



# NEW CASTLE COUNTY COUNCIL ADMINISTRATIVE-FINANCE COMMITTEE MEETING

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

December 9, 2025  
5:00 PM

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

## MINUTES

### A. Call To Order/Roll Call

The Administrative-Finance Committee meeting was called to order at 05:30 PM by Councilman John Cartier.

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

Members absent: Valerie George

### B. Approval of Minutes

- Mr. Smiley made a motion, and Mr. Toole seconded, to approve the minutes of the 11/25/25 Ad-Finance Committee Meeting. Vote to approve was unanimous.

- Mr. Carter made a motion and it was seconded to go out of order to allow for a presentation. Vote to go out of order was unanimous.

### C. Review/Discussion of Resolution(s)

R25-205: TO AMEND NEW CASTLE COUNTY COUNCIL EMPLOYEE HANDBOOK SECTION 7.2 REGARDING FAMILY AND MEDICAL LEAVE AND NEW SECTION 7.3 PAID FAMILY AND MEDICAL LEAVE

Prime Sponsor(s): Ms. George, Ms. Kilpatrick

- Mr. Cartier read the title of the resolution.

- Ms. Kilpatrick invited Counsel to Council Mike Migliore to explain the resolution.

- Counsel to Council Mike Migliore explained the resolution.

- Lauren Russell from the law firm Potter, Anderson and Carroon, LLP made recommendations concerning updating the NCC employee handbook.

- Mr. Tackett asked Ms. Russell questions about the updates and Ms. Russell answered.

- No public comment.

### D. Review/Discussion of Ordinance(s)

°25-150: AMEND THE FY2026 APPROVED OPERATING BUDGET: REALIGN \$486,725 FROM THE BENEFITS CONTINGENCY TO THE DELAWARE PAID FAMILY & MEDICAL LEAVE INSURANCE PROGRAM CONTINGENCY TO COMPLY WITH THE HEALTHY DELAWARE FAMILIES ACT

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

- Mr. Cartier read the title of the ordinance.
- NCC CFO Dave DelGrande gave a presentation about the ordinance.
- Mr. Tackett asked Mr. DelGrande questions about the ordinance and Mr. DelGrande responded.
- No public comment.

#### **E. New Castle County Grant Requests/Community Events**

##### **- Revised Grant Matrix 12/9/25**

| <b>Grant Applicant</b>                                  | <b>Sponsor</b>     | <b>Amount Approved</b> | <b>Council Member First/Second</b>         | <b>Vote</b>                        |
|---------------------------------------------------------|--------------------|------------------------|--------------------------------------------|------------------------------------|
| Emergency Food Closet of 698 Old Baltimore Pike         | Ms. George         | \$2,500                | Mr. Tackett (for Ms. George)/<br>Mr. Toole | 11-Yes<br>1-Absent<br>1-Not Voting |
| Pencader Heritage Area Association                      | Mr. Tackett        | \$1,862                | Mr. Tackett/Mr. Toole                      | 11-Yes<br>1-Absent<br>1-Not Voting |
| Harmony Hills/<br>Lexington Square<br>Civic Association | Mr. Sheldon        | \$650                  | Mr. Sheldon/Ms. Kilpatrick                 | 11-Yes<br>1-Absent<br>1-Not Voting |
| Delaware Adolescent Program, Inc.                       | Ms. Williams-Johns | \$400                  | Ms. Williams-Johns/Mr. Toole               | 11-Yes<br>1-Absent<br>1-Not Voting |

#### **F. Expense and Revenue Round Table**

- None

#### **G. Other**

- Mr. Sheldon made a motion, and Ms. Kilpatrick seconded, that council legislative assistants be permitted to work from home from December 16th to January 5th.
- Mr. Smiley asked Mr. Sheldon to revise the motion to follow the Executive Branch and grant Council staff a half day off on December 24th and a full day off on December 26th.
- Mr. Sheldon agreed to amend his motion and the amended motion was unanimously approved.

- Mr. Street commented on the recent Brandywine School District meeting where the Redding Consortium's proposed redistricting options were discussed.

#### **H. Public Comment**

- No public comment.

#### **I. Council Member Comment**

- Mr. Cartier wished members of council and members of the public Happy Holidays and Happy New Year.

#### **J. Adjournment**

- Mr. Smiley made a motion, and Mr. Toole seconded, to adjourn 12/9/25 Ad-Finance meeting. Motion to adjourn was unanimous.
- Mr. Cartier adjourned the meeting at 5:50 PM.

Respectfully submitted by Michele Gildea, Legislative Assistant to Councilman Cartier. This meeting was recorded and available online.