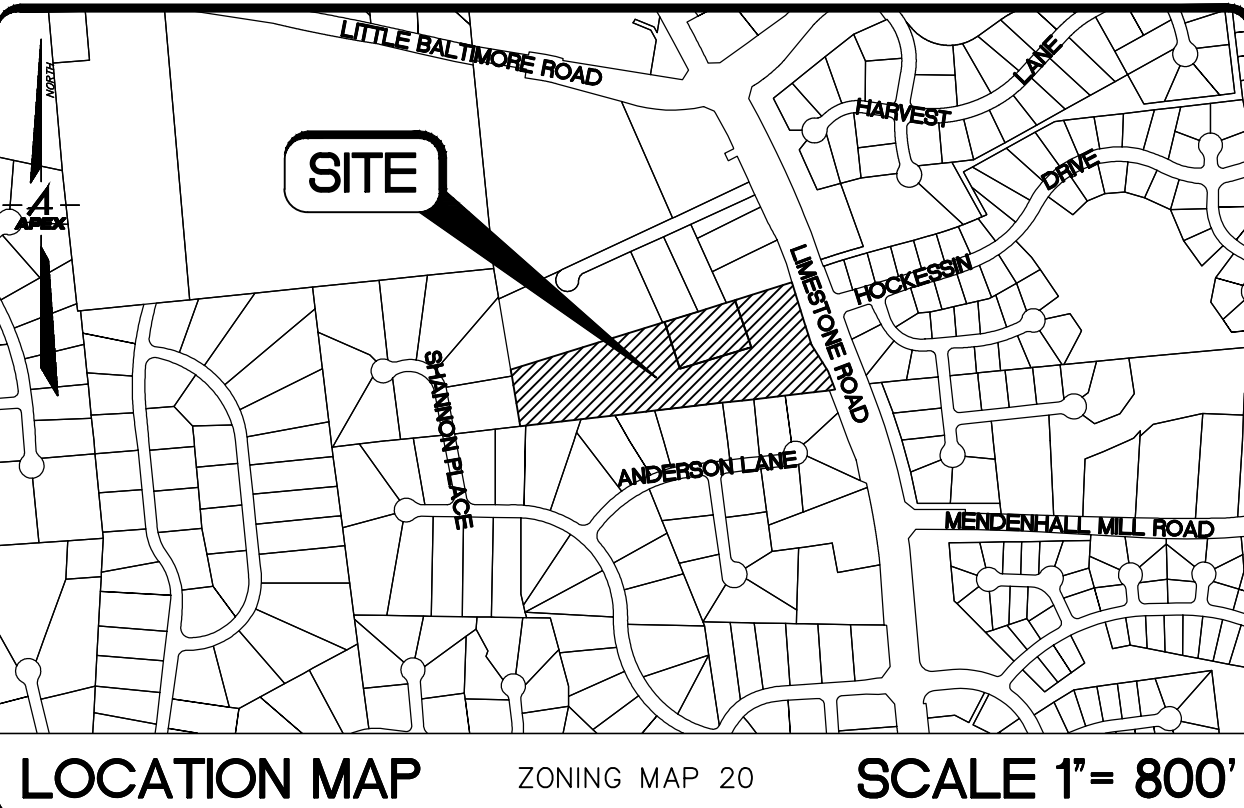
N/F
FIELDS JOSHUA J.
& LEAH BRIE MANCARI
TP# 08-024.10-145
ZONED NC21
PLAN #007060

N/F
SCHORN BERNARD E.
& JOYCE E.
TP# 08-024.10-144
ZONED NC21
PLAN #007718

PROTECTED RESOURCE TABLE - PARCEL 08-018.00-019 (8.59± ACRES)					
PROTECTED RESOURCE	TOTAL AREA (ACRES)	DISTURBED AREA (ACRES)	PROTECTED AREA (ACRES)	PROTECTION RATIO REQUIRED	PROTECTION RATIO PROVIDED
COCKEYSVILLE FORMATION DRAINAGE AREA	10.09	4.60	5.49	0.50	0.54
RIPARIAN BUFFER	3.16	0.00	3.16	1.00	1.00
FOREST, TIER 2	4.45	0.86	3.59	0.60	0.81
STEEP SLOPES 15-25%	0.19	0.01	0.18	0.50	0.95

PURPOSE OF PLAN

THE PURPOSE OF THIS PLAN IS TO COMBINE THE TWO PARCELS AND TO PROVIDE FOR THE CONSTRUCTION OF A NEW 3-STORY 83,050 SQUARE FOOT AGE-RESTRICTED INSTITUTIONAL RESIDENTIAL TYPE 2 FACILITY ON THE PROPERTY AND ITS ASSOCIATED PARKING, ACCESS, UTILITY CONNECTIONS AND STORMWATER MANAGEMENT.



SITE DATA			
1. OWNER/PROPERTY INFORMATION:	OWNER NAME & ADDRESS	PROPERTY ADDRESS	TAX PARCEL AREA
	CENSURATO MICHAEL & CATHERINE A TR OF NEW TR	6060 LIMESTONE RD HOCKESSIN, DE 19707	08-018.00-066 1.50 ACRES
	DESOLINA LLC	6042 LIMESTONE RD HOCKESSIN, DE 19707	08-018.00-019 8.59 ACRES
2. SOURCE OF TITLE:	08-018.00-066 20180216 0008041	08-018.00-019 20110601 0027208	
3. TOTAL NO. OF LOTS:	EXISTING: 2	PROPOSED: 1	
4. ZONING/USE:	NC21 - OTHER PERMITTED USE INSTITUTIONAL RESIDENTIAL TYPE 2		
	BUILDING SETBACKS	STREET YARD 40' MIN.	
	SIDE YARD 30' MIN.		
	REAR YARD 40' MIN.		
	PAVING SETBACK 20' FRONT/10' OTHER		
	BUILDING HEIGHT 45' MAX.		
5. PROPOSED LOT COVERAGE:	BUILDING 0.620 AC. 6.2%	IMPERVIOUS 1.163 AC. 11.5%	OPEN AREA 8.303 AC. 82.3%
	TOTAL 10.086 AC. 100%		*INCL. 0.34 AC. STORMWATER MGT. AREA
6. PARKING:	AGE-RESTRICTED RESIDENTIAL INSTITUTIONAL USE REQUIRED: 80 1-BR UNITS x 0.75 SPACES/UNIT = 60 SPACES PROVIDED: 80 SPACES (INCL. 13 ACCESSIBLE SPACES vs 12 REQUIRED) BICYCLE PARKING REQUIRED: 1 BICYCLE SPACE/10 SPACES x 80 = 8 SPACES BICYCLE PARKING PROVIDED: 8 SPACES		
7. WATER SUPPLY:	ARTESIAN WATER COMPANY - WATER SUPPLY IS SUBJECT TO THE APPROVAL OF THE DELAWARE STATE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL AND THE DELAWARE DEPARTMENT OF PUBLIC HEALTH		
8. SANITARY SEWER:	PRIVATE FORCE MAIN TO CONNECT TO NEW CASTLE COUNTY SEWER SEWERAGE IS SUBJECT TO THE APPROVAL OF THE NEW CASTLE COUNTY DEPARTMENT OF PUBLIC WORKS. AT THE TIME OF APPROVAL OF THIS PLAN, SEWER CAPACITY EXISTED TO ACCOMMODATE THE ANTICIPATED FLOWS GENERATED BY THIS ADDITIONAL DEVELOPMENT. NEW CASTLE COUNTY HAS COMMITTED TO PROVIDE SEWER SERVICE IN ACCORDANCE WITH THE LAND DEVELOPMENT IMPROVEMENT AGREEMENT FOR THIS DEVELOPMENT. THE OWNER OF THIS PROPERTY, HIS SUCCESSORS OR ASSIGNS, SHALL BE RESPONSIBLE FOR EXTENDING SEWER SERVICE TO EACH LOT SHOWN ON OR CREATED BY THIS PLAN. AVG. DAILY FLOW = 80 APARTMENTS x 200 GPD/UNIT = 16,000 GPD PEAK FLOW = 16,000 GPD x 4 = 64,000 GPD		
9. DATUM / BENCHMARK:	NAD 83 (HORIZONTAL) NAVD 88 (VERTICAL) BENCHMARK IS THE TOP OF THE CONCRETE MONUMENT ON EASTERN BORDER OF THE SUBJECT PARCEL AT ELEVATION 365.71 (SEE PLAN) N:642441.8600, E:575039.7070		
10. DATE OF SURVEY:	JUNE 27, 2023 BY APEX ENGINEERING, INCORPORATED		
11. SUPERSEURE NOTE:	THIS PLAN SUPERSEDES IN PART THE RECORD MINOR SUBDIVISION PLAN FOR ERMIDO VALDRINI AND DESOLINA VALDRINI H/W, PREPARED BY BURNIE R. WASKI, INC., DATED MARCH 15, 1977, AND RECORDED APRIL 14, 1977, IN THE OFFICE OF THE RECORDER OF DEEDS IN AND FOR NEW CASTLE COUNTY, DELAWARE, MICROFILM NUMBER 4432.		
12. FLOODPLAIN:	THE SITE IS NOT WITHIN THE 100-YEAR FLOODPLAIN ACCORDING TO FEMA FIRM MAP #100030040L DATED JANUARY 22, 2020.		
13. WATER RESOURCE PROTECTION AREA (WRPA):	THE SITE LIES ENTIRELY WITHIN THE COCKEYSVILLE FORMATION DRAINAGE AREA WRPA PER THE WATER RESOURCE PROTECTION AREAS FOR CITY OF NEWARK, CITY OF WILMINGTON, NEW CASTLE COUNTY, DELAWARE, MAP 1 OF 3 LATEST DATED MARCH 2022. PERCENTAGE OF IMPERVIOUS COVER WITHIN THE WRPA = 15.9%		
14. WETLANDS:	WETLANDS ARE SHOWN ON THIS PLAN IN ACCORDANCE WITH THE WETLANDS INVESTIGATION AND DELINEATION REPORT PREPARED BY TEN BEARS ENVIRONMENTAL ASSOCIATES CO. DATED JUNE 2019.		
15. CRITICAL NATURAL AREA:	THIS SITE IS NOT WITHIN A CRITICAL NATURAL AREA PER THE STATE INVENTORY OF NATURAL AREAS.		
16. DEBRIS DISPOSAL:	NO DEBRIS SHALL BE BURIED ON THE SITE.		
17. UTILITIES:	EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH BEST AVAILABLE INFORMATION.		
18. INVESTMENT LEVEL AREA:	THIS SITE IS LOCATED WITHIN INVESTMENT LEVEL AREA 2.		
19. VARIANCES:	THE FOLLOWING VARIANCES WERE GRANTED BY THE BOARD OF ADJUSTMENT AT THE HEARING HELD ON JANUARY 26, 2024, AND BY WRITTEN DECISION DATED JANUARY 26, 2024, AND FILED MARCH 18, 2024, FOR APPLICATION NO. 2023-0586-A WITH THE CONDITION THAT THE BUILDING ELEVATIONS SHALL BE GENERALLY CONSISTENT WITH THE ARCHITECTURAL RENDERINGS ENTERED INTO EVIDENCE AT THE HEARING, AS MAY BE AMENDED BY THE DEPARTMENT.		
	A. TO PERMIT A MAXIMUM NET FLOOR AREA RATIO OF 0.62 (0.46 REQUIRED). SEE UDC TABLE 40.04.110A.		

SITE DATA (CONTINUED)

20. SIDEWALKS: UNLESS OTHERWISE SPECIFIED ON THE PLAN, SIDEWALKS SHALL BE INSTALLED IN THE LOCATIONS SHOWN ON THIS PLAN PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THE DWELLING IN FRONT OF WHICH THEY ARE SHOWN. SIDEWALKS SHALL BE FIVE FEET IN WIDTH AND CONSTRUCTED OF PORTLAND CEMENT.

21. IMPACT FEES: THIS PLAN IS SUBJECT TO THE IMPACT FEE PROVISIONS OF CHAPTER 40, ARTICLE 14 OF THE NEW CASTLE COUNTY CODE, AS MAY BE AMENDED BY NEW CASTLE COUNTY COUNCIL.

22. LAND DEVELOPMENT IMPROVEMENT AGREEMENT: ALL IMPROVEMENTS REQUIRED BY THIS PLAN AND THE NEW CASTLE COUNTY CODE SHALL BE SUBJECT TO THE LAND DEVELOPMENT IMPROVEMENT AGREEMENT (LDA), AND THE PERFORMANCE GUARANTEE INCORPORATED THEREIN. THE LDA IS RECORDED IN THE OFFICE OF THE RECORDER OF DEEDS IN AND FOR NEW CASTLE COUNTY ON JULY 17, 2025, AT INSTRUMENT NO. 20250717-0049529.

23. N.C.C. DRAINAGE CODE: DRAINAGE, EROSION AND SEDIMENT CONTROL, AND STORMWATER MANAGEMENT SHALL BE PROVIDED IN ACCORDANCE WITH THE NEW CASTLE COUNTY DRAINAGE CODE.

24. BUILDING PERMITS: NO BUILDING PERMITS WILL BE ISSUED BY THE DEPARTMENT OF LAND USE UNTIL THE DEPARTMENT OF PUBLIC WORKS PROVIDES WRITTEN CONFIRMATION THAT THE PUMP STATION DESIGN HAS BEEN ACCEPTED.

25. LANDSCAPE PLAN: A LANDSCAPE PLAN, PREPARED BY DESIGNS, ETC LAST DATED OCTOBER 9, 2024, OR AS AMENDED AND APPROVED IN WRITING BY THE DEPARTMENT OF LAND USE, IS HEREBY CONSIDERED A PART OF THE RECORD PLAN.

26. CONSERVATION EASEMENT: ANY AREA DESIGNATED FOR PROTECTION AS A NATURAL RESOURCE PURSUANT TO ARTICLE 10 OF THE NEW CASTLE COUNTY UNIFIED DEVELOPMENT CODE IS HEREBY PROTECTED BY A CONSERVATION EASEMENT THAT SHALL RUN IN PERPETUITY FOR THE BENEFIT OF NEW CASTLE COUNTY. ANY AREA DELINEATED AS A CONSERVATION EASEMENT SHALL REMAIN IN ITS NATURAL STATE.

27. LONG TERM SWM MAINTENANCE FEE: THE OWNER/DEVELOPER SHALL PAY, TO NEW CASTLE COUNTY, FUNDS FOR LONG TERM STORMWATER MAINTENANCE INSPECTION FUND PURSUANT TO UDC SECTION 40.27.240 OF THE COUNTY CODE. THE FUNDS SHALL BE USED FOR THE COSTS ASSOCIATED WITH INSPECTIONS. AN AMOUNT OF \$4,800 SHALL BE FUNDED PRIOR TO RECEIVING THE FIRST CERTIFICATE OF OCCUPANCY. THE DEPARTMENT OF LAND USE SHALL WITHHOLD THE ISSUANCE OF ANY CERTIFICATE OF OCCUPANCY UNTIL SATISFACTORY WRITTEN PROOF THAT THE FUNDS HAVE BEEN PAID TO NEW CASTLE COUNTY IS FURNISHED IN ACCORDANCE WITH THE REQUIREMENTS.

28. SWM MAINTENANCE ACCESS: A STORMWATER MANAGEMENT ACCESS EASEMENT IN FAVOR OF NEW CASTLE COUNTY, ITS AGENTS AND ASSIGNS IS HEREBY CREATED ON, OVER, UNDER AND ACROSS THE ENTIRE AREA OF ALL STORMWATER MANAGEMENT FACILITIES INCLUDING, STORMWATER CONVEYANCE SYSTEMS, BASINS, AND ALL COMPONENTS THEREOF, IDENTIFIED ON THE PLAN AND ALL WATERCOURSES FOR THE PURPOSE OF INSPECTING, EVALUATING AND MAINTAINING THE STORMWATER MANAGEMENT FACILITIES AND WATERCOURSES. THE EASEMENT SHALL EXTEND 15' FROM THE OUTER EDGES OF EACH SUCH STORMWATER MANAGEMENT FACILITY. A GENERAL ACCESS EASEMENT IS HEREBY CREATED OVER AND ACROSS THE PROPERTY SHOWN ON THIS PLAN GRANTING NEW CASTLE COUNTY, ITS AGENTS AND ASSIGNS THE RIGHT, PRIVILEGE AND AUTHORITY TO ENTER UPON AND TRAVEL ACROSS THE PROPERTY TO EACH STORMWATER MANAGEMENT FACILITY. THE EASEMENTS HEREIN CREATED SHALL BE FOR PEDESTRIAN, VEHICULAR AND EQUIPMENT USE. IF NEW CASTLE COUNTY, ITS AGENTS OR ASSIGNS DETERMINES THAT MAINTENANCE IS REQUIRED TO A STORMWATER MANAGEMENT FACILITY, NEW CASTLE COUNTY SHALL PROVIDE NOTICE OF THE REQUIRED MAINTENANCE AND THE TIME FRAME IN WHICH SUCH MAINTENANCE SHALL BE COMPLETED TO THE PROPERTY OWNER OR RESPONSIBLE PARTY. NO NOTICE SHALL BE REQUIRED WHERE NEW CASTLE COUNTY PERFORMS MAINTENANCE WHERE THERE IS IMMINENT THREAT TO LIFE, HEALTH OR PROPERTY. IN THE EVENT NEW CASTLE COUNTY ELECTS TO MAINTAIN THE STORMWATER MANAGEMENT FACILITIES, ALL EXPENSES SHALL BE ASSESSED JOINTLY AND SEVERALLY AGAINST THE OWNERS OF THE PROPERTY SHOWN ON THIS PLAN.

SITE DATA (CONTINUED)

29. SEASONAL HIGH WATER TABLE: A GEOTECHNICAL EVALUATION HAS BEEN PERFORMED TO APPROXIMATE THE SEASONAL HIGH WATER TABLE (SHWT) ELEVATION(S) AND NO LOTS REQUIRE FURTHER EVALUATION, AS IT PERTAINS TO THE LOWEST PROPOSED FLOOR ELEVATION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

30. SHWT CONSTRUCTION LIMITATIONS: ALL STRUCTURES PROPOSED WITH LOWEST FLOOR WITHIN 3 FEET OF THE ESTIMATED SHWT SHALL BE WATERPROOFED. NO LOWEST FLOOR SHALL BE CONSTRUCTED WITHIN 2 FEET OF THE ESTIMATED SHWT.

31. FIRE: ALL FIRE LANES, FIRE HYDRANTS, AND FIRE DEPARTMENT CONNECTIONS SHALL BE MARKED IN ACCORDANCE WITH THE STATE OF DELAWARE STATE FIRE PREVENTION REGULATIONS.

NUMBER OF FIRE HYDRANTS: ☒ EXISTING (0) ☒ PROPOSED (2)

32. MONUMENTS: EXISTING: 11 PROPOSED: 0

33. ADDRESSES: ADDRESSES ARE ASSIGNED BY NEW CASTLE COUNTY GIS SERVICES.

34. FOREST HABITAT VALUE ASSESSMENT (FHVA): A FOREST HABITAT VALUE ASSESSMENT WAS CONDUCTED FOR THIS PROPERTY. SEE FHVA REPORT PREPARED BY DESIGNS, ETC., DATED OCTOBER 1, 2024.

35. RETAINING WALLS: BUILDING PERMITS ARE REQUIRED FOR RETAINING WALLS GREATER THAN 4 FEET IN HEIGHT.

CERTIFICATION OF OWNERSHIP

I, MICHAEL CENSURATO, HEREBY CERTIFY THAT DESOLINA LLC IS THE OWNER OF THE PROPERTY WHICH IS SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION AND THAT I AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE REGULATIONS OF THE NEW CASTLE COUNTY UNIFIED DEVELOPMENT CODE.

Michael Censurato 7/18/2025
SIGNATURE DATE

CERTIFICATION OF OWNERSHIP

I, MICHAEL CENSURATO, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY WHICH IS SUBJECT OF THIS PLAN AND THAT THE LAND USE ACTION PROPOSED BY THIS PLAN IS MADE AT MY DIRECTION AND THAT I AUTHORIZE THIS PLAN TO BE RECORDED IN ACCORDANCE WITH THE REGULATIONS OF THE NEW CASTLE COUNTY UNIFIED DEVELOPMENT CODE.

Michael Censurato 7/18/2025
SIGNATURE DATE

CERTIFICATION OF PLAN APPROVAL

APPROVED _____ BY _____
DATE _____ GENERAL MANAGER
FOR DEPARTMENT OF LAND USE
OF NEW CASTLE COUNTY

APPROVED _____ BY _____
DATE _____ COUNCIL PRESIDENT
FOR COUNTY COUNCIL
OF NEW CASTLE COUNTY

CERTIFICATION OF PLAN ACCURACY

I, STEPHEN G. DAVIES HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF DELAWARE AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEYING STANDARDS AND PRACTICES AND BY THE NEW CASTLE COUNTY UNIFIED DEVELOPMENT CODE.

Stephen G. Davies 7/18/2025
SIGNATURE DATE

STEPHEN G. DAVIES
REGISTRATION #7690

5	7/18/2025	REV TO PROVIDE ADDL ACCESSIBLE PARKING SPACES	SGD
4	3/19/2025	REV PER NCC COMMENTS DATED 10/23/2024	SGD
3	10/09/2024	REV PER NCC COMMENTS DATED 9/11/2024	SGD
2	8/09/2024	CHST PLAN SUBMITTAL TO NCC	SGD
1	5/23/2024	REV PER DELDOT LONOR 1 COMMENTS	SGD
REV	DATE	COMMENT	CHECKED

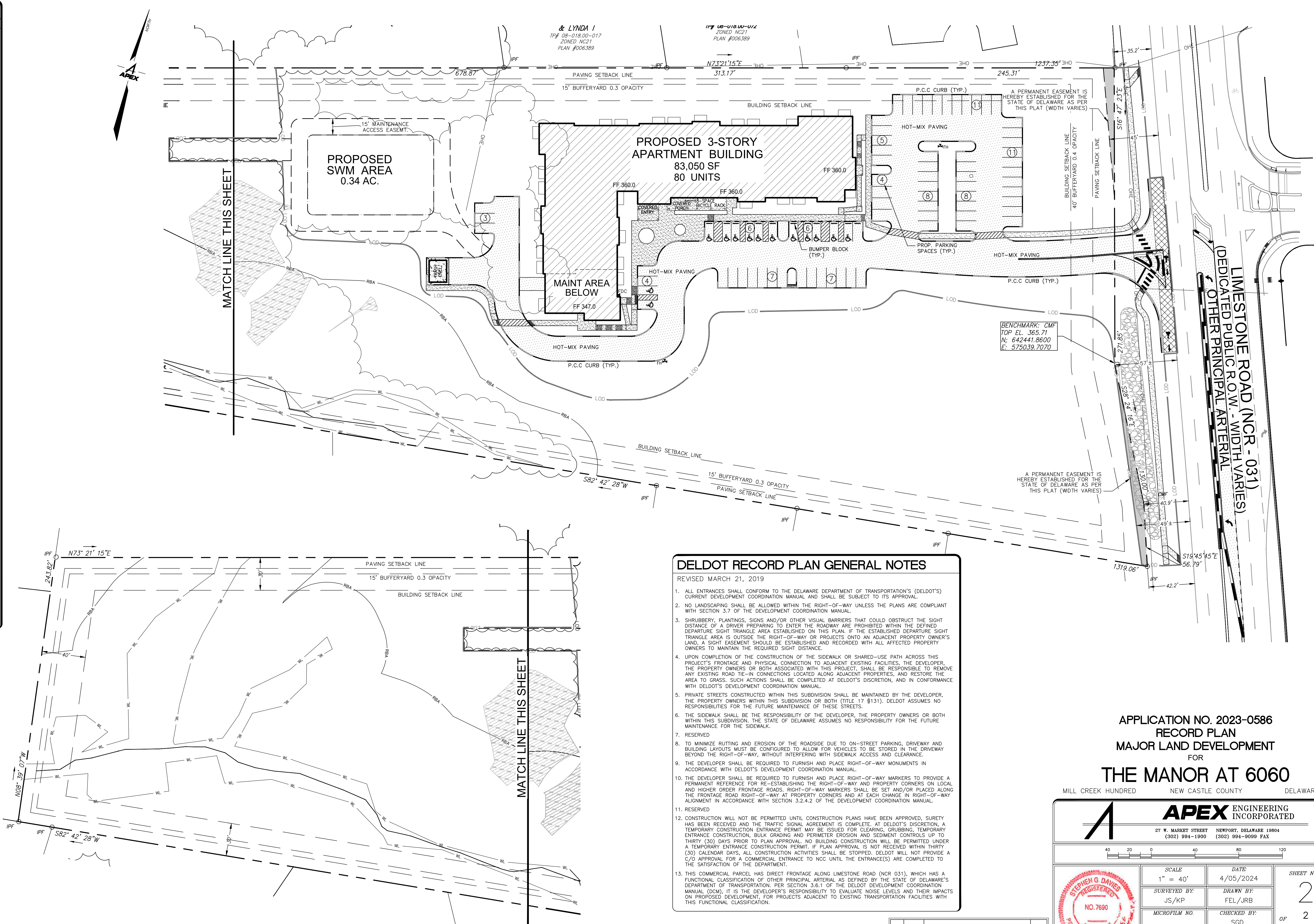
APPLICATION NO. 2023-0586
RECORD PLAN
MAJOR LAND DEVELOPMENT
FOR
THE MANOR AT 6060
MILL CREEK HUNDRED NEW CASTLE COUNTY DELAWARE

APEX ENGINEERING INCORPORATED
27 W. MARKET STREET NEWPORT, DELAWARE 19804
(302) 994-1900 (302) 994-9089 FAX

60 30 0 60 120 180

SCALE 1" = 60'	DATE 4/05/2024	SHEET NO. 1
SURVEYED BY: JS/KP	DRAWN BY: FEL/JRB	OF 2
MICROFILM NO.	CHECKED BY: SGD	REVISION 5
PROJECT / FILE NUMBER 23127000PLOT-REC		

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5	7/18/2025	REV TO PROVIDE ADD'L ACCESSIBLE PARKING SPACES	SGD
4	3/19/2025	REV. PER NCC COMMENTS DATED 10/23/2024	SGD
3	10/09/2024	REV. PER NCC COMMENTS DATED 9/11/2024	SGD
2	8/09/2024	CONST PLAN SUBMITTAL TO NCC	SGD
1	5/23/2024	REV. PER DELDOT LONGER COMMENTS	SGD
REV.	DATE:	COMMENT	CHECKED

APPLICATION NO. 2023-0586 RECORD PLAN MAJOR LAND DEVELOPMENT FOR THE MANOR AT 6060					
MILL CREEK HUNDRED		NEW CASTLE COUNTY		DELAWARE	

 APEX ENGINEERING INCORPORATED	
27 W. MARKET STREET (302) 994-1000 NEWPORT, DELAWARE 19804 (302) 994-0009 FAX	

40 20 0 40 80 120	
--	--

		SCALE		DATE:		SHEET NO. 2
		1" = 40'		4/05/2024		
		SURVEYED BY:		DRAWN BY:		OF 2
		JS/KP		FEL/JRB		
		MICROFILM NO.		CHECKED BY:		
				SGD		
		PROJECT / FILE NUMBER				REVISION 5
		23127000PLT-REC				

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 2025

Prime Sponsor(s): Mr. Smiley, Mr. Cartier
Requested by: Administration/Finance
Date of introduction: September 9, 2025

RESOLUTION NO. 25-155

AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE A MASTER SERVICES AGREEMENT WITH EMPOWER RETIREMENT, LLC TO SERVE AS THE APPROVED ADMINISTRATOR OF THE 457(b) DEFERRED COMPENSATION PLAN AND THE 401(a) DEFINED CONTRIBUTION BENEFIT OF THE COUNTY 2011 PLAN

1 **WHEREAS**, as a benefit to New Castle County employees, Section 26.03.206 of
2 the *New Castle County Code* (the "Code") enables the establishment of a deferred
3 compensation plan (the "457(b) Plan") and Section 26.04.717 enables the establishment
4 of a defined contribution plan (the "401(a) Plan") (collectively the "Plans"); and
5

6 **WHEREAS**, New Castle County, led by the Office of Finance, performed a
7 competitive market review of services and fees offered by its third-party administrator for
8 the Plans due to the impending expiration of its contract with MetLife; and
9

10 **WHEREAS**, Empower Retirement, LLC ("Empower"), a financial services company
11 and retirement plan provider, submitted a competitive proposal for recordkeeping and
12 administrative services; and
13

14 **WHEREAS**, as directed by the Deferred Compensation Committee and the
15 Pension Board of Trustees after review of competitive proposals, the Office of Finance
16 and the Office of Law negotiated the terms and conditions of a Master Services Agreement
17 with Empower to engage Empower to provide recordkeeping and administrative services
18 as third-party administrator of the Plans; and
19

20 **WHEREAS**, section 26.03.206(D)(3) of the Code requires that the Deferred
21 Compensation Committee recommend the terms of agreements with administrators, which
22 agreements shall not be valid until approved by resolution of County Council; and
23

24 **WHEREAS**, after a comprehensive analysis, the Deferred Compensation
25 Committee has reviewed the terms of the Master Serviced Agreement and recommends
26 its approval; and
27

28 **WHEREAS**, County Council, in accord with the Pension Board of Trustees and the
29 Deferred Compensation Committee, finds that execution of the Master Services
30 Agreement will facilitate the proper administration of the Plans.
31

32 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
33 Castle County that:
34

35 Section 1. County Council approves the terms of the Master Services Agreement
36 as set forth in Exhibit A hereto.
37

38 Section 2. County Council hereby authorizes the County Executive to sign the
39 Master Services Agreement attached hereto as Exhibit A.

40
41 Section 3. The effective date of the Master Services Agreement is October 17,
42 2025, or as otherwise stated in the Agreement.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

SYNOPSIS: This Resolution authorizes the County Executive to sign the Master Services Agreement with Empower Retirement, LLC to serve as the third-party administrator of the New Castle County's 457(b) deferred compensation plan and the 401(a) defined contribution benefit of the County 2011 Plan. The effective date of the Master Services Agreement shall be October 17, 2025.

FISCAL NOTE: There is no discernable fiscal impact.

Acknowledged by the Chief Financial Officer August 28, 2025.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: September 9, 2025

RESOLUTION NO. 25-156

**APPROVING REVISED CLASS SPECIFICATION FOR GEOGRAPHIC
INFORMATION SYSTEMS MANAGER PURSUANT TO *NEW CASTLE COUNTY*
CODE SECTION 26.03.105(F)**

1 **WHEREAS**, the *New Castle County Code*, Section 26.03.105 (F), mandates that
2 any change in a position description for a position in either the classified or unclassified
3 service at a pay grade of 28 or above shall be submitted to the County Council for its
4 approval before the change may take effect; and

5
6 **WHEREAS**, the Office of Human Resources determined that this change does
7 not require review by the Human Resources Advisory Board since there are no changes
8 being made to the Pay Plan; and

9
10 **WHEREAS**, the Chief Human Resources Officer reviewed and recommended
11 the changes to the class specification for Geographic Information Systems Manager.

12
13 **NOW, THEREFORE, BE IT RESOLVED** by and for the Council of New Castle
14 County that County Council hereby approves the revised class specification for the
15 position of Geographic Information Systems Manager as set forth in "Exhibit A."

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
New Castle County

SYNOPSIS: This Resolution updates the class specification for the position of Geographic Information Systems Manager. A new date will be assigned to the specification to designate when the changes were made in accordance with the *New Castle County Code*. This change was reviewed and recommended by the Chief Human Resources Officer.

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

Acknowledged by the Chief Financial Officer August 26, 2025.

NEW CASTLE COUNTY GOVERNMENT

Number 0230

Page 1 of 2

CLASS SPECIFICATION

Date 5/11/21

Title: GEOGRAPHIC INFORMATION SYSTEMS
MANAGER**Approved:**

GENERAL STATEMENT OF DUTIES: Manages a professional Geographic Information System (GIS), associated technologies and applications, analysis projects and materials, and manages the staff of this unit.

DISTINGUISHING FEATURES OF THE CLASS: An employee manages the GIS Unit. This includes leading the County's GIS technology, applications, products, projects, and coordinating with other managers and other departments on this work. These solutions often involve complicated or novel approaches to business needs. Work includes establishing policies, procedures and goals relating to the GIS operation and staff. Provides custom GIS solutions for internal and external customers through local and web-served applications. Provides GIS, information technology and management solution advice, guidance, and solutions ~~for to Land Use and other all~~ departments. Daily direction and coordination are maintained with the ~~Land Use General Manager and Assistant General Manager Chief of Technology and/or Deputy Chief of Technology.~~

EXAMPLES OF WORK: (Illustrative Only)

- Supervises and evaluates subordinate GIS staff;
- Supervises supporting staff in the completion of special projects and reviews work to ensure compliance with **technical requirements**, existing policies and procedures;
- Creates, maintains, quality-controls, and coordinates **GIS web services, applications**, databases and organizes GIS file structures;
- Effectively manages and deploys a variety of software programs including GIS, spreadsheets, databases, management applications and coordinates or links them with other software as needed;
- Utilizes a GIS for analysis, products, and applications;
- Performs work necessary to maintain tabular data and digital map files in a manner consistent with recognized standards and maintains quality control;
- Represents New Castle County as a GIS professional at local, state and national events;
- Analyzes data through querying and geo-processing to produce reports, analysis, enhanced data and information, applications, and other products;
- Identifies, evaluates and manages the department's ~~information—system resources, such as hardware, such as vendor relations~~, software and future needs;
- Prepares and presents GIS procedures for training and informational seminars;
- Plans, schedules and reviews application support;
- Prepares exhibits, reports and statistics;
- Reviews aerial photography and makes determinations of features

NEW CASTLE COUNTY GOVERNMENT**Number** 0230**Page** 2 of 2**CLASS SPECIFICATION****Date** 5/11/21**Title:** GEOGRAPHIC INFORMATION SYSTEMS
MANAGER**Approved:**

- Provides direction to technical and professional employees when necessary;
- Oversees and coordinates the GIS operation for Information Systems;
- Provides timely and accurate reports in support of management;
- Works with other managers to integrate GIS and related technology into their work;
- Provides mapping and GIS assistance and information to the public, attorneys, private agencies, County Council, and other government agencies;
- Maintains current knowledge and proficiency in the use of software, hardware and equipment required in the course of work;
- Creates and maintains configuration files for web applications including html, xml, JavaScript and style sheets;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, GIS and other related equipment and software in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of GIS management, software, data, applications, and projects; good knowledge of cartography, topography, planning, surveying or civil engineering practices; familiarity with **SQL, Python**, CAD, ArcGIS or similar **programs platforms**; ability to supervise subordinate **technical** staff; ability to establish and maintain effective working relationships with other employees; ability to communicate effectively **with both technical and non-technical audiences**.

MINIMUM QUALIFICATIONS: At least five (5) years' experience in drafting, planning, GIS or related work at the level of GIS Analyst and possession of a Bachelor's Degree with major course work in geography, planning or related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities. Plus at least one year on GIS management experience. GISP **certification** preferred.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check; possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established: 07/01/16

Revision: 05/11/21

ORDINANCE NO. 25-103

**AMEND THE FY2026 APPROVED OPERATING BUDGET:
TRANSFER FUNDING FROM THE GRANTS AND FIXED CHARGES BUDGET LINE
ITEM OF COUNTY COUNCIL TO THE CONTRACTUAL SERVICES BUDGET LINE ITEM
OF THE DEPARTMENT OF LAND USE, DIVISION OF CUSTOMER RELATIONS AND
ENFORCEMENT TO PROVIDE FUNDING TO ASSIST WITH RODENT CONTROL IN
VACANT PROPERTIES**

1 **WHEREAS**, the State of Delaware, Division of Public Health discontinued the Rodent
2 Control Program in 2019 which provided funding; and
3

4 **WHEREAS**, County Council has budgeted funding available in the Grants and Fixed
5 Charges Budget Line Item; and
6

7 **WHEREAS**, New Castle County Council wishes to provide funding to the Department
8 of Land Use, Division of Customer Relations and Enforcement to assist with rodent control
9 in vacant properties; and
10

11 **WHEREAS**, these funds will be utilized to address rodent issues throughout
12 communities when new development is occurring nearby that displaced rodents or when a
13 community has an infestation in a few houses that is affecting the rest of the community; and
14

15 **WHEREAS**, the revenue measures heretofore adopted by the County Council are, in
16 the opinion of the County Executive, estimated to yield sums at least sufficient to balance the
17 proposed expenditures as set forth in the Annual Operating Budget as hereinafter amended.
18

19 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
20

21 Section 1. The Annual Operating Budget Ordinance for the fiscal year beginning July
22 1, 2025, is hereby amended by deleting the material that is stricken and adding the material
23 that is underscored on the attached Exhibit "A."
24

25 Section 2. The foregoing amendment shall be considered a part of the Annual
26 Operating Budget for the fiscal year beginning July 1, 2025 and shall be effective as though
27 incorporated initially in the Annual Operating Budget Ordinance.
28

29 Section 3. This Ordinance shall become effective immediately upon its adoption by
30 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.*
31 § 1156.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will transfer \$5,000 from the County Council – Grants and Fixed Charges Budget Line Item to the Department of Land Use, Division of Customer Relations and Enforcement – Contractual Services Budget Line Item within the FY2026 Approved Operating Budget to assist with rodent control in vacant properties.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2026 Approved Operating Budget by transferring \$5,000 from the County Council – Grants and Fixed Charges Budget Line Item to the Department of Land Use, Division of Customer Relations and Enforcement – Contractual Services Budget Line Item to assist with rodent control in vacant properties.

This legislation will result in no increase to the FY2026 Approved Operating Budget as the legislation is a transfer of funds between Departments. There is no fiscal impact for FY2027 or FY2028.

Acknowledged by the Acting Chief Financial Office August 13, 2025.

COUNTY COUNCIL

Salaries and Wages		\$	2,708,793
Benefits			1,525,869
Training and Civic Affairs			67,388
Communication and Utilities			15,854
Materials and Supplies			60,772
Contractual Services			255,947
Equipment			1,600
Grants and Fixed Charges	339,991		<u>334,991</u>
Operating Transfer Charges			195,519
Total	<u>5,171,733</u>	\$	<u>5,166,733</u>
Total Authorized Full-Time Positions	35		

COUNTY EXECUTIVE

Salaries and Wages		\$	2,305,318
Benefits			1,293,169
Training and Civic Affairs			41,904
Communication and Utilities			18,850
Materials and Supplies			22,136
Contractual Services			248,665
Equipment			1,000
Grants and Fixed Charges			163,000
Contingency			55,000
Operating Transfer Charges			112,454
Total		\$	<u>4,261,496</u>
Total Authorized Full-Time Positions	17		

DEPARTMENT OF ADMINISTRATION

Salaries and Wages		\$	14,072,608
Benefits			7,834,901
Training and Civic Affairs			191,975
Communication and Utilities			8,380,342
Materials and Supplies			163,673
Contractual Services			7,617,036
Equipment			432,395
Grants and Fixed Charges			4,005,350
Operating Transfer Charges			1,197,550
Operating Transfer Credits			(14,044,103)
Total		\$	<u>29,851,727</u>
Total Authorized Full-Time Positions	168		

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages		\$	28,756,814
Benefits			16,093,269
Training and Civic Affairs			45,445
Communication and Utilities			27,456,675
Materials and Supplies			4,963,121
Contractual Services			11,073,787
Equipment			498,333
Grants and Fixed Charges			1,249,757
Land and Structures			35,000
Operating Transfer Charges			4,840,573
Operating Transfer Credits			(7,876,371)
Total		\$	87,136,403
Total Authorized Full-Time Positions	389		

DEPARTMENT OF LAND USE

Salaries and Wages		\$	8,986,033
Benefits			5,031,240
Training and Civic Affairs			66,975
Communication and Utilities			103,015
Materials and Supplies			106,727
Contractual Services	1,520,609		<u>1,525,609</u>
Equipment			67,240
Grants and Fixed Charges			56,500
Operating Transfer Charges			1,071,279
Total	17,009,618	\$	<u>17,014,618</u>
Total Authorized Full-Time Positions	113		

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages		\$	13,653,916
Benefits			5,874,643
Training and Civic Affairs			18,560
Communication and Utilities			1,577,473
Materials and Supplies			1,629,039
Contractual Services			3,895,336
Equipment			18,900
Grants and Fixed Charges			3,235,149
Operating Transfer Charges			1,395,685
Operating Transfer Credits			(243,749)
Total		\$	31,054,952
Total Authorized Full-Time Positions	162		

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages	\$	78,228,874
Benefits		43,442,715
Training and Civic Affairs		205,206
Communication and Utilities		992,877
Materials and Supplies		1,313,047
Contractual Services		2,458,322
Equipment		1,661,783
Grants and Fixed Charges		8,741,271
Operating Transfer Charges		8,501,518
Total	\$	145,545,613
Total Authorized Full-Time Positions	729	

REGISTER OF WILLS

Salaries and Wages	\$	1,219,161
Benefits		669,258
Training and Civic Affairs		34,950
Communication and Utilities		10,257
Materials and Supplies		10,053
Contractual Services		62,715
Equipment		2,800
Operating Transfer Charges		97,749
Total	\$	2,106,943
Total Authorized Full-Time Positions	20	

RECORDER OF DEEDS

Salaries and Wages		\$	1,377,085
Benefits			764,405
Training and Civic Affairs			40,170
Communication and Utilities			31,892
Materials and Supplies			12,398
Contractual Services			82,718
Equipment			6,150
Grants and Fixed Charges			18,350
Operating Transfer Charges			172,975
Total		\$	2,506,143
Total Authorized Full-Time Positions	23		

SHERIFF

Salaries and Wages		\$	1,482,722
Benefits			835,738
Training and Civic Affairs			29,452
Communication and Utilities			12,261
Materials and Supplies			21,259
Contractual Services			55,999
Equipment			5,000
Operating Transfer Charges			150,197
Total		\$	2,592,628
Total Authorized Full-Time Positions	21		

CLERK OF THE PEACE

Salaries and Wages		\$	538,617
Benefits			303,592
Training and Civic Affairs			9,600
Communication and Utilities			3,586
Materials and Supplies			8,754
Contractual Services			18,268
Equipment Replacement			0
Operating Transfer Charges			35,085
Total		\$	917,502
Total Authorized Full-Time Positions	7		

DEBT SERVICE

Debt Service		\$	47,892,496
Total		\$	47,892,496
Total Authorized Full-Time Positions			

ETHICS COMMISSION

Salaries and Wages	\$	44,477
Benefits		4,092
Training and Civic Affairs		10,500
Communication and Utilities		1,745
Materials and Supplies		2,450
Contractual Services		235,747
Equipment		500
Operating Transfer Charges		6,796
Total	\$	306,307
Total Authorized Full-Time Positions	0	

COUNCIL CONTINGENCY

Contingency	\$	225,000
Total	\$	225,000
Total Authorized Full-Time Positions		

EXECUTIVE CONTINGENCY

Contingency	\$	3,480,000
Total	\$	3,480,000
Total Authorized Full-Time Positions		

PERSONNEL CONTINGENCY

Contingency	\$	455,000
Total	\$	455,000
Total Authorized Full-Time Positions		

BENEFITS CONTINGENCY

Contingency	\$	2,250,000
Total	\$	2,250,000
Total Authorized Full-Time Positions		

ATTRITION CONTINGENCY

Personal Services - Salaries and Wages	\$	(6,107,378)
Personal Services - Employee Benefits	\$	(3,442,422)
Total	\$	(9,549,800)
Total Authorized Full-Time Positions		

ONE-TIME CONTINGENCY

Contingency	\$	1,144,825
Total	\$	1,144,825

NEW CASTLE COUNTY

Salaries and Wages		\$	147,267,040
Benefits			80,230,469
Training and Civic Affairs			762,125
Communication and Utilities			38,604,827
Materials and Supplies			8,313,429
Contractual Services	27,525,149		<u>27,530,149</u>
Equipment			2,695,701
Grants and Fixed Charges	17,809,368		<u>17,804,368</u>
Debt Service			47,892,496
Land and Structures			35,000
Contingency			7,609,825
Operating Transfer Charges			17,777,380
Operating Transfer Credits			(22,164,223)
<i>Sub-Total New Castle County</i>		\$	374,358,586
<i>Total Authorized Full-Time Positions</i>	1,684		

RESERVE ACCOUNTS ANTICIPATED BALANCES AS OF JULY 22, 2025 (UNAUDITED)

Tax Stabilization Reserve Account	64,418,321
Sewer Rate Stabilization Reserve Account	8,944,781
General Fund Budget Reserve Account	45,312,006
Sewer Fund Budget Reserve Account	18,734,142
<i>Total Reserves:</i>	137,409,250

Prime Sponsor(s): Mr. Smiley
Co-sponsor(s): Mr. Toole, Mr. Caneco
Requested by: County Council
Date of introduction: August 26, 2025

ORDINANCE NO. 25-104

**AMEND THE FY2026 APPROVED OPERATING BUDGET:
TRANSFER FUNDING FROM THE GRANTS AND FIXED CHARGES BUDGET LINE
ITEM OF COUNTY COUNCIL TO THE DEPARTMENT OF PUBLIC SAFETY, DIVISION
OF EMERGENCY COMMUNICATIONS TO PROVIDE FUNDING TO ASSIST WITH AN
EMERGENCY TELECOMMUNICATOR TRAINING COURSE**

1 **WHEREAS**, the Department of Public Safety, Division of Communication provides
2 New Castle County with a computer aided emergency communications center that is easily
3 accessible to all residents and is responsive to all emergency 911 and non-emergency call
4 requests for police, fire, and emergency medical services, regardless of callers' location; and
5

6 **WHEREAS**, County Council has budgeted funding available in the Grants and Fixed
7 Charges Budget Line Item; and
8

9 **WHEREAS**, County Council would like to contribute \$5,000 to enable the Department
10 of Public Safety, Division of Emergency Communications to continue its successful
11 community outreach program by offering a training course and certification as an Emergency
12 Telecommunicator for up to twenty-five participants; and
13

14 **WHEREAS**, successful completion of the training program will assist future, interested
15 job applicants who apply for 911 system positions in meeting minimum and/or preferred
16 qualifications during the application process; and
17

18 **WHEREAS**, the revenue measures heretofore adopted by the County Council are, in
19 the opinion of the County Executive, estimated to yield sums at least sufficient to balance the
20 proposed expenditures as set forth in the Annual Operating Budget as hereinafter amended.
21

22 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
23

24 Section 1. The Annual Operating Budget Ordinance for the fiscal year beginning July
25 1, 2025, is hereby amended by deleting the material that is stricken and adding the material
26 that is underscored on the attached Exhibit "A."
27

28 Section 2. The foregoing amendment shall be considered a part of the Annual
29 Operating Budget for the fiscal year beginning July 1, 2025 and shall be effective as though
30 incorporated initially in the Annual Operating Budget Ordinance.
31

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

Adopted by County Council of
New Castle County on: 9/9/25

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will transfer \$5,000 from the County Council – Grants and Fixed Charges Budget Line Item to the Department of Public Safety – Salaries and Wages, Employee Benefits and Materials and Supplies Budget Line Items to enable the Department of Public Safety, Division of Emergency Communications to continue its successful community outreach program by offering a training course and certification as an Emergency Telecommunicator for up to twenty-five participants.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2026 Approved Operating Budget by transferring \$5,000 from the County Council – Grants and Fixed Charges Budget Line Item to the Department of Public Safety – Salaries and Wages, Employee Benefits and Materials and Supplies Budget Line Items to enable the Department of Public Safety, Division of Emergency Communications to continue its successful community outreach program by offering a training course and certification as an Emergency Telecommunicator for up to twenty-five participants.

This legislation will result in no increase to the FY2026 Approved Operating Budget as the legislation is a transfer of funds between Departments. There is no fiscal impact for FY2027 or FY2028.

Acknowledged by the Acting Chief Financial Office August 15, 2025.

COUNTY COUNCIL

Salaries and Wages		\$	2,708,793
Benefits			1,525,869
Training and Civic Affairs			67,388
Communication and Utilities			15,854
Materials and Supplies			60,772
Contractual Services			255,947
Equipment			1,600
Grants and Fixed Charges	339,991		<u>334,991</u>
Operating Transfer Charges			195,519
Total	5,171,733	\$	<u>5,166,733</u>
Total Authorized Full-Time Positions	35		

COUNTY EXECUTIVE

Salaries and Wages		\$	2,305,318
Benefits			1,293,169
Training and Civic Affairs			41,904
Communication and Utilities			18,850
Materials and Supplies			22,136
Contractual Services			248,665
Equipment			1,000
Grants and Fixed Charges			163,000
Contingency			55,000
Operating Transfer Charges			112,454
Total		\$	<u>4,261,496</u>
Total Authorized Full-Time Positions	17		

DEPARTMENT OF ADMINISTRATION

Salaries and Wages		\$	14,072,608
Benefits			7,834,901
Training and Civic Affairs			191,975
Communication and Utilities			8,380,342
Materials and Supplies			163,673
Contractual Services			7,617,036
Equipment			432,395
Grants and Fixed Charges			4,005,350
Operating Transfer Charges			1,197,550
Operating Transfer Credits			(14,044,103)
Total		\$	<u>29,851,727</u>
Total Authorized Full-Time Positions	168		

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	\$	28,756,814
Benefits		16,093,269
Training and Civic Affairs		45,445
Communication and Utilities		27,456,675
Materials and Supplies		4,963,121
Contractual Services		11,073,787
Equipment		498,333
Grants and Fixed Charges		1,249,757
Land and Structures		35,000
Operating Transfer Charges		4,840,573
Operating Transfer Credits		(7,876,371)
Total	\$	87,136,403
Total Authorized Full-Time Positions	389	

DEPARTMENT OF LAND USE

Salaries and Wages	\$	8,986,033
Benefits		5,031,240
Training and Civic Affairs		66,975
Communication and Utilities		103,015
Materials and Supplies		106,727
Contractual Services		1,520,609
Equipment		67,240
Grants and Fixed Charges		56,500
Operating Transfer Charges		1,071,279
Total	\$	17,009,618
Total Authorized Full-Time Positions	113	

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages	\$	13,653,916
Benefits		5,874,643
Training and Civic Affairs		18,560
Communication and Utilities		1,577,473
Materials and Supplies		1,629,039
Contractual Services		3,895,336
Equipment		18,900
Grants and Fixed Charges		3,235,149
Operating Transfer Charges		1,395,685
Operating Transfer Credits		(243,749)
Total	\$	31,054,952
Total Authorized Full-Time Positions	162	

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages	78,228,874	\$	78,231,240
Benefits	43,442,715		<u>43,444,049</u>
Training and Civic Affairs			205,206
Communication and Utilities			992,877
Materials and Supplies	1,313,047		<u>1,314,347</u>
Contractual Services			2,458,322
Equipment			1,661,783
Grants and Fixed Charges			8,741,271
Operating Transfer Charges			8,501,518
Total	<u>145,545,613</u>	\$	<u>145,550,613</u>
Total Authorized Full-Time Positions	729		

REGISTER OF WILLS

Salaries and Wages		\$	1,219,161
Benefits			669,258
Training and Civic Affairs			34,950
Communication and Utilities			10,257
Materials and Supplies			10,053
Contractual Services			62,715
Equipment			2,800
Operating Transfer Charges			97,749
Total		\$	<u>2,106,943</u>
Total Authorized Full-Time Positions	20		

RECORDER OF DEEDS

Salaries and Wages		\$	1,377,085
Benefits			764,405
Training and Civic Affairs			40,170
Communication and Utilities			31,892
Materials and Supplies			12,398
Contractual Services			82,718
Equipment			6,150
Grants and Fixed Charges			18,350
Operating Transfer Charges			172,975
Total		\$	2,506,143
Total Authorized Full-Time Positions	23		

SHERIFF

Salaries and Wages		\$	1,482,722
Benefits			835,738
Training and Civic Affairs			29,452
Communication and Utilities			12,261
Materials and Supplies			21,259
Contractual Services			55,999
Equipment			5,000
Operating Transfer Charges			150,197
Total		\$	2,592,628
Total Authorized Full-Time Positions	21		

CLERK OF THE PEACE

Salaries and Wages		\$	538,617
Benefits			303,592
Training and Civic Affairs			9,600
Communication and Utilities			3,586
Materials and Supplies			8,754
Contractual Services			18,268
Equipment Replacement			0
Operating Transfer Charges			35,085
Total		\$	917,502
Total Authorized Full-Time Positions	7		

DEBT SERVICE

Debt Service		\$	47,892,496
Total		\$	47,892,496
Total Authorized Full-Time Positions			

ETHICS COMMISSION

Salaries and Wages	\$	44,477
Benefits		4,092
Training and Civic Affairs		10,500
Communication and Utilities		1,745
Materials and Supplies		2,450
Contractual Services		235,747
Equipment		500
Operating Transfer Charges		6,796
Total	\$	306,307
Total Authorized Full-Time Positions	0	

COUNCIL CONTINGENCY

Contingency	\$	225,000
Total	\$	225,000
Total Authorized Full-Time Positions		

EXECUTIVE CONTINGENCY

Contingency	\$	3,480,000
Total	\$	3,480,000
Total Authorized Full-Time Positions		

PERSONNEL CONTINGENCY

Contingency	\$	455,000
Total	\$	455,000
Total Authorized Full-Time Positions		

BENEFITS CONTINGENCY

Contingency	\$	2,250,000
Total	\$	2,250,000
Total Authorized Full-Time Positions		

ATTRITION CONTINGENCY

Personal Services - Salaries and Wages	\$	(6,107,378)
Personal Services - Employee Benefits	\$	(3,442,422)
Total	\$	(9,549,800)
Total Authorized Full-Time Positions		

ONE-TIME CONTINGENCY

Contingency	\$	1,144,825
Total	\$	1,144,825

NEW CASTLE COUNTY

Salaries and Wages	147,267,040	\$	<u>147,269,406</u>
Benefits	80,230,469		<u>80,231,803</u>
Training and Civic Affairs			762,125
Communication and Utilities			38,604,827
Materials and Supplies	8,313,429		<u>8,314,729</u>
Contractual Services			27,525,149
Equipment			2,695,701
Grants and Fixed Charges	17,809,368		<u>17,804,368</u>
Debt Service			47,892,496
Land and Structures			35,000
Contingency			7,609,825
Operating Transfer Charges			17,777,380
Operating Transfer Credits			(22,164,223)
<i>Sub-Total New Castle County</i>		\$	<u>374,358,586</u>
<i>Total Authorized Full-Time Positions</i>	<i>1,684</i>		

RESERVE ACCOUNTS ANTICIPATED BALANCES AS OF JULY 22, 2025 (UNAUDITED)

Tax Stabilization Reserve Account	64,418,321
Sewer Rate Stabilization Reserve Account	8,944,781
General Fund Budget Reserve Account	45,312,006
Sewer Fund Budget Reserve Account	18,734,142
<i>Total Reserves:</i>	<u>137,409,250</u>

Prime Sponsor(s): Mr. Smiley
Co-sponsor(s): Mr. Toole, Mr. Caneco
Requested by: County Council
Date of introduction: August 26, 2025

ORDINANCE NO. 25-105

**AMEND THE FY2026 APPROVED OPERATING BUDGET:
TRANSFER FUNDING FROM THE GRANTS AND FIXED CHARGES BUDGET LINE
ITEM OF COUNTY COUNCIL TO THE MATERIALS AND SUPPLIES BUDGET LINE
ITEM OF THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF ADMINISTRATION
TO PROVIDE FUNDING FOR UNIFORMS FOR THE PIPES AND DRUMS BAND**

1 **WHEREAS**, County Council has budgeted funding available in the Grants and Fixed
2 Charges Budget Line Item; and
3

4 **WHEREAS**, New Castle County Council wishes to provide funding to the Department
5 of Public Safety, Division of Administration to assist with purchasing uniforms for the
6 Department of Public Safety's Pipes and Drums Band; and
7

8 **WHEREAS**, the Department of Public Safety Pipes and Drums Band is made up of
9 employees across the Department who volunteer their time and musical talent to perform at
10 various events representing the Department of Public Safety and New Castle County while
11 expanding community relationships; and
12

13 **WHEREAS**, the revenue measures heretofore adopted by the County Council are, in
14 the opinion of the County Executive, estimated to yield sums at least sufficient to balance the
15 proposed expenditures as set forth in the Annual Operating Budget as hereinafter amended.
16

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

19 Section 1. The Annual Operating Budget Ordinance for the fiscal year beginning July
20 1, 2025, is hereby amended by deleting the material that is stricken and adding the material
21 that is underscored on the attached Exhibit "A."
22

23 Section 2. The foregoing amendment shall be considered a part of the Annual
24 Operating Budget for the fiscal year beginning July 1, 2025 and shall be effective as though
25 incorporated initially in the Annual Operating Budget Ordinance.
26

27 Section 3. This Ordinance shall become effective immediately upon its adoption by
28 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.*
29 § 1156.

Adopted by County Council of
New Castle County on: 9/9/25

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will transfer \$5,000 from the County Council – Grants and Fixed Charges Budget Line Item to the Department of Public Safety, Division of Administration - Material and Supplies Budget Line Item within the FY2026 Approved Operating Budget to assist with the purchase of uniforms for the Department of Public Safety's Pipes and Drums Band.

FISCAL NOTE: This Ordinance, if approved, will amend the FY2026 Approved Operating Budget by transferring \$5,000 from the County Council – Grants and Fixed Charges Budget Line Item to the Department of Public Safety, Division of Administration – Materials and Supplies Budget Line Item within the FY2026 Approved Operating Budget to assist with the purchase of uniforms for the Department of Public Safety's Pipes and Drums band.

This legislation will result in no increase to the FY2026 Approved Operating Budget as the legislation is a transfer of funds between Departments. There is no fiscal impact for FY2027 or FY2028.

Acknowledged by the Acting Chief Financial Officer August 12, 2025.

COUNTY COUNCIL

Salaries and Wages		\$	2,708,793
Benefits			1,525,869
Training and Civic Affairs			67,388
Communication and Utilities			15,854
Materials and Supplies			60,772
Contractual Services			255,947
Equipment			1,600
Grants and Fixed Charges	339,991		<u>334,991</u>
Operating Transfer Charges			195,519
Total	5,171,733	\$	<u>5,166,733</u>
Total Authorized Full-Time Positions	35		

COUNTY EXECUTIVE

Salaries and Wages		\$	2,305,318
Benefits			1,293,169
Training and Civic Affairs			41,904
Communication and Utilities			18,850
Materials and Supplies			22,136
Contractual Services			248,665
Equipment			1,000
Grants and Fixed Charges			163,000
Contingency			55,000
Operating Transfer Charges			112,454
Total		\$	<u>4,261,496</u>
Total Authorized Full-Time Positions	17		

DEPARTMENT OF ADMINISTRATION

Salaries and Wages		\$	14,072,608
Benefits			7,834,901
Training and Civic Affairs			191,975
Communication and Utilities			8,380,342
Materials and Supplies			163,673
Contractual Services			7,617,036
Equipment			432,395
Grants and Fixed Charges			4,005,350
Operating Transfer Charges			1,197,550
Operating Transfer Credits			(14,044,103)
Total		\$	<u>29,851,727</u>
Total Authorized Full-Time Positions	168		

DEPARTMENT OF PUBLIC WORKS

Salaries and Wages	\$	28,756,814
Benefits		16,093,269
Training and Civic Affairs		45,445
Communication and Utilities		27,456,675
Materials and Supplies		4,963,121
Contractual Services		11,073,787
Equipment		498,333
Grants and Fixed Charges		1,249,757
Land and Structures		35,000
Operating Transfer Charges		4,840,573
Operating Transfer Credits		(7,876,371)
Total	\$	87,136,403
Total Authorized Full-Time Positions		389

DEPARTMENT OF LAND USE

Salaries and Wages	\$	8,986,033
Benefits		5,031,240
Training and Civic Affairs		66,975
Communication and Utilities		103,015
Materials and Supplies		106,727
Contractual Services		1,520,609
Equipment		67,240
Grants and Fixed Charges		56,500
Operating Transfer Charges		1,071,279
Total	\$	17,009,618
Total Authorized Full-Time Positions		113

DEPARTMENT OF COMMUNITY SERVICES

Salaries and Wages	\$	13,653,916
Benefits		5,874,643
Training and Civic Affairs		18,560
Communication and Utilities		1,577,473
Materials and Supplies		1,629,039
Contractual Services		3,895,336
Equipment		18,900
Grants and Fixed Charges		3,235,149
Operating Transfer Charges		1,395,685
Operating Transfer Credits		(243,749)
Total	\$	31,054,952
Total Authorized Full-Time Positions		162

DEPARTMENT OF PUBLIC SAFETY

Salaries and Wages		\$	78,228,874
Benefits			43,442,715
Training and Civic Affairs			205,206
Communication and Utilities			992,877
Materials and Supplies	1,313,047		<u>1,318,047</u>
Contractual Services			2,458,322
Equipment			1,661,783
Grants and Fixed Charges			8,741,271
Operating Transfer Charges			8,501,518
Total	<u>145,545,613</u>	\$	<u>145,550,613</u>
Total Authorized Full-Time Positions	729		

REGISTER OF WILLS

Salaries and Wages		\$	1,219,161
Benefits			669,258
Training and Civic Affairs			34,950
Communication and Utilities			10,257
Materials and Supplies			10,053
Contractual Services			62,715
Equipment			2,800
Operating Transfer Charges			97,749
Total		\$	<u>2,106,943</u>
Total Authorized Full-Time Positions	20		

RECORDER OF DEEDS

Salaries and Wages	\$	1,377,085
Benefits		764,405
Training and Civic Affairs		40,170
Communication and Utilities		31,892
Materials and Supplies		12,398
Contractual Services		82,718
Equipment		6,150
Grants and Fixed Charges		18,350
Operating Transfer Charges		172,975
Total	\$	2,506,143
Total Authorized Full-Time Positions		23

SHERIFF

Salaries and Wages	\$	1,482,722
Benefits		835,738
Training and Civic Affairs		29,452
Communication and Utilities		12,261
Materials and Supplies		21,259
Contractual Services		55,999
Equipment		5,000
Operating Transfer Charges		150,197
Total	\$	2,592,628
Total Authorized Full-Time Positions		21

CLERK OF THE PEACE

Salaries and Wages	\$	538,617
Benefits		303,592
Training and Civic Affairs		9,600
Communication and Utilities		3,586
Materials and Supplies		8,754
Contractual Services		18,268
Equipment Replacement		0
Operating Transfer Charges		35,085
Total	\$	917,502
Total Authorized Full-Time Positions		7

DEBT SERVICE

Debt Service	\$	47,892,496
Total	\$	47,892,496
Total Authorized Full-Time Positions		

ETHICS COMMISSION

Salaries and Wages	\$	44,477
Benefits		4,092
Training and Civic Affairs		10,500
Communication and Utilities		1,745
Materials and Supplies		2,450
Contractual Services		235,747
Equipment		500
Operating Transfer Charges		6,796
Total	\$	306,307
Total Authorized Full-Time Positions	0	

COUNCIL CONTINGENCY

Contingency	\$	225,000
Total	\$	225,000
Total Authorized Full-Time Positions		

EXECUTIVE CONTINGENCY

Contingency	\$	3,480,000
Total	\$	3,480,000
Total Authorized Full-Time Positions		

PERSONNEL CONTINGENCY

Contingency	\$	455,000
Total	\$	455,000
Total Authorized Full-Time Positions		

BENEFITS CONTINGENCY

Contingency	\$	2,250,000
Total	\$	2,250,000
Total Authorized Full-Time Positions		

ATTRITION CONTINGENCY

Personal Services - Salaries and Wages	\$	(6,107,378)
Personal Services - Employee Benefits	\$	(3,442,422)
Total	\$	(9,549,800)
Total Authorized Full-Time Positions		

ONE-TIME CONTINGENCY

Contingency	\$	1,144,825
Total	\$	1,144,825

NEW CASTLE COUNTY

Salaries and Wages		\$	147,267,040
Benefits			80,230,469
Training and Civic Affairs			762,125
Communication and Utilities			38,604,827
Materials and Supplies	8,313,429		8,318,429
Contractual Services			27,525,149
Equipment			2,695,701
Grants and Fixed Charges	17,809,368		<u>17,804,368</u>
Debt Service			47,892,496
Land and Structures			35,000
Contingency			7,609,825
Operating Transfer Charges			17,777,380
Operating Transfer Credits			(22,164,223)
<i>Sub-Total New Castle County</i>		\$	374,358,586
<i>Total Authorized Full-Time Positions</i>	1,684		

RESERVE ACCOUNTS ANTICIPATED BALANCES AS OF JULY 22, 2025 (UNAUDITED)

Tax Stabilization Reserve Account	64,418,321
Sewer Rate Stabilization Reserve Account	8,944,781
General Fund Budget Reserve Account	45,312,006
Sewer Fund Budget Reserve Account	18,734,142
<i>Total Reserves:</i>	137,409,250

Prime Sponsor(s): Mr. Hollins, Mr. Street
Co-sponsor(s): Mr. Toole, Ms. Williams-Johns
Requested by: Community Services
Date of introduction: August 26, 2025

ORDINANCE NO. 25-106

**AMEND THE GRANTS BUDGET:
APPROPRIATE \$8,917.00 IN ADDITIONAL STATE OF DELAWARE GRANT-IN-AID
FUNDS TO THE ABSALOM JONES SENIOR CENTER FY2026 GRANT, WHICH WILL
BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES,
COMMUNITY RESOURCES DIVISION**

1 **WHEREAS**, original allocated funding in the amount of \$236,308 from the State of
2 Delaware Grant-in-Aid Fund was previously approved by County Council and appropriated
3 to the Absalom Jones Senior Center FY2026 Grant via Ordinance 25-075; and
4

5 **WHEREAS**, authorization is sought to appropriate an additional \$8,917 in state funds
6 to the Absalom Jones Senior Center FY2026 Grant; and
7

8 **WHEREAS**, the Absalom Jones Senior Center provides a variety of services for the
9 elderly in the surrounding community including transportation to the center, adult programs,
10 activities and social services; and
11

12 **WHEREAS**, the County Executive has determined that this grant shall be sufficient to
13 cover the increase in the Grants Budget as hereinafter amended; and
14

15 **WHEREAS**, Council has determined that the provisions of this Ordinance substantially
16 advance, and are reasonably and rationally related to, legitimate government interests (i.e.,
17 promoting the health, safety, morals, convenience, order, prosperity and/or welfare of the
18 present and future inhabitants of this State).
19

20 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
21

22 Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby
23 amended by adding the material on the attached Exhibit "A" which shall be considered
24 underscored in its entirety.
25

26 Section 2. This Ordinance shall become effective immediately upon its adoption by
27 County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C.*
28 § 1156.
29

30 Section 3. It is the intent of County Council that the provisions of this Ordinance are
31 effective retroactive to July 1, 2025.

Adopted by County Council of
New Castle County on: 9/9/25

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate an additional \$8,917 received in State of Delaware Grant-In-Aid funds to the Absalom Jones Senior Center FY2026 Grant for the period July 1, 2025 through June 30, 2026, which will be administered by the Department of Community Services, Division of Community Resources.

The Absalom Jones Senior Center provides a variety of services for the elderly in the surrounding community including transportation to the center, adult programs, activities and social services.

It is the intent of County Council that the provisions of this Ordinance are effective retroactive to July 1, 2025.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating an additional \$8,917 received in State of Delaware Grant-In-Aid funds to the Absalom Jones Senior Center FY2026 Grant for the period July 1, 2025 through June 30, 2026, which will be administered by the Department of Community Services, Division of Community Resources.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget. This increase will affect FY2026 since the targeted program completion date for this grant is June 30, 2026. There is no fiscal impact anticipated beyond FY2026. FY2025 original funding was authorized in the amount of \$225,490.

Acknowledged by the Acting Chief Financial Officer July 25, 2025.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	Absalom Jones Senior Center FY2026	Ordinance No.	25-106
PROGRAM TITLE:	Absalom Jones Senior Center FY2026		

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ 236,308.00	\$ 8,917.00	\$ 245,225.00
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 236,308.00	\$ 8,917.00	\$ 245,225.00

Expense	Current	Change	Revised
Salaries and Wages	\$ 103,109.00	\$ 8,165.75	\$ 111,274.75
Benefits	\$ 39,930.00	\$ 751.25	\$ 40,681.25
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ 1,600.00	\$ -	\$ 1,600.00
Contractual Services	\$ 91,669.00	\$ -	\$ 91,669.00
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 236,308.00	\$ 8,917.00	\$ 245,225.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	7/1/2025
Estimated Program Completion:	6/30/2026
The Local Match:	Found in (ORG):
Ordinance Passed: <u>25-075</u>	Date Revised: <u>6/10/2025</u>

PROGRAM DESCRIPTION:

The Absalom Jones Senior Center provides a variety of services to the elderly population in the neighboring community including: transportation to the center, adult programs, activities and social services.

6/10/2025

8/26/2025

ORDINANCE NO. 25-107

TO AMEND *NEW CASTLE COUNTY CODE* CHAPTER 19 (“RESIDENTIAL RENTAL PROPERTIES”) REGARDING LANDLORD AND TENANT RIGHTS AND RESPONSIBILITIES

1 **WHEREAS**, New Castle County plays a critical role in ensuring the quality of
2 residential rental housing for the residents of New Castle County; and

3
4 **WHEREAS**, understanding and taking these responsibilities very seriously, the
5 County enacted laws to inform rental unit residents of their rights and to provide them with
6 additional tools to maintain the quality of their living spaces; and

7
8 **WHEREAS**, these laws also provide, among other things, for periodic random
9 inspections, in addition to the current complaint-based inspection process, to help
10 maintain the quality of County residential rental housing; and

11
12 **WHEREAS**, the *County Code* also, among other things, provides data on the
13 effectiveness of the residential rental policies and helps determine if additional steps need
14 to be taken; and

15
16 **WHEREAS**, upon review of the rental code, it is apparent that additional steps are
17 needed to ensure the Code is functioning as robustly as intended and needed; and

18
19 **WHEREAS**, County Council has determined that the provisions of this Ordinance
20 substantially advance, and are reasonably and rationally related to, legitimate government
21 interests, including the protection and preservation of public health, safety, prosperity,
22 general welfare, and quality of life.

23
24 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**

25
26 Section 1. *New Castle County Code* Chapter 19 (“Residential Rental Properties”)
27 is hereby amended by adding the material that is underscored and deleting the material
28 that is stricken, as set forth below.

29
30 **Chapter 19 - RESIDENTIAL RENTAL PROPERTIES**

31 **ARTICLE 1. – IN GENERAL**

32 Sec. 19.01.001. - Purpose. ...

33 B. The purpose of this division is:

- 34
35 1. To inform rental unit residents of their rights and to provide them with
36 additional tools to maintain the quality of their living spaces.

2. To provide a mechanism for periodic random inspections, in addition to the current complaint-based inspection process, to help maintain the quality of New Castle County residential rental housing.
3. To provide county government with the contact information of anyone responsible for a residential rental property for contact if a code violation is reported or in cases of emergency.
4. To provide data ~~on~~ to gauge the effectiveness of the ~~new~~ residential rental policies ~~and to help determine if additional steps need to be taken. ...~~

ARTICLE 2. - DEFINITIONS

Sec. 19.02.001. - Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Section...

Department means the New Castle County Department of Land Use.

~~Guide means the New Castle County Tenants' Rights Guide as described in the Appendix to this Chapter. It shall also mean any version of the New Castle County Tenants' Rights Guide as amended by the Department of Land Use subject to the approval of the Rental Housing Advisory Committee.~~

Housing Advisory Board means the board that replaced the Rental Housing Advisory Committee, with the current function of advising the County Executive, County Council, and the Departments of Community Services and Land Use on affordable housing programs for very low and low-income households, with an emphasis on promoting fair housing choices and increasing housing opportunities throughout New Castle County.

~~*Person* means any individual or artificial entity pursuant to Delaware Supreme Court Rule 57, government or governmental agency, statutory trust, business trust, two (2) or more persons having a joint or common trust or any other legal or commercial entity.~~

Person means an individual or group of individuals, company, corporation, partnership, association, or any other entity, including state and local governments and agencies.

~~Rental Housing Advisory Committee means a task force charged with advising the Department of Land Use on matters of policy and implementation as further defined in Article 5 of this Chapter.~~

Tenants' Rights Guide or Guide means the *New Castle County Tenants' Rights Guide* as described in which is the Appendix to this Chapter. It shall also mean any amended version of the *New Castle County Tenants' Rights Guide* as amended from time to time

by the Department of Land Use subject to consultation with the approval of the Housing Advisory Board Rental Housing Advisory Committee.

Twenty-four-hour contact means the any person or company who or that is available by cellular phone and electronic mail (email) in state on a ~~twenty-four (24)~~ 24 hours-a-day, ~~seven (7)~~ 7 days-a-week basis and who has been registered with the Department of Land Use to address any inquiry, notice, complaint or violation regarding the health, safety and condition of the rental unit.

ARTICLE 3. - RENTAL CODE

Sec. 19.03.001. - Registration; requirements; information collected; written verification.

A. There is hereby created a Residential Rental Property Registration System for New Castle County that requires landlords of residential rental units located within unincorporated areas of the County and those incorporated areas with which New Castle County has agreements and have agreed to participate based upon contract to register each of their rental units once each year, or more frequently upon a change in ownership or management.

...

C. The rental property registration form ~~will~~ requires that the following information be provided regarding the property owner of every residential rental property unit:

1. Name of property owner(s);
2. Mailing address of property owner;
3. Street address (if different from the mailing address);
4. Date of birth;
5. Business phone number;
6. Emergency ~~twenty-four (24)~~ 24 hours-a-day, ~~seven (7)~~ 7 days-a-week contact phone number;
7. Facsimile number;
8. E-mail address, ~~if applicable~~;

...

D. Each residential rental property shall have a Delaware authorized agent physically located in Delaware if the property owner is not physically located in this State. The purpose of the Delaware authorized agent is to act as a registered agent in order to accept service on behalf of the owner. The following information shall be provided regarding the Delaware authorized agent:

1. Name of Delaware authorized agent;
2. Mailing address;

3. Street address (if different from mailing address);
 4. Business phone number;
 5. Facsimile number;
 6. Email address, if applicable.
- E. Each residential rental property shall have a ~~24~~twenty-four-hour contact physically located in Delaware if the property owner is not physically located in this State and shall provide the following information regarding the contact.
1. Name of ~~24~~twenty-four-hour contact;
 2. Mailing address;
 3. Street address (if different from mailing address);
 4. Telephone number;
 5. Facsimile number;
 6. Email address, if applicable.
- F. The following shall be provided for each individual rental unit:
1. Street address;
 2. Building or apartment number if applicable;
 3. Age of building;
 4. A statement as to whether the rental unit is subject to mandatory annual inspection due to receipt of a public subsidy, pursuant to Subsection 19.01.002.B.
- G. Landlords of registered rental units are required to update registration information on a ~~biennial~~ an annual basis on or before May 1st. All new rental units shall be registered within ~~twenty (20)~~ 20 days of the date the property is first used as a rental unit. Any material change in the registration information, including, ~~but not limited to,~~ a change in ownership, shall be updated by the filing of such amended registration information within ~~twenty (20)~~ 20 days of the landlord's actual knowledge of the change in the information or the landlord will be subject to a penalty as more fully set forth in Section 19.04.002.
- ...
- Sec. 19.03.003. - New Castle County Tenants' Rights Guide ~~tenants' rights guide~~.
- A. The ~~New Castle County~~ Tenants' Rights Guide shall include instructions on how tenants may address problems with landlords and responsible agencies, a list of potential problems, a description of the minimal housing standards, and contact information for the agency responsible for monitoring each housing standard.
- B. Whenever entering a residential rental relationship, all landlords of residential rental properties located in unincorporated New Castle County and those incorporated areas with which New Castle County has agreements and have agreed to participate

based on a contract are required to distribute the ~~New Castle County Tenants' Rights~~ Guide to every tenant.

C. One copy of the Guide may be obtained by any landlord, free of charge, from the Department of ~~Land Use~~. The landlord is responsible for producing sufficient copies of the ~~guide~~ Guide for distribution to all tenants.

D. The Department of ~~Land Use~~ shall determine the format and method of distribution of the guide to landlords and others. At a minimum, the ~~guide~~ Guide shall be available electronically on the New Castle County website and in written form. The ~~guide~~ Guide shall be in both English and Spanish and in a symbol format for tenants unable to read those languages.

E. The Department is responsible for updating the Guide on an annual basis, by July 1 of each year to ensure compliance with any changes in any applicable ordinance or laws. The updated Guide shall be submitted to County Council contemporaneous therewith.

ARTICLE 4. - ENFORCEMENT

Sec. 19.04.001. - Unlawful acts.

A. *General prohibition.* Any person who ~~shall~~ violates any provision of this Chapter or who by any means ~~shall~~ causes the same to be done, or who ~~shall~~ fails to conform to a directive of the Code Official or Code Enforcement Officer that is issued because of a violation of this Chapter, shall be subject to the enforcement and penalty provisions provided in this Chapter.

B. *Specific violations.* Failure to comply with any of the following requirements shall constitute a violation of this Chapter:

1. Registering all rental units ~~existing on or before July 11, 2005 by May 1, 2006 or~~ within ~~twenty (20)~~ 20 days of the date any property is first used as a rental unit.
2. Updating information on the Rental ~~p~~Property ~~r~~Registration ~~f~~Form within ~~twenty (20)~~ 20 days of any material change in any information provided on the form.
3. Providing access to rental units when authorized by the tenant or by an administrative warrant and allowing inspections as required by this Chapter.
4. Delivering the ~~New Castle County Tenants' Rights~~ Guide to each tenant at such time that a rental relationship is established or as otherwise required by this Chapter.
5. When demanded by the Department or Code Official, providing proof that the ~~New Castle County Tenants' Rights~~ Guide has been delivered to each tenant pursuant to the requirements of this Chapter.

...

Sec. 19.04.002. - Enforcement.

A. *Criminal enforcement.* Any person violating the provisions of this Chapter may be subject to a criminal proceeding instituted by the County Attorney or a Code

Enforcement Officer or Code Official.

...

3. *Penalties.* Violations of this Chapter shall be deemed to be misdemeanor offenses. The sentence for any person convicted of such a misdemeanor offense shall include the following fines and may include restitution or such other conditions as the court deems appropriate:

a. For the first conviction, the penalty shall be a fine of not less than ~~two hundred and fifty dollars (\$250.00)~~ nor more than ~~one thousand dollars (\$1,000.00)~~.

b. For the second conviction for the same offense, the penalty shall be a fine of not less than ~~five hundred dollars (\$500.00)~~, nor more than ~~two thousand five hundred dollars (\$2,500.00)~~.

c. For all subsequent convictions for the same offense, the penalty shall be a fine of no less than ~~one thousand dollars (\$1,000.00)~~, nor more than ~~five thousand dollars (\$5,000.00)~~.

"Fines" as used in this Section shall also include any civil judgment awarded to the County thereof entered pursuant to 11 *Del. C.* § 4101 (Payment of fines, costs and restitution upon conviction).

4. In lieu of initially pursuing a criminal action in the Justice of the Peace Court, the Code Enforcement Officer or Code Official may issue a penalty up to ~~two hundred dollars (\$200.00)~~ \$300.00 to the violator. If the penalty is paid in the amount and in the manner required by the violation notice and the violation is corrected as required by the violation notice, further action before the Justice of the Peace Court shall not be pursued for the violation.

...

C. *Administrative enforcement.* Any person violating the provisions of this Chapter may be subject to administrative proceedings instituted by the Code ~~e~~Official or Code enforcement officer.

...

3. Administrative penalties. Notwithstanding any other section of this Chapter, any person who is found to have violated any provision of this Chapter or directive of the Code Official or Code Enforcement Officer shall be assessed administrative penalties in the following amounts:

a. *Failure to Register:*

i. ~~*First Violation:*~~ The total amount of the penalty shall be ~~one hundred fifty dollars (\$150.00)~~ \$200.00 regardless of the number of rental units that have not been properly registered. Failure to register or re-register rental unit(s) within ~~ten (10)~~ ten (10) days of receiving following receipt of notice of the ~~one hundred fifty dollars (\$150.00)~~ above penalty shall result in a ~~ten dollar (\$10.00)~~ \$15.00 per day penalty for each unit thereafter not properly registered. The per unit penalty shall accumulate on a daily

basis until all penalties under this Subsection C.3.a.i. are paid in full. such penalty is paid.

- ii. ~~Any time after a property owner is subject to the "First Violation" provisions stated in Subsection (a) C.3.a.i., failure to properly register, or re-register, a rental unit shall be subject to a one hundred fifty dollar (\$150.00) penalty. Failure to register, or re-register, rental unit(s) within ten (10) days of receiving the one hundred fifty dollar (\$150.00) penalty shall result in a ten dollar (\$10.00) per day penalty for each unit thereafter not properly registered. The per unit penalty shall accumulate on a daily basis until such penalty is paid.~~

b. *Failure to timely update information* required on the Rental Property Registration Form:

- i. ~~*First Violation:* The total amount of the penalty shall be one hundred fifty dollars (\$150.00) \$200.00 regardless of the number of rental units that have not been properly updated. Failure to update registration of rental unit(s) within ten (10) days of receiving following receipt of notice of the one hundred fifty dollar (\$150.00) above penalty shall result in a ten dollar (\$10.00) \$15.00 per day penalty for each unit thereafter not properly updated. The per unit penalty shall accumulate on a daily basis until all penalties under this Subsection C.3.b.i. are paid in full. such penalty is paid.~~

- ii. ~~Any time after a property owner is subject to the "First Violation" provisions stated in Subsection (b) C.3.b.i., failure to properly update a rental unit shall be subject to a one hundred fifty dollar (\$150.00) penalty. Failure to update registration on a rental unit(s) within ten (10) days of receiving the one hundred fifty dollar (\$150.00) penalty shall result in a ten dollar (\$10.00) per day penalty for each unit thereafter not properly updated. The per unit penalty shall accumulate on a daily basis until such penalty is paid.~~

c. *Failure to distribute* the New Castle County Tenants' Rights Guide:

- i. ~~*First Violation:* The Department of Land Use may require a landlord to provide proof of delivery of the guide Guide to each tenant. It is sufficient for the purpose of proving delivery for the landlord to show the signature of the tenant acknowledging receipt of the guide Guide or a certificate of mailing the Guide to the tenant at the rental address. A landlord who fails to provide proof of delivery of the New Castle County Tenants' Rights Guide shall be subject to a twenty-five dollar (\$25.00) penalty for the first violation regardless of the number of tenants that who did not receive the guide Guide. Failure to subsequently provide proof of the delivery of the guide Guide to tenants of all rental units within twenty (20) 20 days following receipt of the notice of the first above violation shall result in an additional fifty dollar (\$50.00) penalty. Thereafter, a penalty of ten dollars (\$10.00) \$15.00 per day for each rental unit for which delivery of the~~

guide Guide to tenants is not proven shall accumulate until such time as delivery is proven.

- ii. ~~Any time after a property owner is subject to the "First Violation" provisions stated in~~ Where a landlord has failed to cure all violations under Subsection C.3.b.c.i. within 20 days after having received notice of the \$50 penalty above, such failure to provide requisite proof of delivery of the New Castle County Tenants' Rights Guide shall be subject to result in a one hundred dollar (\$100.00) penalty for each violation in addition to any daily penalty accruing under Subsection C.3.c.i. and ten dollars (\$10.00) per day after 10 (ten) days for each day that the proof of delivery is not provided.

4. Administrative appeals.

- a. Any person aggrieved by any administrative enforcement action taken pursuant to this Chapter, or any person who in good faith claims that the true intent of this Chapter or the rules legally adopted there-under have been incorrectly interpreted, or that the provisions of this Chapter do not fully apply, shall have the right to an appeal to the Board of License, Inspection and Review. The Board shall not have the authority to waive any requirement of this Chapter.
- b. All appeals shall be filed with the Department of Land Use within ~~twenty (20)~~ days of the date the written decision is issued by the Department. A public hearing will then be afforded to the appellant within ~~forty-five (45)~~ days of the filing of the appeal.
- ...
- e. The Board shall make findings of fact and shall render a decision in writing based upon the record created at the public hearing within ~~twenty (20)~~ days.
- g. The fee for the filing of an appeal under this Section shall be ~~two hundred fifty dollars (\$250.00)~~. Upon a determination that the appellant has not violated any provision of this Chapter or directive of the Code Official or Code Enforcement Officer, the ~~two hundred fifty dollar (\$250.00)~~ appeal fee shall be refunded.

ARTICLE 5. RESERVED^[4]

APPENDIX

NEW CASTLE COUNTY TENANTS' RIGHTS GUIDE

APPENDIX - NEW CASTLE COUNTY TENANTS' RIGHTS GUIDE

Unless an emergency situation exists, your first step for reporting any problem in your rental unit should always be to contact your landlord. You may initially contact your landlord by various means including telephone or in person, but you must always submit ~~put~~ your complaints in writing to your landlord. You can do this by means of a ~~The~~ letter, which should be hand-delivered or sent by certified mail or certificate of mailing. In addition, you may communicate your complaints to your landlord by means of electronic

mail (or email), which will satisfy the requirement that your complaint be in writing. Always keep a copy for yourself. Remember, the law requires that you put all communications in writing. If not in writing, it makes it unnecessarily difficult to prove your case. ~~is as if it never happened.~~ **A form complaint is linked hereto – fill it out with your information.**

Essential Services —(Heat, Water, Hot Water, Electric) Delaware State law, in the Residential Landlord/Tenant Code – Title 25, Section 5308, —~~D~~describes the provision of "essential services" provided by the landlord. The landlord is responsible to maintain the systems in your rental unit in working order. The landlord is not responsible if the rental agreement says that a tenant must pay for the costs of an essential service, and the problem with the essential service is due to the actions or inactions of the tenant (such as failure to pay for the service).

Problem	Minimal Standard	Where to Call for Complaints
... Other Problems With Your Rental Unit		
Infestation - <u>Every dwelling, dwelling unit, and dwelling premises shall be free of infestation.</u>	<i>In Single Family Home</i> - if the problem existed when you moved in, then the landlord is responsible for exterminating. If the problem happens during your tenancy, you are responsible for exterminating. <u>Moreover, it is the responsibility of the landlord to exterminate any infestation unless the tenant admitted responsibility or there is substantial evidence that the tenant is responsible for the infestation.</u>	Landlord New Castle County Department of Land Use 395-5555
	<i>In Multi-unit Building</i> - (for example: apartments, duplexes, <u>condominiums</u>) Landlord is responsible for public areas and outside the building unless infestation was caused by your actions. The tenant <u>may be</u> is always responsible for infestation in the rental unit unless the problem comes <u>came</u> from outside the unit. <u>Moreover, unless the tenant admitted responsibility or there is substantial evidence that the tenant is responsible for the infestation, it is the responsibility of the</u>	Landlord New Castle County Department of Land Use 395-5555

	<u>landlord to exterminate any infestation.</u>	
Mold	You should not have mold in your rental unit. If mold appears you should attempt to clean it with an appropriate disinfectant product. If the mold cannot be cleaned or the problem persists, contact your landlord immediately. <u>The landlord is obligated to remediate and remove any mold.</u>	Landlord New Castle County Department of Land Use 395-5555

318 ...

319 **Tenant Complaint Form**

320 If you are experiencing a problem with your rental unit, that is **NOT** unless an
321 emergency ~~exists~~, you must first file a written complaint with your landlord. You may Use
322 this form complaint to report non-emergency problems with your rental unit. **A form**
323 **complaint is linked hereto – fill it out with your information.** After you have input your
324 information, Fforward this form to your landlord by hand-delivery, certified mail, or
325 certificate of mailing. In addition, you may forward the written complaint to your landlord
326 by way of electronic mail (email). Be sure to keep a copy of this form for your records!

327
328 Date
329 _____
330 Tenant Name
331 _____
332 Address
333 _____
334 _____
335 Phone Number
336 _____
337 Problem
338 (Please provide a brief description)
339 _____
340 _____
341 _____
342 Previous Action taken
343 (if any)
344 _____
345 _____
346 _____
347 Date Delivered
348 by
349 (Circle One)
350 Hand Delivered
351 Certified Mail

Certificate of Mailing

Section 2. This Ordinance shall become effective upon passage by New Castle County Council and approval of the County Executive, or as otherwise provided in 9 Del. C. Section 1156.

Adopted by County Council
of New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
of New Castle County

SYNOPSIS: This Ordinance amends *New Castle County Code* in several ways to clarify provisions of the law relating to rights and obligations regarding residential rental units. The Ordinance also improves communications between tenants and landlords during an emergency by requiring that the landlord provide both an emergency telephone number as well as an email address so that the tenant is able to reach the landlord during an emergency. Importantly, the proposed amendments are intended to improve the overall quality of rental housing.

In addition, among other things, the Ordinance clarifies and improves on outdated and duplicative language in the Code, including:

- Eliminating references to the *Rental Housing Advisory Committee* or RHAC which was eliminated in 2019 by Ord. No. 19-007 and was replaced by the Housing Advisory Board, which assumed the RHAC'S responsibilities.
- Adding a new, improved definition of "person" to the *Definition* section, eliminating an outdated reference to this term, which does not exist, in the Delaware Supreme Court Rules.
- Clarifying redundant penalty provisions under Sec. 19.04.002(C), "Administrative penalties."
- Clarifying redundant penalty provisions under Section 19.04.002(C)(3) in order to maintain the scheme set in preceding penalties.
- Clarifying responsibilities of the landlord and tenant in relation to infestations and mold.

FISCAL NOTE: There is no discernible fiscal impact.

Prime Sponsor(s): Mr. Toole, Mr. Caneco
Requested by: Public Safety
Date of introduction: August 26, 2025

ORDINANCE NO. 25-109

**AMEND THE GRANTS BUDGET:
APPROPRIATE \$115,089.15 IN FEDERAL FUNDING FROM THE DEPARTMENT OF
HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
FOR THE PURCHASE AND RECEIPT OF DONATED EQUIPMENT FOR
THE DEPARTMENT OF PUBLIC SAFETY**

1 **WHEREAS**, authorization is being sought for the appropriation of \$115,089.15 in
2 federal funding from the Department of Homeland Security Federal Emergency
3 Management Agency (FEMA); and
4

5 **WHEREAS**, the grant award will be used to properly account for the purchase
6 and receipt of donated equipment and provide for the reimbursement of funds by
7 Delaware Emergency Management Agency (DEMA) through the State's Homeland
8 Security Grant Program; and
9

10 **WHEREAS**, these funds will provide for ForceMatrix Police Subscription and
11 Public Safety Mobile Surveillance Trailer; and
12

13 **WHEREAS**, the County Executive has determined that grants anticipated to be
14 received from the Department of Homeland Security Federal Emergency Management
15 Agency (FEMA) are sufficient to cover the increase in the Grants Budget as hereinafter
16 amended; and
17

18 **WHEREAS**, Council has determined that the provisions of this Ordinance
19 substantially advance, and are reasonably and rationally related to, legitimate
20 government interests (i.e., promoting the health, safety, morals, convenience, order,
21 prosperity and/or welfare of the present and future inhabitants of this State).
22

23 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
24

25 Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby
26 amended by adding the material on the attached Exhibit "A," which is considered to be
27 underscored in its entirety.
28

29 Section 2. This Ordinance shall become effective immediately upon its adoption
30 by County Council and approval by the County Executive, or as otherwise provided by 9
31 *Del. C. § 1156*.
32

33 Section 3. It is the intent of the County Council that the provisions of this
34 Ordinance shall be effective retroactive to July 1, 2025.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate \$115,089.15 in federal funding from the Department of Homeland Security Federal Emergency Management Agency (FEMA) to properly account for the purchase and receipt of donated equipment and provide for the reimbursement of funds by Delaware Emergency Management Agency (DEMA) through the State's Homeland Security Grant Program.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to July 1, 2025.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$115,089.15 in federal funding from the Department of Homeland Security Federal Emergency Management Agency (FEMA) to the FY22 DHS Homeland Security Program.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$115,089.15. This increase will affect FY2026 since the targeted program completion date is September 30, 2025. If Public Safety decides to keep the ForceMatrix Subscription past the first year, the estimated fiscal impact will be approximately \$68,040 for Year 2 in FY2027, and \$71,442 for Year 3 in FY2028. Public Safety will look for alternative funding sources for FY2027 or the funding will need to be requested in the Annual Operating Budget.

Acknowledgment by the Chief Financial Officer July 30, 2025.

DEPARTMENT:	Public Safety	EXHIBIT:	"A"
GRANT TITLE:	FY22 DHS Homeland Security Program	Ordinance No.	25-109
PROGRAM TITLE:	FY22 DHS Homeland Security Program		

Revenue	Current	Change	Revised
Federal	\$ 145,140.19	\$ 115,089.15	\$ 260,229.34
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 145,140.19	\$ 115,089.15	\$ 260,229.34

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ 4,537.50	\$ -	\$ 4,537.50
Contractual Services	\$ -	\$ -	\$ -
Equipment	\$ 140,602.69	\$ 115,089.15	\$ 255,691.84
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 145,140.19	\$ 115,089.15	\$ 260,229.34

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 10/1/2022

Estimated Program Completion: 9/30/2025

The Local Match: **Found in (ORG):**

Ordinance Passed: 25-006 **Date Revised:** 1/14/2025

PROGRAM DESCRIPTION:

This Ordinance will appropriate a federal grant award to properly account for the purchase and receipt of materials and equipment and provide for the reimbursement of funds by Delaware Emergency Management Agency (DEMA) through the State's Homeland Security Grant Program.

1/14/2025

8/26/2025

ORDINANCE NO. 25-110

**TO APPROPRIATE \$250,000 IN THE NEW CASTLE COUNTY HOUSING TRUST FUND
FOR HOPE CENTER SECURITY TO BE ADMINISTERED BY THE DEPARTMENT OF
COMMUNITY SERVICES**

1 **WHEREAS**, the New Castle County Housing Trust Fund was created with the support of
2 County Council for the “purpose of dedicating public funds and revenues from other sources to
3 address the housing needs of very low income households earning less than 50% of median
4 income, low income households earning 50 to 80% of median income, and moderate income
5 households earning 80% to 120% of median income” (see Resolution No. 07-176 as amended
6 by Amendment No. 1); and
7

8 **WHEREAS**, the Housing Trust Fund will be used to promote the preservation and
9 development of affordable housing within New Castle County with priorities recommended by
10 the Housing Advisory Board; and
11

12 **WHEREAS**, the Housing Trust Fund has a balance of \$1,348,163.21 as of July 29, 2025,
13 and the appropriation of \$250,000 will be used for 24/7 contractual security services at the HOPE
14 Center; and
15

16 **WHEREAS**, the Housing Trust Fund is a separate fund from the Affordable Housing
17 Fund, and the Housing Trust Fund can only be expended for projects within unincorporated
18 areas of New Castle County and there are no Affordable Housing Funds included in the
19 funding of this Ordinance; and
20

21 **WHEREAS**, the revenue measures heretofore adopted by County Council are necessary
22 to preserve and develop affordable housing within New Castle County; and
23

24 **WHEREAS**, each contract or purchase order funded through this Housing Trust Fund
25 appropriation will be submitted on a Resolution for Council’s consideration as required by *New*
26 *Castle County Code* § 2.02.004.
27

28 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
29

30 Section 1. To promote the preservation and development of affordable housing within
31 New Castle County, \$250,000 in the New Castle County Housing Trust Fund is hereby
32 appropriated to be administered by the Department of Community Services.
33

34 Section 2. This Ordinance shall become effective immediately upon its adoption by
35 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* §
36 1156.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, appropriates \$250,000 in the New Castle County Housing Trust Fund for 24/7 contractual security services at the HOPE Center. There are no Affordable Housing Funds included in the funding of this Ordinance. The funds will be administered by the Department of Community Services to fund housing projects in New Castle County.

FISCAL NOTE: This Ordinance, if approved, will appropriate \$250,000 in the New Castle County Housing Trust Fund for 24/7 contractual security services at the HOPE Center. There is no discernible impact to the Operating Budget since this is an appropriation in the Housing Trust Fund. The intent is to appropriate funds in the Contractual Services Budget Line Item. The Housing Trust Fund balance available for appropriation is \$1,348,163.21 as of July 29, 2025.

Acknowledged by the Acting Chief Financial Officer August 12, 2025.

ORDINANCE NO. 25-111

AMEND THE GRANTS BUDGET:

**APPROPRIATE FUNDING TO BE RECEIVED FROM THE STATE OF DELAWARE,
DEPARTMENT OF LABOR, DIVISION OF EMPLOYMENT AND TRAINING, WITH FUNDS
PROVIDED BY THE DELAWARE WORKFORCE INVESTMENT BOARD TO THE 2025/2026
STATE SUMMER YOUTH EMPLOYMENT PROGRAM/YEAR-ROUND YOUTH
EMPLOYMENT GRANT, TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY
SERVICES, DIVISION OF COMMUNITY RESOURCES**

1 **WHEREAS**, the 2025/2026 State Summer Youth Employment Program/Year-Round
2 Youth Employment Grant provides employment experiences for socially and economically
3 disadvantaged high school youth in New Castle County that will promote responsibility,
4 teamwork, and a good work ethic; and

5
6 **WHEREAS**, these funds will be used to provide employment of approximately 85 youth
7 with worksite partners that support their career path and/or area of interest; and

8
9 **WHEREAS**, these youth will either have worked throughout the summer of 2025 or will
10 work 12-15 hours per week through the 2025-2026 school year; and

11
12 **WHEREAS**, the effective date of this grant funding is June 14, 2025, allowing expenses
13 incurred prior to this legislation to be paid by the grant retroactively; and

14
15 **WHEREAS**, the County Executive has determined that grants anticipated to be received
16 from the State of Delaware, Department of Labor, Division of Employment and Training with
17 funding provided by the Delaware Workforce Investment Board, are sufficient to cover the
18 increase in the Grants Budget as hereinafter amended; and

19
20 **WHEREAS**, Council has determined that the provisions of this Ordinance substantially
21 advance, and are reasonably and rationally related to, legitimate government interests (i.e.,
22 promoting the health, safety, morals, convenience, order, prosperity and/or welfare of the
23 present and future inhabitants of this State).

24
25 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**

26
27 Section 1. The Grants Budget, as adopted by Ordinance No. 75-173, is hereby amended
28 by adding the material on the attached Exhibit "A," which shall be considered underscored in its
29 entirety.

30
31 Section 2. This Ordinance shall become effective immediately upon its adoption by
32 County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C. §*
33 1156.

34
35 Section 3. It is the intent of County Council that the provisions of this Ordinance are
36 effective retroactive to June 14, 2025.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, will appropriate \$185,000 in funding received from the State of Delaware, Department of Labor, Division of Employment and Training with funding provided by the Delaware Workforce Investment Board, to the 2025/2026 State Summer Youth Employment Program/Year-Round Youth Employment Grant to be administered by the Department of Community Services, Division of Community Resources.

The 2025/2026 State Summer Youth Employment Program/Year-Round Youth Employment Grant will provide employment experiences for socially and economically disadvantaged youth in New Castle County that will promote responsibility, teamwork, and a good work ethic. Funds will be used for the employment of approximately 85 youths with worksite partners that support their career path and/or area of interest. This program will run during the summer of 2025 and through the 2025-2026 school year.

It is the intent of County Council that the provisions of this Ordinance are effective retroactive to June 14, 2025.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$185,000 in funding from the State of Delaware, Department of Labor, Division of Employment and Training with funding provided by the Delaware Workforce Investment Board to the 2025/2026 State Summer Youth Employment Program/Year Round Youth Employment Grant to be administered by the Department of Community Services, Division of Community Resources.

The fiscal impact of this Ordinance, if approved, will be an anticipated increase in the authorized spending authority of the Grants Budget by \$185,000. This grant will affect FY2025 and FY2026 since the grant period starts retroactively on June 14, 2025 and ends on June 14, 2026.

Acknowledged by the Acting Chief Financial Officer August 12, 2025.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	2025/2026 State SYEP/Year-Round	Ordinance No.	25-111
PROGRAM TITLE:	2025/2026 State SYEP/Year-Round		

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ 185,000.00	\$ -	\$ 185,000.00
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 185,000.00	\$ -	\$ 185,000.00

Expense	Current	Change	Revised
Salaries and Wages	\$ 169,414.00	\$ -	\$ 169,414.00
Benefits	\$ 15,586.00	\$ -	\$ 15,586.00
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 185,000.00	\$ -	\$ 185,000.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	6/14/2025
Estimated Program Completion:	6/14/2026
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The 2025/2026 State SYEP/Year-Round Grant will provide employment of approximately 85 youths with worksite partners that support their career path and/or area of interest. This program will run 6/14/2025 through 6/14/2026.

8/26/2025

SUBSTITUTE NO. 1 TO ORDINANCE NO. 25-112

AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORK WEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 FOR THE CLASS SPECIFICATION OF MASTER MECHANIC FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF PLANT OPERATIONS

1 **WHEREAS**, the Department of Public Works has determined that it is necessary
2 to make organizational changes to operate most effectively and to continue to deliver
3 high quality customer service to the residents and businesses of New Castle County;
4

5 **WHEREAS**, the Department of Public Works has determined the class
6 specification for the Master Mechanic needs to be changed from a Pay Grade 23 to Pay
7 Grade 25 (Exhibits "A-C") to reflect the work currently being performed; and
8

9 **WHEREAS**, the Office of Human Resources determined that this change does
10 not require review by the Human Resources Advisory Board since there was no change
11 to the class specifications and it is below a Pay Grade 28; and
12

13 **WHEREAS**, the Chief Human Resources Officer, reviewed and recommended to
14 change the Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and
15 Rates of Pay for Classified Service 40-Hour Workweek Employees Represented by the
16 Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607.
17

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

20 Section 1. The Pay Plan and Rates of Pay for Classified Service 40-Hour Work
21 Week Employees Represented by the Delaware Public Employees Council 81,
22 AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2024 through June 30,
23 2025 as set forth in Exhibit "A", is hereby amended by adding the material that is
24 underscored and deleting the material that is stricken.
25

26 Section 1. The Pay Plan and Rates of Pay for Classified Service 40-Hour Work
27 Week Employees Represented by the Delaware Public Employees Council 81,
28 AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2025 through June 30,
29 2026 as set forth in Exhibit "B", is hereby amended by adding the material that is
30 underscored and deleting the material that is stricken.
31

32 Section 2. The Pay Plan and Rates of Pay for Classified Service 40-Hour Work
33 Week Employees Represented by the Delaware Public Employees Council 81,
34 AFSCME, AFL-CIO, Affiliate Local 1607, for the period effective July 1, 2026 as set
35 forth in Exhibit "C", is hereby amended by adding the material that is underscored and
36 deleting the material that is stricken.
37

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

41
42 Section 4. It is the intent of the County Council that the provisions of this
43 Ordinance shall be effective retroactive to October 2, 2024.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: Substitute No. 1 adds language confirming that the intent is for this ordinance to be retroactive to October 2, 2024. This Ordinance, if approved, changes the Pay Grade for the position title of Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and Rates of Pay for Classified Service 40-Hour Work Week Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607. This change was reviewed and recommended by the Chief Human Resources Officer.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to October 2, 2024.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grade for the position title of Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and Rates of Pay for Classified Service 40-Hour Work Week Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607.

There are currently three filled positions and one vacant position with the title of Master Mechanic. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the three employees currently in these positions is \$69,626 in FY2026, \$46,389 in FY2027 and \$45,931 in FY2028.

Acknowledged by the Chief Financial Officer August 13, 2025.

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
BUILDING MAINTENANCE SUPERVISOR	23	56,172	58,979	61,929	65,027	68,279	71,693	75,277	79,042	82,994	87,144	91,502
GARAGE SUPERVISOR	23											
MASTER MECHANIC	23											
PROPERTY MAINTENANCE TECHNICIAN	23											
 BUILDINGS SUPERVISOR	 25	 61,929	 65,027	 68,279	 71,693	 75,277	 79,042	 82,994	 87,144	 91,501	 96,075	 100,879
MASTER ELECTRONICS TECHNICIAN	25											
MASTER MECHANIC	25											
PARKS FORESTRY TECHNICIAN	25											
PROPERTY SUPERVISOR	25											
PUBLIC WORKS EQUIPMENT COORDINATOR	25											
 FACILITY MAINTENANCE SUPERVISOR	 28	 71,692	 75,277	 79,042	 82,993	 87,142	 91,502	 96,077	 100,882	 105,924	 111,220	 116,780
SUPERINTENDENT OF SEWER MAINTENANCE	28											
SUPERVISOR OF CONSTRUCTION SUPPORT	28											

Effective: 07/01/2024 (Ordinance 24-089)

Revised: xx/xx/xxxx (25-xxx) Master Mechanic PG 23 to PG 25

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
BUILDING MAINTENANCE SUPERVISOR	23	57,576	60,453	63,477	66,653	69,986	73,485	77,159	81,018	85,069	89,323	93,790
GARAGE SUPERVISOR	23											
MASTER MECHANIC	23											
PROPERTY MAINTENANCE TECHNICIAN	23											
 BUILDINGS SUPERVISOR	 25	 63,477	 66,653	 69,986	 73,485	 77,159	 81,018	 85,069	 89,323	 93,789	 98,477	 103,401
MASTER ELECTRONICS TECHNICIAN	25											
MASTER MECHANIC	25											
PARKS FORESTRY TECHNICIAN	25											
PROPERTY SUPERVISOR	25											
PUBLIC WORKS EQUIPMENT COORDINATOR	25											
 FACILITY MAINTENANCE SUPERVISOR	 28	 73,484	 77,159	 81,018	 85,068	 89,321	 93,790	 98,479	 103,404	 108,572	 114,001	 119,700
SUPERINTENDENT OF SEWER MAINTENANCE	28											
SUPERVISOR OF CONSTRUCTION SUPPORT	28											

Effective: 07/01/2025 (Ordinance 24-089)

Revised: xx/xx/xxxx (25-xxx) Master Mechanic PG 23 to PG 25

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
BUILDING MAINTENANCE SUPERVISOR	23	59,015	61,964	65,064	68,319	71,736	75,322	79,088	83,043	87,196	91,556	96,135
GARAGE SUPERVISOR	23											
MASTER MECHANIC	23											
PROPERTY MAINTENANCE TECHNICIAN	23											
 BUILDINGS SUPERVISOR	 25	 65,064	 68,319	 71,736	 75,322	 79,088	 83,043	 87,196	 91,556	 96,134	 100,939	 105,986
MASTER ELECTRONICS TECHNICIAN	25											
MASTER MECHANIC	25											
PARKS FORESTRY TECHNICIAN	25											
PROPERTY SUPERVISOR	25											
PUBLIC WORKS EQUIPMENT COORDINATOR	25											
 FACILITY MAINTENANCE SUPERVISOR	 28	 75,321	 79,088	 83,043	 87,195	 91,554	 96,135	 100,941	 105,989	 111,286	 116,851	 122,693
SUPERINTENDENT OF SEWER MAINTENANCE	28											
SUPERVISOR OF CONSTRUCTION SUPPORT	28											

Effective: 07/01/2026 (Ordinance 24-089)

Revised: xx/xx/xxxx (25-xxX) Master Mechanic PG 23 to PG 25

ORDINANCE NO. 25-112

AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORK WEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 FOR THE CLASS SPECIFICATION OF MASTER MECHANIC FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF PLANT OPERATIONS

1 **WHEREAS**, the Department of Public Works has determined that it is necessary
2 to make organizational changes to operate most effectively and to continue to deliver
3 high quality customer service to the residents and businesses of New Castle County;
4

5 **WHEREAS**, the Department of Public Works has determined the class
6 specification for the Master Mechanic needs to be changed from a Pay Grade 23 to Pay
7 Grade 25 (Exhibits "A-B") to reflect the work currently being performed; and
8

9 **WHEREAS**, the Office of Human Resources determined that this change does
10 not require review by the Human Resources Advisory Board since there was no change
11 to the class specifications and it is below a Pay Grade 28; and
12

13 **WHEREAS**, the Chief Human Resources Officer, reviewed and recommended to
14 change the Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and
15 Rates of Pay for Classified Service 40-Hour Workweek Employees Represented by the
16 Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607.
17

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

20 Section 1. The Pay Plan and Rates of Pay for Classified Service 40-Hour Work
21 Week Employees Represented by the Delaware Public Employees Council 81,
22 AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2025 through June 30,
23 2026 as set forth in Exhibit "A", is hereby amended by adding the material that is
24 underscored and deleting the material that is stricken.
25

26 Section 2. The Pay Plan and Rates of Pay for Classified Service 40-Hour Work
27 Week Employees Represented by the Delaware Public Employees Council 81,
28 AFSCME, AFL-CIO, Affiliate Local 1607, for the period July 1, 2026 through June 30,
29 2027 as set forth in Exhibit "B", is hereby amended by adding the material that is
30 underscored and deleting the material that is stricken.
31

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

Adopted by Council of
New Castle County on:

Monique Williams-Johns
President of Council
of New Castle County

Approved on:

Marcus Henry
County Executive
New Castle County

SYNOPSIS: This Ordinance, if approved, changes the Pay Grade for the position title of Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and Rates of Pay for Classified Service 40-Hour Work Week Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607. This change was reviewed and recommended by the Chief Human Resources Officer.

FISCAL IMPACT: This Ordinance, if approved, changes the Pay Grade for the position title of Master Mechanic from Pay Grade 23 to Pay Grade 25 on the Pay Plan and Rates of Pay for Classified Service 40-Hour Work Week Employees Represented by the Delaware Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607.

There are currently three filled positions and one vacant position with the title of Master Mechanic. The estimated fiscal impact (Salaries/Wages and Benefits) of reclassifying the three employees currently in these positions is \$17,770 in FY2026, \$31,619 in FY2027 and \$46,211 in FY2028.

Acknowledged by the Chief Financial Officer August 13, 2025.

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
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GARAGE SUPERVISOR	23											
MASTER MECHANIC	23											
PROPERTY MAINTENANCE TECHNICIAN	23											
 BUILDINGS SUPERVISOR	 25	 63,477	 66,653	 69,986	 73,485	 77,159	 81,018	 85,069	 89,323	 93,789	 98,477	 103,401
MASTER ELECTRONICS TECHNICIAN	25											
MASTER MECHANIC	25											
PARKS FORESTRY TECHNICIAN	25											
PROPERTY SUPERVISOR	25											
PUBLIC WORKS EQUIPMENT COORDINATOR	25											
 FACILITY MAINTENANCE SUPERVISOR	 28	 73,484	 77,159	 81,018	 85,068	 89,321	 93,790	 98,479	 103,404	 108,572	 114,001	 119,700
SUPERINTENDENT OF SEWER MAINTENANCE	28											
SUPERVISOR OF CONSTRUCTION SUPPORT	28											

Effective: 07/01/2025 (Ordinance 24-089)

Revised: xx/xx/xxxx (25-xxx) Master Mechanic PG 23 to PG 25

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 40-HOUR WORKWEEK EMPLOYEES
REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
BUILDING MAINTENANCE SUPERVISOR	23	59,015	61,964	65,064	68,319	71,736	75,322	79,088	83,043	87,196	91,556	96,135
GARAGE SUPERVISOR	23											
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MASTER ELECTRONICS TECHNICIAN	25											
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 FACILITY MAINTENANCE SUPERVISOR	 28	 75,321	 79,088	 83,043	 87,195	 91,554	 96,135	 100,941	 105,989	 111,286	 116,851	 122,693
SUPERINTENDENT OF SEWER MAINTENANCE	28											
SUPERVISOR OF CONSTRUCTION SUPPORT	28											

Effective: 07/01/2026 (Ordinance 24-089)

Revised: xx/xx/xxxx (25-xxX) Master Mechanic PG 23 to PG 25