



NEW CASTLE COUNTY COUNCIL COUNCIL MEETING

May 12, 2026
6:30 PM

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

AGENDA

A. Call to Order

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

B. Approval of Minutes

C. Announcements

D. Introduction of Ordinances

°26-053: REVISE ZONING MAP: ST GEORGES HUNDRED, SOUTHEASTERLY CORNER OF BOYDS CORNER ROAD AND THE CONRAIL LINE; REZONE PART OF TAX PARCEL 13-007.00-038 (101 CIP CT, 416 AND 420 BOYDS CORNER ROAD), FROM SUBURBAN (S) TO INDUSTRIAL (I) AND TO AMEND THE COMPREHENSIVE PLAN CONSISTENT THEREWITH
Prime Sponsor(s): Mr. Carter

°26-054: AMEND THE GRANTS BUDGET: APPROPRIATE THE MONETARY VALUE OF DONATED LANDSCAPING SERVICES FOR THE SOURCING AND PLANTING TREES FROM THE ROUTE 9 COMMUNITY DEVELOPMENT CORPORATION TO THE HOLLOWAY TERRACE PARK LANDSCAPE SERVICES DONATION GRANT FOR THE DEPARTMENT OF PUBLIC WORKS, DIVISION OF PARKS

Prime Sponsor(s): Mr. Sheldon, Mr. Carter

Co-sponsor(s): Mr. Street

°26-055: AMEND THE GRANTS BUDGET: APPROPRIATE FUNDING RECEIVED FROM THE CAL RIPKEN, SR. FOUNDATION, INC. (CRSF) TO THE CAL RIPKEN FOUNDATION – RT 9 LIBRARY GRANT, WHICH WILL BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF LIBRARIES

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

°26-056: AMEND THE GRANTS BUDGET: APPROPRIATE FEDERAL FUNDING FROM THE U.S. DEPARTMENT OF TRANSPORTATION PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION (PHMSA) THROUGH THE DELAWARE EMERGENCY

MANAGEMENT AGENCY (DEMA) TO THE HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT FOR THE DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY MANAGEMENT

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

°26-057: TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF COUNTY COUNCIL AND REVISE THE CLASS SPECIFICATIONS FOR ADMINISTRATIVE AIDE TO COUNTY COUNCIL

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

E. Consent Calendar

R26-104: CONGRATULATING GOLDEY-BEACOM COLLEGE ON THE GRAND OPENING OF THE LIGHTNING SENSORY ROOM AND RECOGNIZING THE PARTNERSHIPS THAT MADE THIS INNOVATIVE SPACE POSSIBLE

Prime Sponsor(s): Mr. Toole, Ms. Kilpatrick

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

R26-105: APPROVAL OF REFEREES FOR PROPERTY REASSESSMENT APPEALS
Prime Sponsor(s): Mr. Smiley

R26-106: TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE 4 REGARDING TITLES OF LEGISLATION
Prime Sponsor(s): Mr. Smiley

G. Time Sensitive Congratulatory/Honorary Resolutions

R26-107: RESOLUTION RECOGNIZING NATIONAL POLICE WEEK, MAY 10-16, 2026
Prime Sponsor(s): Mr. Toole, Mr. Caneco

H. Presentations

I. Consideration of Ordinances

°26-046: AMEND THE GRANTS BUDGET: APPROPRIATE FUNDS FROM THE DELAWARE COMMUNITY FOUNDATION, AARP INC., AND WSFS BANK TO THE SPECIAL EVENTS FUND GRANT, TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES

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

°26-047: AMEND THE GRANTS BUDGET: APPROPRIATE FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO THE FY25 HEALTHY HOMES SUPPLEMENT – LEAD BASED PAINT HAZARD REDUCTION GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING

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

°26-048: AMEND THE GRANTS BUDGET: APPROPRIATE FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO THE FY25 LEAD-BASED PAINT HAZARD REDUCTION GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING

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

°26-049: AMEND THE SCOPE OF WORK IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING FUND CONTRACT WITH NATIONAL ALLIANCE MENTAL ILLNESS TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES

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

°26-050: AMEND THE SCOPE OF WORK IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING FUND CONTRACT WITH WILMINGTON NEIGHBORHOOD CONSERVANCY TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES

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

°26-051: AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES AND ADOPT THE CLASS SPECIFICATION OF LEAD PROGRAM ADMINISTRATOR AND LEAD PROGRAM ASSISTANT ADMINISTRATOR FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND HOUSING

Prime Sponsor(s): Ms. Williams-Johns

°26-052: AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND ADOPT THE NEW CLASS SPECIFICATION OF HOUSING PROGRAM ASSISTANT I AND HOUSING PROGRAM ASSISTANT II FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT & HOUSING

Prime Sponsor(s): Ms. Williams-Johns

°25-153: REVISE ZONING MAP: MILL CREEK HUNDRED, NORTHWESTERLY CORNER OF LIMESTONE ROAD AND CONCORD DRIVE; REZONE 16.01 ACRES OF TAX PARCELS 08-037.00-033 (0 LIMESTONE RD, ARMOR SUBDIVISION) AND 08-037.00-037 (3401 LIMESTONE RD) FROM S (SUBURBAN) TO ST (SUBURBAN TRANSITION) AND 3.83 ACRES OF TAX PARCEL 08-037.00-037 (3401 LIMESTONE RD) FROM S (SUBURBAN) TO ST (SUBURBAN TRANSITION) AND H (HISTORIC OVERLAY ZONE).

(The Exploratory Major Land Development Plan with Rezoning for Springhouse Preserve proposes to combine parcels to construct a development of 124 residential units and the adaptive reuse of a historic structure, and rezone 16.01 acres of tax parcels 08-037.00-033 and 08-037.00-037 from S (Suburban) to ST (Suburban Transition) and 3.83 acres of tax parcel 08-037.00-037 from S (Suburban) to ST (Suburban Transition) and H (Historic overlay zone). App. 2023-0634-S/Z, Council District 9.

Prime Sponsor(s): Mr. Sheldon

J. Introduction/Consideration of Emergency Ordinances

K. Public Comment/Other

L. Motion to Adjourn

AGENDA POSTED: May 5, 2026

*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://us02web.zoom.us/j/86973545695>. 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. 26-053

**REVISE ZONING MAP: ST GEORGES HUNDRED, SOUTHEASTERLY CORNER OF
BOYDS CORNER ROAD AND THE CONRAIL LINE; REZONE PART OF TAX
PARCEL 13-007.00-038 (101 CIP CT, 416 AND 420 BOYDS CORNER ROAD),
FROM SUBURBAN (S) TO INDUSTRIAL (I) AND TO AMEND THE
COMPREHENSIVE PLAN CONSISTENT THEREWITH.**

1 (The purpose of this County Council Initiated Rezoning and amendment to the
2 2022 Comprehensive Development Plan is to rezone part of tax parcel 13-007.00-038
3 (0.65 acres) from S to I, and Future Land Use Map from Residential to Business Flex.
4

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

7 Section 1. The Zoning Map of St. George's Hundred, is hereby amended by
8 changing the zoning classification of the land shown on attached Exhibits "A" and "L"
9 dated April 29, 2026, as set forth therein.
10

11 Section 2. The 2022 Comprehensive Development Plan Update for New Castle
12 County, as shown amended, is hereby further amended, by changing the land use
13 designation shown on Exhibit "E" dated April 29, 2026, as set forth herein, so as to make
14 such land consistent with the amendment of the zoning map, as per Section 1 above.
15

16 Section 3. This Ordinance shall become effective immediately upon passage by
17 New Castle County Council and approval of the County Executive, or as otherwise
18 provided in 9 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 A. Henry
County Executive
New Castle County

SYNOPSIS: Same as Title.

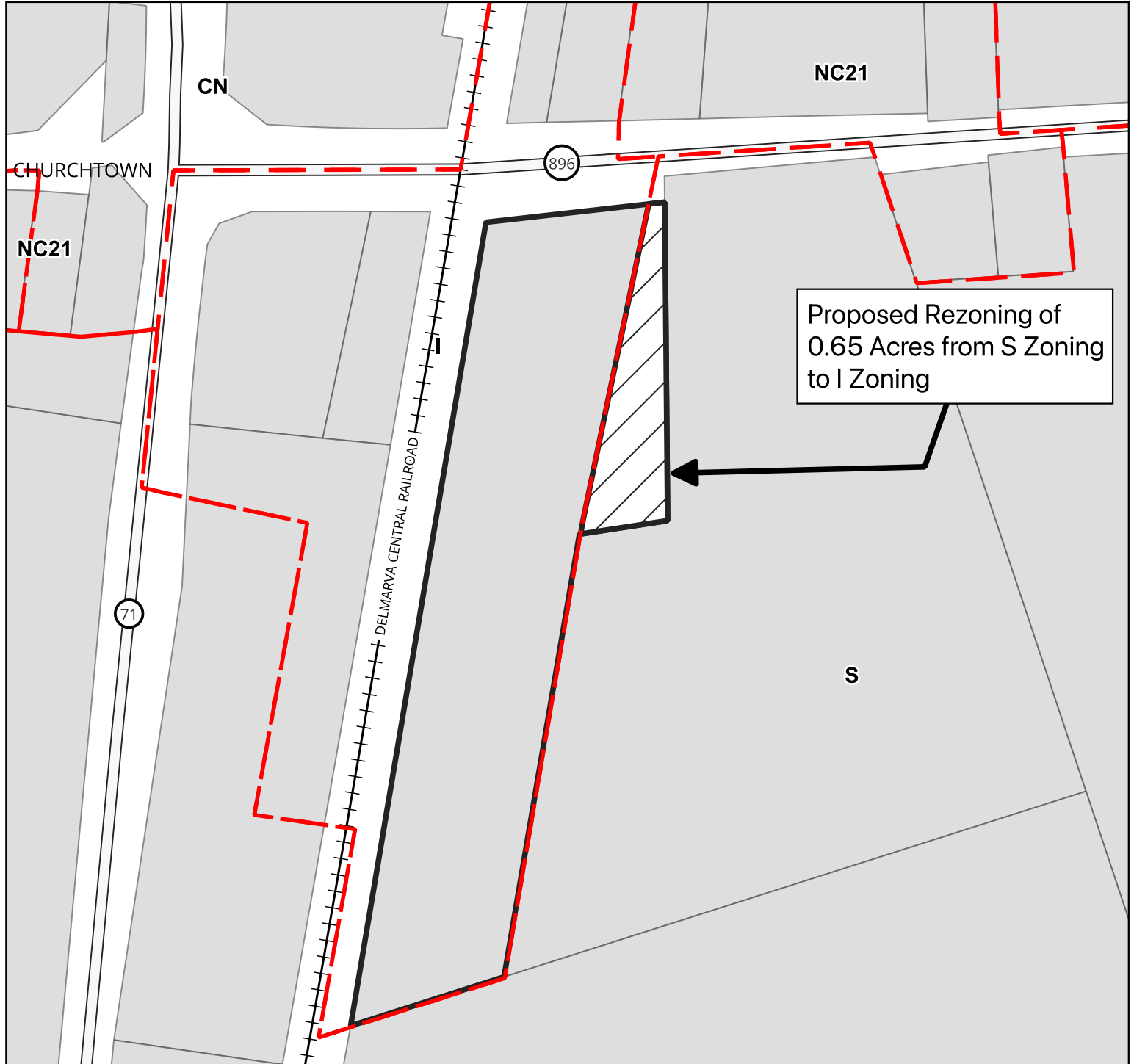
FISCAL NOTE: None.

PROPERTY MAP

EXHIBIT A
ZONING ORDINANCE AS INTRODUCED

APPLICANT: NEW CASTLE COUNTY
PROPOSED REZONING: SUBURBAN (S) to
INDUSTRIAL (I)

APPLICATION NO. 2026-_____-Z
TAX PARCEL NO: 13-007.00-038



HUNDRED: ST GEORGES HUNDRED
NEW CASTLE COUNTY, DELAWARE

Scale: 1:2255
Prepared by: Matthew Rogers

Date: 4/29/2026



PERMANENT ORDINANCE NO. 26- 053
Date Adopted by County Council:
Date Approved by County Executive:



- | | |
|--|-----------------------|
| Business Flex | Hamlets and Villages |
| Type 1 - Commercial Corridor Development | Residential |
| Type 2 - Employment-Based Corridor Development | Residential Developed |
| Manufacturing | Resource Preservation |
| Community Development Areas | |



PERMANENT ORDINANCE NO. 26- 053
Date Adopted by County Council:
Date Approved by County Executive:

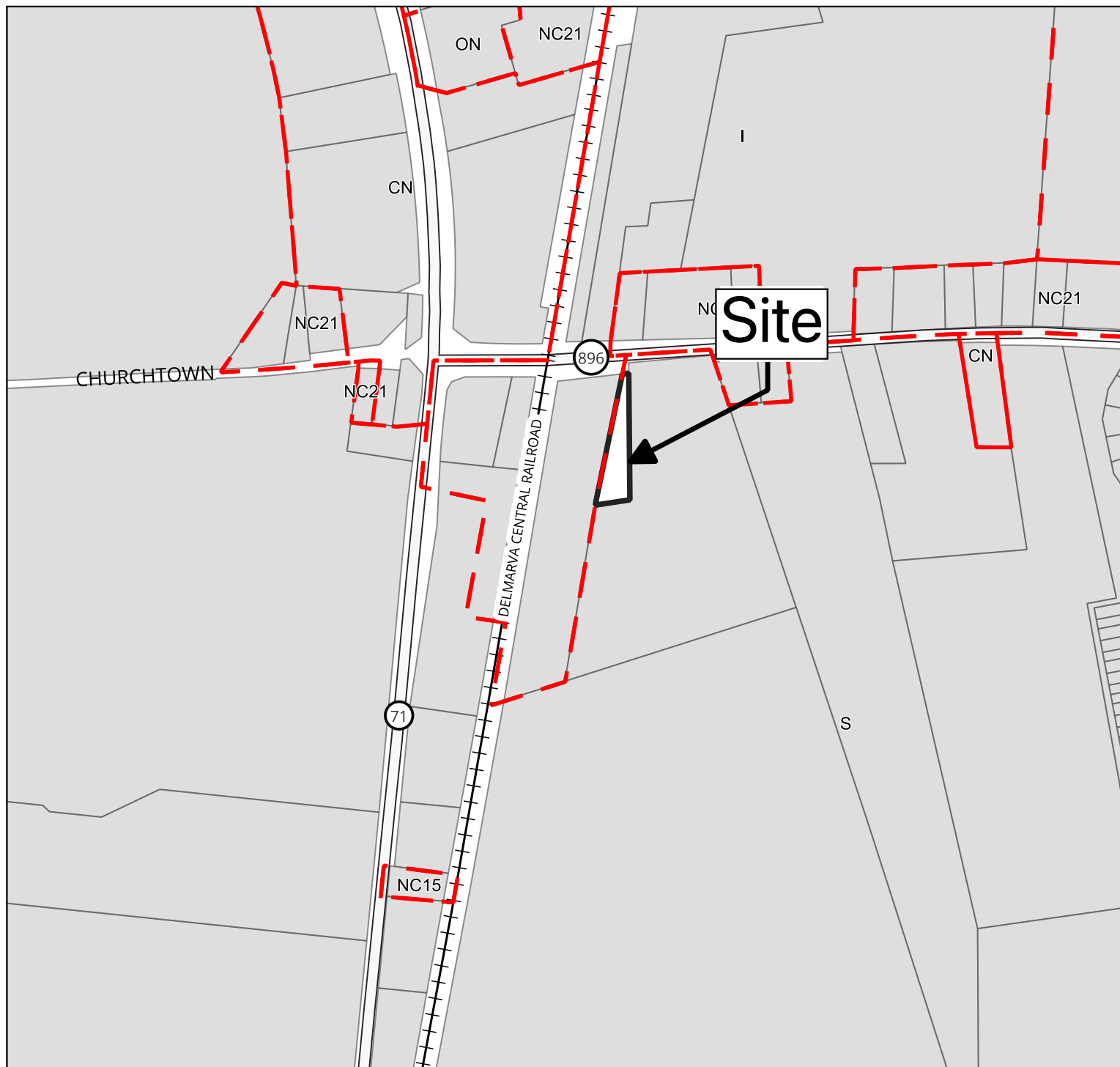
Scale: 1:5655
Prepared by: Matthew Rogers
Date: 4/29/2026

PROPERTY MAP

EXHIBIT L
ZONING ORDINANCE AS INTRODUCED

APPLICANT: NEW CASTLE COUNTY
PROPOSED REZONING: SUBURBAN (S) to
INDUSTRIAL (I)

APPLICATION NO. 2026-_____-Z
TAX PARCEL NO: 13-007.00-038



HUNDRED: ST GEORGES HUNDRED
NEW CASTLE COUNTY, DELAWARE

Scale: 1:5660
Prepared by: Matthew Rogers

Date: 4/29/2026



PERMANENT ORDINANCE NO. 26-053

Date Adopted by County Council:
Date Approved by County Executive:

Prime Sponsor(s): Mr. Sheldon, Mr. Carter
Co-sponsor(s): Mr. Street
Requested by: Public Works
Date of introduction: May 12, 2026

ORDINANCE NO. 26-054

**AMEND THE GRANTS BUDGET:
APPROPRIATE THE MONETARY VALUE OF DONATED LANDSCAPING
SERVICES FOR THE SOURCING AND PLANTING TREES FROM THE ROUTE 9
COMMUNITY DEVELOPMENT CORPORATION TO THE HOLLOWAY TERRACE
PARK LANDSCAPE SERVICES DONATION GRANT FOR THE DEPARTMENT OF
PUBLIC WORKS, DIVISION OF PARKS**

WHEREAS, the Route 9 Community Development Corporation wishes to donate landscaping services for the sourcing and planting of approximately 70 trees within Holloway Terrace Park, valued at \$44,000; and

WHEREAS, the New Castle County Department of Public Works, Division of Parks manages Holloway Terrace Park located in New Castle, Delaware; and

WHEREAS, the Department of Public Works recommends the County accept the donation as it will substantially improve the vegetation of the Holloway Terrace Park; and

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

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

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

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

Section 3. It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to April 16, 2026.

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 the monetary value of \$44,000 for donated landscaping services from the Route 9 Community Development Corporation to the Holloway Terrace Park Landscape Services Donation Grant for the Department of Public Works, Division of Parks. The donated landscaping services are for the sourcing and planting of approximately 70 trees within Holloway Terrace Park which is managed by New Castle County.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to April 16, 2026.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating the monetary value of \$44,000 for donated landscaping services from the Route 9 Community Development Corporation to the Department of Public Works for the improvement of environmental conditions in Holloway Terrace Park.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$44,000 in order to recognize the monetary value of the donated services. This increase will impact FY2026 and FY2027, since the targeted program completion date of this award is September 30, 2026.

Acknowledged by the Chief Financial Officer May 1, 2026.

DEPARTMENT:	Public Works	EXHIBIT:	"A"
GRANT TITLE:	Holloway Terrace Park Landscape Services Donation	Ordinance No.	26-054
PROGRAM TITLE:	Holloway Terrace Park Landscape Services Donation		

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ 44,000.00	\$ -	\$ 44,000.00
Total	\$ 44,000.00	\$ -	\$ 44,000.00

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 44,000.00	\$ -	\$ 44,000.00
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 44,000.00	\$ -	\$ 44,000.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	4/16/2026
Estimated Program Completion:	9/30/2026
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

New Castle County's Division of Parks manages Holloway Terrace Park in New Castle, DE. The Route 9 Community Development Corporation would like to donate landscape services for the sourcing and planting of approximately 70 trees within the park, to improve the environmental conditions of Holloway Terrace Park.

5/12/2026

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: May 12, 2026

ORDINANCE NO. 26-055

**AMEND THE GRANTS BUDGET:
APPROPRIATE FUNDING RECEIVED FROM THE CAL RIPKEN, SR. FOUNDATION,
INC. (CRSF) TO THE CAL RIPKEN FOUNDATION – RT 9 LIBRARY GRANT, WHICH
WILL BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES,
DIVISION OF LIBRARIES**

1 **WHEREAS**, authorization is being sought for the appropriation of \$50,070.64 from
2 the Cal Ripken, Sr. Foundation, Inc. (CRSF) to the Cal Ripken Foundation – Rt 9 Library
3 Grant; and
4

5 **WHEREAS**, the Cal Ripken Foundation – Rt 9 Library Grant will provide equipment
6 and staff training to the STEM (Science, Technology, Engineering, and Mathematics)
7 program currently running at the Route 9 Library and Innovation Center; and
8

9 **WHEREAS**, the grant will allow the Division of Libraries to serve more people in
10 existing technology programming since the CRSF provides programming kits and new
11 equipment. The programming will serve an estimated 6,500 youth annually; and
12

13 **WHEREAS**, the programming will serve an estimated 6,500 youth annually; and
14

15 **WHEREAS**, the County Executive has determined that the revenue to be
16 appropriated shall be sufficient to cover the increase in the Grants Budget as hereinafter
17 amended; and
18

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

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

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

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

34 Section 3. It is the intent of the County Council that the provisions of this Ordinance
35 shall be effective retroactive to April 30, 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 \$50,070.64 in funding from the Cal Ripken, Sr. Foundation, Inc. (CSRF) to the Cal Ripken Foundation – Rt 9 Library Grant which will be administered by the Department of Community Services, Division of Libraries.

CSRF has donated a STEM (Science, Technology, Engineering and Mathematics) Center for youth at the Route 9 Library and Innovation Center to empower youth from under-resourced communities by providing access to engaging age-appropriate STEM education.

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

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$50,070.64 in funding from the Cal Ripken, Sr. Foundation, Inc. (CSRF) to the Cal Ripken Foundation – Rt 9 Library Grant which will be administered by the Department of Community Services, Division of Libraries.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$50,070.64. This increase will affect FY2026 through FY2028 since the targeted program completion date for this grant is November 11, 2027. There is no fiscal impact anticipated beyond FY2028.

Acknowledged by the Chief Financial Officer on May 1, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	Cal Ripken Foundation - Rt 9 Library	Ordinance No.	26-055
PROGRAM TITLE:	Cal Ripken Foundation - Rt 9 Library		

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ 50,070.64	\$ -	\$ 50,070.64
Total	\$ 50,070.64	\$ -	\$ 50,070.64

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ 15,590.05	\$ -	\$ 15,590.05
Contractual Services	\$ 26,696.00	\$ -	\$ 26,696.00
Equipment	\$ 7,784.59	\$ -	\$ 7,784.59
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 50,070.64	\$ -	\$ 50,070.64

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	4/30/2025
Estimated Program Completion:	11/11/2027
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The Cal Ripken, SR. Foundation Inc. has donated a STEM (Science, Technology, Engineering and Mathematics) Center for youth at the Route 9 library to empower youth from under-resourced communities by providing access to engaging, age-appropriate STEM education.

5/12/2026

ORDINANCE NO. 26-056

**AMEND THE GRANTS BUDGET:
APPROPRIATE FEDERAL FUNDING FROM THE U.S. DEPARTMENT OF
TRANSPORTATION PIPELINE AND HAZARDOUS MATERIALS SAFETY
ADMINISTRATION (PHMSA) THROUGH THE DELAWARE EMERGENCY
MANAGEMENT AGENCY (DEMA) TO THE HAZARDOUS MATERIALS EMERGENCY
PREPAREDNESS GRANT FOR THE DEPARTMENT OF PUBLIC SAFETY, DIVISION
OF EMERGENCY MANAGEMENT**

1 **WHEREAS**, the New Castle County Office of Emergency Management (OEM) has
2 been awarded \$41,544 in federal funding from the U.S. Department of Transportation
3 Pipeline and Hazardous Materials Safety Administration (PHMSA) through the Delaware
4 Emergency Management Agency (DEMA) for the Hazardous Materials Emergency
5 Preparedness Grant; and
6

7 **WHEREAS**, funding will be used to increase local effectiveness and efficiency with
8 handling hazardous materials in accidents and incidents through planning and training
9 initiatives; and
10

11 **WHEREAS**, the County Executive has determined that grants anticipated to be
12 received from the U.S. Department of Transportation's Pipeline and Hazardous Materials
13 Safety Admin (PHMSA) through the Delaware Emergency Management Agency (DEMA) are
14 sufficient to cover the increase in the Grants Budget as hereinafter amended; and
15

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

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

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

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

31 Section 3. It is the intent of the County Council that the provisions of this Ordinance
32 shall be effective retroactive to October 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 \$41,544 in federal funding from the U.S. Department of Transportation Pipeline and Hazardous Safety Administration (PHMSA) through the Delaware Emergency Management Agency (DEMA) to the Hazardous Materials Emergency Preparedness Grant. Funding will be used to increase local effectiveness and efficiency with handling hazardous materials in accidents and incidents through planning and training initiatives.

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

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$41,544 in federal funding from the U.S. Department of Transportation Pipeline and Hazardous Materials Safety Admin (PHMSA) through the Delaware Emergency Management Agency (DEMA) to the Hazardous Materials Emergency Preparedness Grant.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$41,544. This increase will affect FY2026 through FY2029 since the targeted program completion date is September 30, 2028. Funding is provided as \$13,848 annually over a three-year period. Year two and three funding amounts are subject to change. There will be no fiscal impact beyond FY2029 as a result of this grant award.

Acknowledged by Chief Financial Officer April 30, 2026.

DEPARTMENT:	Public Safety	EXHIBIT:	"A"
GRANT TITLE:	Hazardous Materials Emergency Preparedness	Ordinance No.	26-056
PROGRAM TITLE:	Hazardous Materials Emergency Preparedness		

Revenue	Current		Change		Revised
Federal	\$	41,544.00	\$	-	\$ 41,544.00
State	\$	-	\$	-	\$ -
County	\$	-	\$	-	\$ -
Program Income	\$	-	\$	-	\$ -
Other	\$	-	\$	-	\$ -
Total	\$	41,544.00	\$	-	\$ 41,544.00

Expense	Current		Change		Revised
Salaries and Wages	\$	-	\$	-	\$ -
Benefits	\$	-	\$	-	\$ -
Training/Civic Affairs	\$	19,044.00	\$	-	\$ 19,044.00
Communication/Utilities	\$	-	\$	-	\$ -
Materials/Supplies	\$	-	\$	-	\$ -
Contractual Services	\$	22,500.00	\$	-	\$ 22,500.00
Equipment	\$	-	\$	-	\$ -
Grants/Fixed Charges	\$	-	\$	-	\$ -
Land and Structures	\$	-	\$	-	\$ -
Contingency	\$	-	\$	-	\$ -
Operating Transfer Charges	\$	-	\$	-	\$ -
Operating Transfer Credits	\$	-	\$	-	\$ -
Total	\$	41,544.00	\$	-	\$ 41,544.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	10/1/2025
Estimated Program Completion:	9/30/2028
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The Hazardous Materials Emergency Preparedness grant is funded with pass thru funding from the U. S. Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) through the Delaware Emergency Management Agency. Funding will be used to increase local effectiveness and efficiency with handling hazardous materials in accidents and incidents through planning and training initiatives.

5/12/2026

ORDINANCE NO. 26-057

**TO AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION
UNCLASSIFIED SERVICE EMPLOYEES OF COUNTY COUNCIL AND
REVISE THE CLASS SPECIFICATIONS FOR
ADMINISTRATIVE ASSISTANT TO COUNTY COUNCIL**

1 **WHEREAS**, in March 2020, the position of Administrative Assistant to County
2 Council was adopted ; and
3

4 **WHEREAS**, at that time, the position updated and replaced the former Secretary
5 to County Council position; and
6

7 **WHEREAS**, following the 2020 pandemic, a shift occurred in Council operations;
8 additionally, the responsibilities and tasks of the Clerk's office have expanded; and
9

10 **WHEREAS**, the Clerk's office has identified additional areas of need within
11 Council that would expand the role of the Administrative Assistant to County Council
12 and add additional high-level function to the position; and
13

14 **WHEREAS**, as a result of this review and the increased job duties and level of
15 work, it is appropriate to amend the class specifications and pay grades for the position
16 of Administrative Assistant to County Council.
17

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

20 Section 1. The Pay Plan and Rates of Pay for Non-Union Unclassified Service
21 Employees of the County Council are hereby amended by the deletion of stricken
22 material and the addition of the underscored material as set forth in Exhibit A and
23 Exhibit B.
24

25 Section 2. The Class Specifications for Administrative Assistant to County
26 Council, is hereby amended by the deletion of stricken material and the addition of the
27 underscored material and adopted as set forth in Exhibit C.
28

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

SYNOPSIS: This Ordinance amends the job classification and rates of pay for the position of Administrative Assistant to County Council. This Ordinance adjusts the pay grade of the Administrative Assistant to County Council from pay grade 19 to pay grade 22.

FISCAL NOTE: This Ordinance, if adopted, would amend the pay grade for:

Administrative Assistant to County Council from pay grade 19 with a salary range of \$41,445 to \$67,510 to a pay grade 22 with a salary range of \$47,978 to \$78,151.

The position is funded at a pay grade 19 in Council's current FY2026 budget and proposed FY2027 budget. The difference in the yearly salary for Pay Grade 22 as opposed to Pay Grade 19 in FY2026 is a range of \$6,533 to \$10,641 and for FY2027 is a range of \$6,696 to \$10,907. This potential fiscal impact is anticipated to be offset by salary savings in Council's FY2026 and proposed FY2027 budgets.

CLASS SPECIFICATION

Page 1 of 2

**Title: ADMINISTRATIVE AIDE
TO COUNTY COUNCIL****Approved: 3/10/20**

GENERAL STATEMENT OF DUTIES: An employee in this class performs responsible para-professional administrative work providing support to an administrator in variety of operational areas within a designated department. The work is of a difficult and complex nature and involves the exercise of judgment in the application of prescribed procedures and methods to routine matters. The work is performed under general supervision of the Clerk of Council; Assists the Clerk of Council in preparation for Council meetings; Does administrative work for Council support staff and Members of Council or their designee under the direction of the Clerk's office; Operates a data processing terminal, personal computer, and other related equipment and office applications in the course of the work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs high level ~~secretarial~~ administrative work involving responsible and sometimes confidential ~~secretarial duties~~ assignments performed for the Clerk of Council and members of New Castle County Council under the direction of the Clerk of Council. Considerable judgement is required in establishing or adapting work procedures to new situations, and in performing varied ~~secretarial and minor~~ administrative services to conserve the time of the Clerk of Council and Council members. The work is reviewed upon completion but frequently no check is made of data compiled or records prepared. Supervision may be exercised by a number of assistants engaged in the performance of routine functions. An employee in this class may be deputized to make secretarial action legally effective.

EXAMPLES OF WORK: (Illustrative only)

Under the direction, as necessary, and/or absence of the Clerk of Council, this employee may:

- Promote an ongoing a consistent attitude of dedication to excellent public service and ensure that internal and external customers receive are provided with the highest quality of services.
- Screen Assist visitors and direct telephone calls, and incoming mail, responding independently to inquiries that do not require a Councilmember's attention.
- Perform administrative work under the supervision of the Clerk of Council Council staff.
- Assist the Clerk of Council in preparation for Council meetings and provide Zoom support at Committee and Council meetings for the Clerk of Council and Legislative Assistants.
- Coordinate and assist with planning Council-related events (e.g., swearing-in ceremonies, holiday events, Student Government Day, new Councilmember and staff orientation) under the direction of the Clerk's Office.
- Assist the Clerk of Council with onboarding preparation and training for new Council Members and staff.
- Maintain the Council-wide calendar, including updating, distributing, and posting the monthly meeting schedule.

CLASS SPECIFICATION**Title: ADMINISTRATIVE AIDE
TO COUNTY COUNCIL****Approved: 3/10/20**

- Coordinate with the City of Wilmington regarding scheduling requests for Council Chambers and Committee Room.
- Serve as the Emergency Management captain during emergency evacuations.
- Maintain shared office spaces, monitor inventory of supplies, and notify the Clerk of Council when supplies are needed.
- Provide short- or long-term Legislative Assistant coverage at the direction of the Clerk of Council.
- Assist Counsel to Council and Legislative Assistants with large projects at the direction of the Clerk of Council.
- Assist the Clerk of Council with historical preservation of official documents, agendas, and minutes and ensure that staff are properly trained to maintain committee files.
- Assist the Clerk of Council with quarterly staff meetings, training, and staff enrichment events.
- Prepares congratulatory resolutions and related documents for consideration by County Council at the direction of the Clerk's Office.
- Prepare replies to correspondence from brief dictated notes or on own initiative.
- Establish and maintain cross-reference files and ~~establishes~~ file categories.
- Operate a data processing terminal, personal computer, and related office equipment and applications in the course of work.
- Serves ~~in a coordinating capacity as a liaison~~ between ~~an~~ administrative and division personnel, representatives of State, local, and ~~other groups community~~ organizations, and agencies and the general public for informational purposes.
- Researches files and ~~a variety various~~ source materials to serve as provide background information for reports and correspondence.
- Other duties as assigned by the Clerk of Council

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office terminology, procedures and equipment, business mathematics and English; thorough knowledge of the operating policies and procedures of the department to which assigned; ability to follow complex oral and written directions; ability to get along well with others; demonstrates ability to main complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established procedures where errors could result in additional costs to the County government; good judgement; tact and courtesy; strong computer skills; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years of experience in administrative work, and completion of a standard high school course or GED certificate program, and at least one (1) year of business school training; or possession of a bachelor's degree from an accredited college or university; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 09/25/74

Revised: 09/18/89

Revised: 02/14/94

Revised: 03/10/20 (Changed title from Secretary to Administrative Aide to County Council)

**PAY PLAN AND RATES OF PAY FOR
UNCLASSIFIED EMPLOYEES OF COUNTY COUNCIL**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ADMINISTRATIVE AIDE TO COUNTY COUNCIL	40	41,445	43,617	45,693	47,978	50,377	52,896	55,540	58,317	61,233	64,295	67,510
<u>ADMINISTRATIVE AIDE TO COUNTY COUNCIL</u>	<u>22</u>	<u>47,978</u>	<u>50,377</u>	<u>52,896</u>	<u>55,540</u>	<u>58,317</u>	<u>61,233</u>	<u>64,295</u>	<u>67,510</u>	<u>70,885</u>	<u>74,429</u>	<u>78,151</u>
PARALEGAL ASSOCIATE AUDITOR	24	52,897	55,542	58,319	61,235	64,297	67,512	70,888	74,432	78,153	82,061	86,164
LEGISLATIVE AIDE TO COUNTY COUNCIL PRESIDENT LEGISLATIVE ASSISTANT TO COUNTY COUNCIL	25	55,544	58,321	61,237	64,299	67,514	70,890	74,434	78,156	82,064	86,167	90,475
LEGAL ASSISTANT TO COUNSEL TO COUNCIL STAFF AUDITOR	27	61,237	64,299	67,513	70,889	74,434	78,155	82,063	86,166	90,474	94,998	99,748
POLICY DIRECTOR DEPUTY CLERK OF COUNCIL SENIOR STAFF AUDITOR	30	70,890	74,434	78,156	82,063	86,167	90,475	94,999	99,749	104,736	109,973	115,472
FINANCIAL ADVISOR CLERK OF COUNCIL	32	78,158	82,066	86,169	90,477	95,001	99,751	104,739	109,976	115,475	121,248	127,311
COUNTY AUDITOR	35	90,477	95,001	99,751	104,738	109,975	115,474	121,248	127,310	133,676	140,359	147,377
COUNSEL TO COUNCIL	39	109,976	115,475	121,249	127,312	133,677	140,361	147,379	154,748	162,485	170,610	179,140

Effective: 7/1/2025 (Ordinance 23-082)
Revised: 7/14/2025 (Ordinance 25-093)
Revised: xx/xx/xxxx (Ordinance 26-xxx)

Council appointees who have completed at least twelve (12) months at the tenth (10th) step of their current pay grade and have been continuously employed by County Council for a minimum of twelve (12) years automatically will move to the eleventh (11th) step as of the effective date of this ordinance unless they provide a written request for exemption from the increase to the Clerk or Deputy Clerk of Council seven (7) days from the signing of this ordinance and/or thirty (30) days in advance of the beginning of each subsequent fiscal year; other council employees will also be eligible through this increase process.

**PAY PLAN AND RATES OF PAY FOR
UNCLASSIFIED EMPLOYEES OF COUNTY COUNCIL**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
ADMINISTRATIVE AIDE TO COUNTY COUNCIL	40	42,484	44,606	46,836	49,177	51,636	54,218	56,929	59,775	62,764	65,902	69,197
<u>ADMINISTRATIVE AIDE TO COUNTY COUNCIL</u>	<u>22</u>	<u>49,177</u>	<u>51,636</u>	<u>54,218</u>	<u>56,929</u>	<u>59,775</u>	<u>62,764</u>	<u>65,902</u>	<u>69,197</u>	<u>72,657</u>	<u>76,290</u>	<u>80,105</u>
PARALEGAL ASSOCIATE AUDITOR	24	54,220	56,931	59,777	62,766	65,904	69,200	72,660	76,293	80,107	84,113	88,318
LEGISLATIVE AIDE TO COUNTY COUNCIL PRESIDENT LEGISLATIVE ASSISTANT TO COUNTY COUNCIL	25	56,933	59,779	62,768	65,907	69,202	72,662	76,295	80,110	84,115	88,321	92,737
LEGAL ASSISTANT TO COUNSEL TO COUNCIL STAFF AUDITOR	27	62,768	65,906	69,201	72,661	76,294	80,109	84,115	88,320	92,736	97,373	102,242
POLICY DIRECTOR DEPUTY CLERK OF COUNCIL SENIOR STAFF AUDITOR	30	72,662	76,295	80,110	84,115	88,321	92,737	97,374	102,242	107,355	112,722	118,358
FINANCIAL ADVISOR CLERK OF COUNCIL	32	80,112	84,117	88,323	92,739	97,376	102,245	107,357	112,725	118,361	124,280	130,493
COUNTY AUDITOR	35	92,739	97,376	102,245	107,357	112,725	118,361	124,279	130,493	137,017	143,868	151,062
COUNSEL TO COUNCIL	39	112,726	118,362	124,280	130,494	137,019	143,870	151,063	158,617	166,547	174,875	183,619

Effective: 7/1/2026 (Ordinance 23-082)
Revised: 7/14/2025 (Ordinance 25-093)
Revised: xx/xx/xxxx (Ordinance 26-xxx)

Council appointees who have completed at least twelve (12) months at the tenth (10th) step of their current pay grade and have been continuously employed by County Council for a minimum of twelve (12) years automatically will move to the eleventh (11th) step as of the effective date of this ordinance unless they provide a written request for exemption from the increase to the Clerk or Deputy Clerk of Council seven (7) days from the signing of this ordinance and/or thirty (30) days in advance of the beginning of each subsequent fiscal year; other council employees will also be eligible through this increase process.

RESOLUTION NO. 26-104

**CONGRATULATING GOLDEY-BEACOM COLLEGE ON THE GRAND OPENING OF
THE LIGHTNING SENSORY ROOM AND RECOGNIZING THE PARTNERSHIPS
THAT MADE THIS INNOVATIVE SPACE POSSIBLE**

1 **WHEREAS**, Goldey-Beacom College has officially inaugurated the Lightning
2 Sensory Room, a transformative and restorative environment intentionally designed to
3 support the well-being, comfort, and success of every member of the campus
4 community; and
5

6 **WHEREAS**, this initiative reflects a profound institutional commitment to fostering
7 an inclusive, student-centered environment where all individuals, especially those with
8 sensory sensitivities, can feel supported, grounded, and empowered to thrive; and
9

10 **WHEREAS**, the vision for this sanctuary began in 2024 and reached fruition
11 through a generous grant awarded in 2025, standing as a testament to the power of
12 persistence and purpose in service of student wellness; and
13

14 **WHEREAS**, the Eagles Autism Foundation provided the critical investment and
15 support necessary to bring this project to life, underscoring the vital importance of
16 accessibility and inclusion within higher education; and
17

18 **WHEREAS**, the space was expertly curated by KultureCity, ensuring that every
19 element was intentionally selected to create a welcoming, high-quality, and supportive
20 sensory experience; and
21

22 **WHEREAS**, the successful implementation of the Lightning Sensory Room was
23 made possible through the leadership of Megan Romano, Director of Counseling, and
24 Jocelyn Boyers-Smith, Dean of Students, whose collective efforts have created a lasting
25 sanctuary for restoration and resilience.
26

27 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
28 Castle County that County Council hereby celebrates Goldey-Beacom College for its
29 innovation and dedication to holistic student well-being through the opening of the
30 Lightning Sensory Room. County Council extends its sincere appreciation to the Eagles
31 Autism Foundation and KultureCity for their partnership and investment in the New
32 Castle County community, ensuring that our educational institutions remain inclusive
33 spaces for all.

Adopted by County Council
of New Castle County on: 5/12/26

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this resolution.

RESOLUTION NO. 26-105

APPROVAL OF REFEREES FOR PROPERTY REASSESSMENT APPEALS

WHEREAS, § 1371C of Title 9 of the Delaware Code provides that County Council may, by ordinance, authorize the appointment of referees to hear property reassessment appeals; and

WHEREAS, on January 28, 2025, County Council adopted Ordinance No. 25-014 allowing the Chief Financial Officer to appoint, with the advice and consent of County Council, referees to hear appeals and make recommendations to the Board of Assessment Review ("Board") of appeals filed by March 14, 2025 (for the July 1, 2025 through June 30, 2026 tax year) of the July 1, 2024 market value established by the general reassessment; and

WHEREAS, on March 13, 2025, County Council adopted Ordinance No. 25-020 extending the appeal filing deadline from March 14, 2025 to March 31, 2025 and allowing any annual appeal filed in 2025 to be supplemented up to the March 31, 2025 deadline; and

WHEREAS, on April 22, 2025, due in part to the over 5,300 appeal applications received, County Council adopted Resolution No. 25-069, appointing 30 individuals to serve in the referee position for a term beginning on May 1, 2025 and expiring on December 1, 2025; and

WHEREAS, whereas, pursuant to rules and procedures adopted by the Board, referees have conducted appeal hearings and provided the Board with a recommendation of whether the assessment is correct or not; and

WHEREAS, the Chief Financial Officer and the Board Chair have determined that the use of referees to hear appeals has facilitated the administration of the appeal process and the resolution of appeals by allowing more appeal applications to proceed to hearing than if those appeal hearings were heard by the Board; and

WHEREAS, the Chief Financial Officer has determined that the reappointment of the following individuals to serve in the referee position is necessary to facilitate the administration of the appeal process and resolution of appeals filed by March 31, 2025 (for the July 1, 2025 through June 30, 2026 tax year) of the July 1, 2024 market value established by the general reassessment:

Alan Mazzetti	Gary Williams	Alia Grier
Candice Santoro	Craig DiSabatino	Erik Ohline
Rebecca Conway	Brian Ferreira	Timothy Hamill
Todd Ruckle	Pleshette Moore	Harris Corbett
Maria Ruckle		

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that effective as of December 1, 2025, County Council hereby appoints the individuals listed above to serve in the referee position and to hear appeals filed by March 31, 2025 (for the July 1, 2025 through June 30, 2026 tax year) of the July 1, 2024 market value established

40 by the general reassessment.

Adopted by County Council of
New Castle County on:

Monique Williams-Johns
President of County Council
New Castle County

SYNOPSIS: This Resolution reappoints thirteen (13) referees to hear tax assessment appeals and make recommendations to the Board of Assessment Review. The reappointment is retroactive to December 1, 2025 to allow continuous and uninterrupted service of the thirteen (13) referees.

FISCAL NOTE: There is no discernible fiscal impact upon the adoption of this legislation. Ordinance 25-014 previously authorized the pay plan and funding for the appointment of Referees. Referees are funded by the Reassessment 2024 Capital Project and are used on an as needed basis.

Acknowledged by the Chief Financial Officer May 4, 2026.

Prime Sponsor(s): Mr. Smiley
Date of introduction: May 12, 2026

RESOLUTION NO. 26-106

**TO AMEND NEW CASTLE COUNTY COUNCIL PROCEDURAL RULE 4
REGARDING TITLES OF LEGISLATION**

WHEREAS, from time to time, it becomes necessary to update or revise New Castle County Council's Procedural Rules; and

WHEREAS, 9 Del. C. Section 1150 authorizes County Council to determine its own Procedural Rules; and

WHEREAS, 9 Del. C. Section 1152 requires proposed ordinances to be introduced in writing; and

WHEREAS, 9 Del. C. Section 1152 also authorizes County Council to adopt Procedural Rules; and

WHEREAS, Council Rule of Procedure No. 4 provides for introduction of ordinances and resolutions by the Clerk of Council, which is achieved by reading the title thereof at the beginning of the Council Meeting (see, e.g., Item D of the agenda); and

WHEREAS, Council Rule 3.2 allows an ordinance to be introduced at any regular or special meeting of Council; and

WHEREAS, County Council endeavors to run its meetings as streamlined and as efficiently as possible.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby amends New Castle County Council Procedural Rule No. 4 by deleting the material that is stricken, and adding the material that is underscored, as set forth below.

RULE NO. 4. REGULAR COUNCIL MEETINGS.

...

~~4.3.4. Item D. Introduction of ordinances by Clerk of Council. After the Clerk has commenced reading an ordinance by title, a motion may be made to treat such reading as the full and complete introductory reading for that ordinance and that the ordinance has thereby been formally introduced. Upon at least a majority vote approving the motion, the reading shall be considered complete and the ordinance shall be deemed as having been formally introduced. After all ordinances have been introduced, the President shall state that all ordinances shall be considered at the next regular Council meeting with the exception of those ordinances that require referral and/or Board or Commission recommendations.~~

...
4.3.6. ~~Item F. Consideration of resolutions removed from the consent calendar and other resolutions. Sponsor moves that item be read by title only and placed before Council for consideration.~~

...
4.3.9. ~~Item I. Consideration of Ordinances. Sponsor moves that item be read by title only and placed before Council for consideration.~~

...
4.3.4. Item D. Introduction of ordinances and resolutions by the Clerk of Council.
After all ordinances have been introduced, the President shall state that all ordinances shall be considered at the next regular Council meeting with the exception of those ordinances that require referral and/or Board or Commission recommendations. Resolutions that are introduced at the present meeting will be considered at the appropriate time by Council during the current meeting (unless indicated otherwise).

For unusually long titles, after the Clerk has commenced reading an ordinance or resolution by title, a motion may be made to treat such reading as the full and complete introductory reading for that ordinance or resolution, as the case may be, and that, upon passage of the motion, the ordinance or resolution has thereby been formally introduced.

...
4.3.6. Item F. Consideration of resolutions removed from the consent calendar and other resolutions. The sponsor moves that the resolution be read by title only and placed before Council for consideration. For unusually long titles, after the Clerk has commenced reading the title of the resolution, a motion may be made to treat such reading as the full and complete reading by title for that resolution and that, upon passage of the motion, the resolution is formally before Council for consideration.

...
4.3.9. Item I. Consideration of Ordinances. The sponsor moves that the ordinance be read by title only and placed before Council for consideration. For unusually long titles, after the Clerk has commenced reading the title of the ordinance, a motion may be made to treat such reading as the full and complete reading by title for that ordinance and that, upon passage of the motion, the ordinance is formally before Council for consideration.

Adopted by County Council
of New Castle County on:

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

SYNOPSIS: Council Rule of Procedure No. 4 provides for introduction of ordinances by the Clerk of Council, which is achieved by reading of the title thereto at the beginning of the Council Meeting, in part or in full as determined by County Council. Moreover, Council is authorized under the *Delaware Code* to determine its Procedural Rules, and consistent therewith Council has the authority to determine and establish what qualifies for “introduction” of ordinances and resolutions. Consistent therewith, the proposed amendments provide that, after the Clerk has commenced reading in an ordinance or resolution by title, as the case may be, a motion may be made to treat such reading as the full and complete reading by title for that ordinance or resolution, and that, upon passage of the motion, the ordinance or resolution is formally introduced. The proposed amendments provide for a similarly streamlined process for consideration by Council of ordinances and resolutions with unusually long titles.

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

Prime Sponsor(s): Mr. Toole, Mr. Caneco
Date of introduction: May 12, 2026

RESOLUTION NO. 26-107

RESOLUTION RECOGNIZING NATIONAL POLICE WEEK, MAY 10-16, 2026

1 **WHEREAS**, New Castle County Council proudly recognizes National Police
2 Week, observed May 10–16, 2026, as a time to honor the courage, professionalism,
3 and sacrifice of law enforcement officers across our nation; and
4

5 **WHEREAS**, County Council extend special appreciation to the dedicated men
6 and women of the New Castle County Police Department, whose steadfast commitment
7 to public safety strengthens every community they serve. Through proactive policing,
8 community engagement, and innovative partnerships, our officers exemplify the highest
9 standards of service; and
10

11 **WHEREAS**, County Council further commends the vital work of Community
12 Services Unit, whose programs foster trust, provide essential resources, and deepen
13 connections between residents and law enforcement; and
14

15 **WHEREAS**, during this week of reflection, we honor the memory of officers who
16 have made the ultimate sacrifice and express profound gratitude to their families. Their
17 legacy inspires our continued commitment to supporting those who protect and serve;
18 and
19

20 **WHEREAS**, during this week of reflection, we honor the memory of officers who
21 have made the ultimate sacrifice and express profound gratitude to their families. Their
22 legacy inspires our continued commitment to supporting those who protect and serve.
23

24 **NOW, THEREFORE, BE IT RESOLVED** by and for the County Council of New
25 Castle County that County Council let this resolution stand as a tribute to the bravery,
26 integrity, and unwavering dedication of all who wear the badge in New Castle County.

Adopted by County Council
of New Castle County on: 5/12/2026

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

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this resolution.

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-046

**AMEND THE GRANTS BUDGET:
APPROPRIATE FUNDS FROM THE DELAWARE COMMUNITY FOUNDATION,
AARP INC. AND WSFS BANK TO THE SPECIAL EVENTS FUND GRANT, TO BE
ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES**

1 **WHEREAS**, original allocated funding in the amount of \$80,000.00 from the
2 Delaware Community Foundation was previously approved by County Council and
3 appropriated to the Special Events Fund Grant via Ordinance 20-009; and
4

5 **WHEREAS**, authorization is sought for the appropriation of \$60,000 awarded from
6 the fundraising efforts of the Delaware Community Foundation, \$2,500 from AARP Inc.,
7 and \$2,500 from WSFS Bank to the Special Events Fund Grant to be used to help offset
8 the costs of New Castle County's Special Events and programs; and
9

10 **WHEREAS**, the County Executive has determined that grants received from
11 Delaware Community Foundation are sufficient to cover the increase in the Grants Budget
12 as hereinafter amended; and
13

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

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

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

25 Section 2. This Ordinance shall become effective immediately upon its adoption
26 by County Council and approval by the County Executive, or as otherwise provided by 9
27 *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 adopted, will appropriate \$60,000 awarded from the fundraising efforts of the Delaware Community Foundation, \$2,500 from AARP Inc. and \$2,500 from WSFS Bank to the Special Events Fund Grant. These funds will be used to assist with the expenses incurred for New Castle County sponsored special events and programs.

FISCAL NOTE: The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget by \$65,000.00. The increase will affect FY2026 and beyond, since this is a continuous program. There is no discernible fiscal impact on the current operating budget.

Acknowledged by the Chief Financial Officer April 16, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	Special Events Fund Grant	Ordinance No.	26-046
PROGRAM TITLE:	Special Events Fund Grant		

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ <u>224,280.00</u>	\$ <u>65,000.00</u>	\$ <u>289,280.00</u>
Total	\$ <u>224,280.00</u>	\$ <u>65,000.00</u>	\$ <u>289,280.00</u>

Expense	Current	Change	Revised
Salaries and Wages	\$ 2,715.61	\$ -	\$ 2,715.61
Benefits	\$ 1,548.05	\$ -	\$ 1,548.05
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ <u>116.55</u>	\$ <u>700.00</u>	\$ <u>816.55</u>
Contractual Services	\$ <u>219,899.79</u>	\$ <u>64,300.00</u>	\$ <u>284,199.79</u>
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ <u>224,280.00</u>	\$ <u>65,000.00</u>	\$ <u>289,280.00</u>

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 12/1/2019

Estimated Program Completion: ongoing

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

Ordinance Passed/Date Revised:

20-009	2/18/2020
24-004	1/9/2024
<u>25-038</u>	<u>4/8/2025</u>

PROGRAM DESCRIPTION:

The Special Events Fund grant will be used to assist with the expenses incurred for New Castle County sponsored special events and programs.

4/8/2025

4/28/2026

ORDINANCE NO. 26-047

**AMEND THE GRANTS BUDGET:
APPROPRIATE FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT TO THE FY25 HEALTHY HOMES SUPPLEMENT –
LEAD BASED PAINT HAZARD REDUCTION GRANT, WHICH IS ADMINISTERED
BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY
DEVELOPMENT AND HOUSING**

1 **WHEREAS**, the Lead-Based Paint Hazard Reduction Program is funded from the
2 U.S. Department of Housing and Urban Development (HUD); and
3

4 **WHEREAS**, the families served by the Lead-Based Paint Hazard Reduction
5 Program are low to very-low-income households with children under the age of six in New
6 Castle County; and
7

8 **WHEREAS**, the grant will be used to identify and control lead-based paint hazards
9 in privately-owned housing that is owned or rented by low or very-low-income families;
10 and
11

12 **WHEREAS**, the County Executive has determined that grants anticipated to be
13 received from the U.S. Department of Housing and Urban Development (HUD) and
14 estimated program income will be sufficient to cover the increase in the Grants Budget as
15 hereinafter amended; and
16

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

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

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

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

32 Section 3. It is the intent of the County Council that the provisions of this
33 Ordinance shall be effective retroactive to March 16, 2026.

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: Appropriate federal funds of \$750,000 from the U.S. Department of Housing and Urban Development (HUD) to the FY25 Healthy Homes Supplement – Lead-Based Paint Hazard Reduction grant, which will be administered by the Department of Community Services, Division of Community Development and Housing.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to March 16, 2026.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$750,000 from the U.S. Department of Housing and Urban Development (HUD), which will be administered by the Department of Community Services, Division of Community Development and Housing.

This increase will affect FY2026 through FY2030, since the targeted program completion date for this grant is March 18, 2030.

Acknowledged by the Chief Financial Officer on April 16, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	FY25 Healthy Homes Supplement - Lead Based Paint Hazard Reduction	Ordinance No.	26-047
PROGRAM TITLE:	FY25 Healthy Homes Supplement - Lead Based Paint Hazard Reduction		

Revenue	Current	Change	Revised
Federal	\$ 750,000.00	\$ -	\$ 750,000.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 750,000.00	\$ -	\$ 750,000.00

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ -	\$ -	\$ -
Communication/Utilities	\$ -	\$ -	\$ -
Materials/Supplies	\$ -	\$ -	\$ -
Contractual Services	\$ 750,000.00	\$ -	\$ 750,000.00
Equipment	\$ -	\$ -	\$ -
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 750,000.00	\$ -	\$ 750,000.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	3/16/2026
Estimated Program Completion:	3/18/2030
The Local Match:	Found in (ORG):
Ordinance Passed:	Date Revised:

PROGRAM DESCRIPTION:

The FY25 Healthy Homes Supplement - Lead Based Paint Hazard Reduction grant is funded by HUD (U. S. Department of Housing and Urban Development) to identify and control lead-based paint or Healthy Homes hazards in privately-owned housing that is owned or rented by low or very-low income families.

4/28/2026

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-048

**AMEND THE GRANTS BUDGET:
APPROPRIATE FEDERAL FUNDS FROM THE U.S. DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT TO THE FY25 LEAD-BASED PAINT HAZARD
REDUCTION GRANT, WHICH IS ADMINISTERED BY THE DEPARTMENT OF
COMMUNITY SERVICES, DIVISION OF COMMUNITY DEVELOPMENT AND
HOUSING**

1 **WHEREAS**, the Lead-Based Paint Hazard Reduction Program is funded from the
2 U.S. Department of Housing and Urban Development (HUD); and
3

4 **WHEREAS**, the families served by the Lead-Based Paint Hazard Reduction
5 Program are low to very-low-income households with children under the age of six in New
6 Castle County; and
7

8 **WHEREAS**, the grant will be used to identify and control lead-based paint hazards
9 in privately-owned housing that is owned or rented by low or very-low-income families;
10 and
11

12 **WHEREAS**, the County Executive has determined that grants anticipated to be
13 received from the U.S. Department of Housing and Urban Development (HUD) and
14 estimated program income will be sufficient to cover the increase in the Grants Budget as
15 hereinafter amended; and
16

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

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

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

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

32 Section 3. It is the intent of the County Council that the provisions of this
33 Ordinance shall be effective retroactive to March 16, 2026.

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: Appropriate federal funds of \$6,937,231 from the U.S. Department of Housing and Urban Development (HUD) to the FY25 Lead-Based Paint Hazard Reduction grant, which will be administered by the Department of Community Services, Division of Community Development and Housing. The required match of \$692,884.89 will be met with \$108,476.11 in previously budgeted Indirect Cost Match; \$250,000 from the City of Wilmington Lead grants; \$316,264.78 from Salaries and Benefits budgeted within Community Services Approved Operating Budget; and \$18,144 from Community Services Administration's Fleet Cross Charges.

It is the intent of the County Council that the provisions of this Ordinance shall be effective retroactive to March 16, 2026.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating federal funds of \$6,937,231 from the U.S. Department of Housing and Urban Development (HUD), which will be administered by the Department of Community Services, Division of Community Development and Housing.

There is a required match on this grant of \$692,884.89, which will be met with \$108,476.11 in previously budgeted Indirect Cost Match; \$250,000 from the City of Wilmington Lead grants; \$316,264.78 from Salaries and Benefits budgeted within Community Services Approved Operating Budget; and \$18,144 from Community Services Administration's Fleet Cross Charges.

This increase will affect FY2026 through FY2030, since the targeted program completion date for this grant is March 18, 2030.

Acknowledged by the Chief Financial Officer on April 16, 2026.

DEPARTMENT:	Community Services	EXHIBIT:	"A"
GRANT TITLE:	FY25 Lead Based Paint Hazard Reduction	Ordinance No.	26-048
PROGRAM TITLE:	FY25 Lead Based Paint Hazard Reduction		

Revenue	Current	Change	Revised
Federal	\$ 6,937,231.00	\$ -	\$ 6,937,231.00
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -
Total	\$ 6,937,231.00	\$ -	\$ 6,937,231.00

Expense	Current	Change	Revised
Salaries and Wages	\$ 219,960.00	\$ -	\$ 219,960.00
Benefits	\$ 123,947.46	\$ -	\$ 123,947.46
Training/Civic Affairs	\$ 60,170.00	\$ -	\$ 60,170.00
Communication/Utilities	\$ 24,200.00	\$ -	\$ 24,200.00
Materials/Supplies	\$ 10,500.00	\$ -	\$ 10,500.00
Contractual Services	\$ 5,092,500.00	\$ -	\$ 5,092,500.00
Equipment	\$ 33,453.54	\$ -	\$ 33,453.54
Grants/Fixed Charges	\$ 1,372,500.00	\$ -	\$ 1,372,500.00
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 6,937,231.00	\$ -	\$ 6,937,231.00

SUPPLEMENTAL INFORMATION

Estimated Program Initiation:	3/16/2026
Estimated Program Completion:	3/18/2030
The Local Match:	\$ 692,884.89
Found in (ORG):	Various
Ordinance Passed:	
Date Revised:	

PROGRAM DESCRIPTION:

The FY25 Lead Based Paint Hazard Reduction grant is funded by HUD (U. S. Department of Housing and Urban Development) to identify and control lead-based paint hazards in privately-owned housing that is owned or rented by low or very-low income families.

4/28/2026

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-049

**AMEND THE SCOPE OF WORK IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING
FUND CONTRACT WITH NATIONAL ALLIANCE MENTAL ILLNESS TO BE
ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES**

1 **WHEREAS**, Ordinance 21-110 established the Affordable Housing Fund to preserve and
2 develop affordable housing within New Castle County (NCC Code 14.01.020); and
3

4 **WHEREAS**, Ordinance 21-111 allocated \$15,000,000 from the General Fund Tax
5 Stabilization Fund to the Affordable Housing Fund; and
6

7 **WHEREAS**, New Castle County Department of Community Services held public
8 stakeholder meetings to receive feedback and input on the Affordable Housing Fund created to
9 preserve and create affordable housing in New Castle County; and
10

11 **WHEREAS**, from that feedback, New Castle County Department of Community Services
12 released a public Request for Proposal for eligible applicants to apply for funding through the
13 Affordable Housing Fund; and
14

15 **WHEREAS**, Council previously appropriated \$1,352,000 to the National Alliance Mental
16 Illness (NAMI) via Ordinance 22-146 for the acquisition of four homes for individuals with
17 behavioral health conditions earning less than 80% Area Median Income (AMI); and
18

19 **WHEREAS**, this Ordinance requests Council's approval to change the scope of work of
20 Ordinance 22-146. To date, NAMI has purchased and rehabilitated three units. If approved,
21 NAMI will use the project's remaining balance of \$825,939 to rehabilitate three existing group
22 homes with needed repairs instead of purchasing an additional home. This change would
23 increase the number of assisted group home units from the original four to a total of six; and
24

25 **WHEREAS**, the Housing Trust Fund is a separate fund from the Affordable Housing
26 Fund, and the Housing Trust Fund can only be expended for projects within unincorporated
27 areas of New Castle County and there are no Housing Trust Funds included in the funding of
28 this Ordinance; and
29

30 **WHEREAS**, the revenue measures heretofore adopted by County Council are necessary
31 to preserve and develop affordable housing within New Castle County; and
32

33 **WHEREAS**, each contract or purchase order funded through this Affordable Housing
34 Fund appropriation will be submitted on a Resolution for Council's consideration as required by
35 *New Castle County Code § 2.02.004*.

36 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
37

38 Section 1. To preserve and develop an affordable housing project, the change in the
39 scope of work using \$825,939 of previously approved funds in the New Castle County Affordable
40 Housing Fund is hereby approved to be administered by the Department of Community Services.
41

42 Section 2. This Ordinance shall become effective immediately upon its adoption by
43 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* §
44 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, changes the scope of work of Ordinance 22-146. To date, NAMI has purchased and rehabilitated three units. If approved, NAMI will use the project's remaining balance of \$825,939 to rehabilitate three existing group homes with needed repairs instead of purchasing one new home. This change would increase the number of assisted group home units from the original four to a total of six. There is no change to the budget, just to the scope of work. There are no Housing Trust Funds included in the funding of this Ordinance.

FISCAL NOTE: This Ordinance, if approved, will have no change to the original project's budget in the New Castle County Affordable Housing Fund. It will use the project's remaining \$825,939 to rehabilitate three existing homes with needed repairs instead of purchasing one new home. This change would increase the number of assisted group home units from the original four to a total of six. There is no discernible impact to the Operating Budget since this is an appropriation in the Affordable Housing Fund. The Affordable Housing Fund balance available for appropriation is \$0 as of March 12, 2026.

Acknowledged by the Chief Financial Officer on April 16, 2026.

Prime Sponsor(s): Mr. Hollins, Mr. Street
Requested by: Community Services
Date of introduction: April 28, 2026

ORDINANCE NO. 26-050

**AMEND THE SCOPE OF WORK IN THE NEW CASTLE COUNTY AFFORDABLE HOUSING
FUND CONTRACT WITH WILMINGTON NEIGHBORHOOD CONSERVANCY TO BE
ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES**

1 **WHEREAS**, Ordinance 21-110 established the Affordable Housing Fund to preserve and
2 develop affordable housing within New Castle County (NCC Code 14.01.020); and
3

4 **WHEREAS**, Ordinance 21-111 allocated \$15,000,000 from the General Fund Tax
5 Stabilization Fund to the Affordable Housing Fund; and
6

7 **WHEREAS**, New Castle County Department of Community Services held public
8 stakeholder meetings to receive feedback and input on the Affordable Housing Fund created to
9 preserve and create affordable housing in New Castle County; and
10

11 **WHEREAS**, from that feedback, New Castle County Department of Community Services
12 released a public Request for Proposal for eligible applicants to apply for funding through the
13 Affordable Housing Fund; and
14

15 **WHEREAS**, Council previously appropriated \$500,000 to the Wilmington Neighborhood
16 Conservancy via Resolution 22-229 for the acquisition and new construction of 40 affordable
17 housing units located within a 10-block radius (Lower Hilltop) of 4th Street, Wilmington, DE for
18 families earning less than 80% Area Median Income (AMI); and
19

20 **WHEREAS**, this Ordinance requests Council's approval to change the scope of work of
21 Resolution 22-229. To date, the Wilmington Neighborhood Conservancy Land Bank project in
22 the Lower Hilltop area has not been initiated. Therefore, the Department of Community Services
23 requests Council's approval to redirect the \$500,000 to the Elbert Palmer Affordable Townhouse
24 project, also administered by the Wilmington Neighborhood Conservancy Land Bank. This new
25 project involves the construction of 30 affordable townhouse units intended for first-time
26 homebuyers. The development will be located at 1210 Lobdell Street in Wilmington and is
27 projected to be completed by September 2028; and
28

29 **WHEREAS**, the Housing Trust Fund is a separate fund from the Affordable Housing
30 Fund, and the Housing Trust Fund can only be expended for projects within unincorporated
31 areas of New Castle County and there are no Housing Trust Funds included in the funding of
32 this Ordinance; and
33

34 **WHEREAS**, the revenue measures heretofore adopted by County Council are necessary
35 to preserve and develop affordable housing within New Castle County; and
36

37 **WHEREAS**, each contract or purchase order funded through this Affordable Housing
38 Fund appropriation will be submitted on a Resolution for Council's consideration as required by
39 *New Castle County Code § 2.02.004.*

40 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
41

42 Section 1. To preserve and develop an affordable housing project, the change in the
43 scope of work using \$500,000 of previously approved funds in the New Castle County Affordable
44 Housing Fund is hereby approved to be administered by the Department of Community Services.
45

46 Section 2. This Ordinance shall become effective immediately upon its adoption by the
47 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* §
48 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, changes the scope of work of Resolution 22-229. To date, the Wilmington Neighborhood Conservancy Land Bank project in the Lower Hilltop area has not been initiated. Therefore, the Department of Community Services requests Council's approval to redirect the \$500,000 to the Elbert Palmer Affordable Townhouse project, also administered by the Wilmington Neighborhood Conservancy Land Bank. This new project involves the construction of 30 affordable townhouse units intended for first-time homebuyers. The development will be located at 1210 Lobdell Street in Wilmington and is projected to be completed by September 2028. There is no change to the budget, just to the scope of work. There are no Housing Trust Funds included in the funding of this Ordinance.

FISCAL NOTE: This Ordinance, if approved, will have no change to the original project's budget in the New Castle County Affordable Housing Fund. It will use the project's initial \$500,000 for the construction of 30 affordable townhouse units intended for first-time homebuyers. The development will be located at 1210 Lobdell Street in Wilmington and is projected to be completed by September 2028. There is no discernible impact to the Operating Budget since this is an appropriation in the Affordable Housing Fund. The Affordable Housing Fund balance available for appropriation is \$0 as of March 12, 2026.

Acknowledged by the Chief Financial Officer on April 16, 2026.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: April 28, 2026

ORDINANCE NO. 26-051

**AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED
SERVICE EMPLOYEES AND ADOPT THE CLASS SPECIFICATION OF LEAD
PROGRAM ADMINISTRATOR AND LEAD PROGRAM ASSISTANT ADMINISTRATOR
FOR THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY
DEVELOPMENT AND HOUSING**

1 **WHEREAS**, the Department of Community Services, Division of Community
2 Development and Housing has determined that it is necessary to make organizational
3 changes to operate most effectively; and
4

5 **WHEREAS**, the Department submitted a new class specification for Lead Program
6 Administrator at Pay Grade 34, and Lead Program Assistant Administrator at Pay Grade 26;
7 and
8

9 **WHEREAS**, the Human Resources Advisory Board at its meeting on April 2, 2026,
10 recommended that the class specification for the new position title of Lead Program
11 Administrator (Pay Grade 34) and Lead Program Assistant Administrator (Pay Grade 26) be
12 added to the Pay Plan and Rates of Pay for Non-Union Classified Service Employees; and
13

14 **WHEREAS**, the Chief Human Resources Officer concurs with the recommendation of
15 the Human Resources Advisory Board.
16

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

19 Section 1. The Class Specifications for Lead Program Administrator is adopted as set
20 forth in Exhibit "A."
21

22 Section 2. The Class Specification for Lead Program Assistant Administrator is
23 adopted as set forth in Exhibit "B."
24

25 Section 3. The Pay Plan and Rates of Pay for Non-Union Classified Service
26 Employees, effective July 1, 2025 through June 30, 2026, is hereby amended by adding the
27 material that is underscored as set forth in Exhibit "C."
28

29 Section 5. The Pay Plan and Rates of Pay for Non-Union Classified Service
30 Employees, effective July 1, 2026, is hereby amended by adding the material that is
31 underscored as set forth in Exhibit "D."
32

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

Adopted by County Council of
New Castle County on:

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, adds the position titles of Lead Program Administrator (Pay Grade 34) and Lead Program Assistant Administrator (Pay Grade 26) to the Pay Plan and Rate of Pay for Non-Union Classified Service Employees and adopts the class specifications of Lead Program Administrator and Lead Program Assistant Administrator, as recommended by the Human Resources Advisory Board.

FISCAL IMPACT: This Ordinance, if approved, adds the position titles of Lead Program Administrator (Pay Grade 34) and Lead Program Assistant Administrator to the Pay Plan and Rate of Pay for Non-Union Classified Service Employees and adopts the class specification of Lead Program Administrator and Lead Program Assistant Administrator, as recommended by the Human Resources Advisory Board.

There will be no discernible fiscal impact upon the adoption of this Ordinance.

Acknowledged by the Chief Financial Officer April 16, 2026.

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number NEW Page 1 of 3 Date DRAFT
Title: LEAD PROGRAM ADMINISTRATOR	Approved:

DISTINGUISHING FEATURES OF THE CLASS:

The Community Services Lead Program Administrator provides senior program leadership and administrative oversight for the County's lead hazard reduction and healthy homes initiatives. This role ensures program integrity, compliance with federal and state funding requirements, operational quality control, community outreach and partnerships, and effective delivery of services that prevent lead exposure and improve residential health conditions for eligible County residents. The incumbent works collaboratively across departments, with community partners, and with state and federal agencies to advance program goals.

ESSENTIAL FUNCTIONS:

Program Leadership & Administration

- Lead the planning, development, implementation, and evaluation of the County's **Lead Hazard Reduction (No Lead) and Healthy Homes Programs**, ensuring that program goals align with community needs and funding requirements.
- Oversee program operations, including intake, eligibility assessment, environmental hazard identification, remediation coordination, and follow-up service delivery.
- Establish and enforce policies, procedures, quality assurance standards, and performance metrics for program activities.
- Ensure compliance with applicable federal and state grant requirements, including funding reporting, documentation, and auditing obligations.

Operational & Staff Management

- Supervise program managers and professional staff responsible for case management, environmental assessments, contractor coordination, and community outreach.
- Recruit, train, evaluate, and develop staff; promote a high standard of customer service and professional performance across teams.
- Facilitate effective internal communication, coordination, and resource allocation to support program delivery.

Fiscal & Grant Oversight

- Assist with the preparation of annual budgets and manage program expenditures within approved funding levels.
- Oversee grant administration, including proposal development, budget submission, progress reporting, and compliance documentation.
- Monitor contracts and procurements with certified inspectors, remediation contractors, and service providers.

Community Outreach & Stakeholder Engagement

- Represent the County in community presentations, public meetings, advisory groups, and interagency collaborations to increase public awareness of lead safety and healthy housing initiatives.
- Cultivate and maintain partnerships with community organizations, health departments, housing authorities, social service agencies, and advocacy groups.
- Engage directly with residents, landlords, property owners, and families to facilitate access to services and support informed decision-making about lead and home health hazards.

Quality Assurance & Continuous Improvement

- Implement data collection, tracking, and reporting systems to measure program effectiveness, identify trends, and recommend improvements.
- Develop educational materials, training, and workshops for residents, community partners, and staff to promote lead safety, healthy home practices, and hazard prevention techniques.
- Evaluate program outcomes and participate in strategic planning to adapt services based on community feedback and emerging public health needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough understanding of lead hazard issues, healthy homes principles, environmental health considerations, and related public health practices.
- Knowledge of applicable federal and state regulations and guidelines related to lead poisoning prevention and healthy housing programs.
- Strong leadership, program management, and organizational skills.
- Excellent written and oral communication skills, including public speaking and report preparation.
- Proficiency in developing policies, procedures, and program documentation.
- Ability to supervise and motivate staff, manage multiple priorities, and make sound decisions under pressure.
- Ability to build productive partnerships with internal and external stakeholders.

- Commitment to high standards of service to diverse communities, with sensitivity to cultural and socioeconomic factors.

MINIMUM REQUIREMENTS:

- Bachelor's degree from an accredited college or university in public administration, environmental health, social services, community development, urban planning, or a closely related field (or an equivalent of education and experience).
- At least five (5) years of progressively responsible experience in program administration, community services, housing, environmental health, or related fields.
- Experience managing federal/state funded programs, grants, and compliance reporting is strongly preferred.
- Demonstrated experience in supervision, program development, and community engagement.

ADDITIONAL REQUIREMENTS:

- Valid driver's license and ability to travel locally to service sites, meetings, and community events.
- Ability to work occasional evenings or weekends as program needs require.
- Must pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.
- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

HISTORY OF REVISIONS:
Established: NEW

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number NEW Page 1 of 2 Date DRAFT
Title: LEAD PROGRAM ASSISTANT ADMINISTRATOR	Approved:

DISTINGUISHING FEATURES OF THE CLASS:

The Community Services Lead Program Administrator Assistant supports the leadership, planning, coordination, and operational management of the County's Lead Hazard Reduction and Healthy Homes programs. This role assists in ensuring effective service delivery, compliance with funding requirements, quality assurance, community outreach, interagency collaboration, and data-driven program evaluation that help reduce lead exposure risks and improve residential health conditions for eligible New Castle County residents.

ESSENTIAL FUNCTIONS:

Program Support & Operations

- Assist in day-to-day administrative and program oversight of the *Lead Hazard Reduction* and *Healthy Homes* initiatives, ensuring services are delivered in accordance with program goals, funding requirements, and relevant regulations.
- Support intake and eligibility processes for residents seeking services, ensuring accurate assessment and appropriate referrals.
- Coordinate with field assessment teams, contractors, and inspectors to facilitate environmental assessments, hazard remediation, and follow-up interventions.
- Monitor case progress, collect service delivery data, and assist in preparation of reports and documentation required for internal oversight and external compliance.
- Help develop and maintain policies, procedures, and operational standards to ensure program quality and consistency.

Administrative & Fiscal Duties

- Assist in preparing program budgets, tracking expenditures, and managing resources to stay within approved funding levels.
- Support grant administration activities, including data collection for progress reporting, compiling documentation for audits, and ensuring compliance with federal/state funding requirements.
- Help manage contracts, agreements, and relationships with vendors, certified lead professionals, and service providers.

Community Outreach & Engagement

- Participate in community outreach efforts designed to raise awareness of the *No-Lead* and *Healthy Homes* services among residents, landlords, property owners, and community partners.
- Assist in creating and disseminating educational materials on lead hazards, healthy housing practices, and how to access services.
- Represent the division at community meetings, workshops, and informational events as needed.

Quality Assurance & Continuous Improvement

- Assist in development and maintenance of data collection, tracking systems, and performance measures to evaluate program effectiveness, identify trends, and recommend improvements.
- Support program evaluation efforts and prepare information for periodic program reviews, strategic planning, and service enhancement initiatives.

Supervision & Team Collaboration

- Provide guidance and operational support to program staff, contractors, and temporary personnel engaged in program activities.
- Work collaboratively with the Community Services Administrator, division leadership, and cross-department teams to coordinate work efforts and address operational challenges.

Required Knowledge, Skills & Abilities

- Understanding of environmental health issues, especially lead hazard mitigation and healthy home interventions, and the impact of these issues on community health and safety.
- Familiarity with federal and state grant administration practices, including reporting, documentation, and compliance expectations.
- Strong organizational and administrative skills with the ability to coordinate multiple tasks and priorities effectively.
- Excellent written and verbal communication skills suitable for preparing reports, community outreach materials, and stakeholder correspondence.
- Competency in collecting, analyzing, and interpreting program data to support reporting and continuous improvement.
- Ability to work collaboratively in a team environment, provide operational direction when needed, and communicate effectively with diverse populations.
- Capacity to manage client-focused processes with empathy, confidentiality, professionalism, and a commitment to equitable service delivery.

MINIMUM REQUIREMENTS:

- Bachelor's degree from an accredited college or university in public administration, environmental health, social services, community development, urban planning, or a closely related field (or an equivalent of education and experience).
- At least three (3) years of progressively responsible experience in program administration, community services, housing, environmental health, or social service delivery.
- Experience in grant-funded program operations, community outreach, and data reporting is strongly preferred.

ADDITIONAL REQUIREMENTS:

- Valid driver's license and ability to travel locally to service sites, meetings, and community events.
- Ability to work occasional evenings or weekends as program needs require.
- Must pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.
- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

HISTORY OF REVISIONS:

Established: NEW

26-051

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	35,803	37,592	39,472	41,446	43,518	45,693	47,977	50,376	52,895	55,540	58,317
INSURANCE CLAIMS ASSISTANT	17	37,593	39,473	41,447	43,519	45,695	47,980	50,379	52,898	55,543	58,320	61,236
SENIOR SERVICES CENTER DIRECTOR	18	39,474	41,448	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,300
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	43,520	45,696	47,981	50,380	52,900	55,544	58,321	61,238	64,299	67,514	70,889
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	47,980	50,379	52,898	55,543	58,320	61,237	64,298	67,513	70,888	74,433	78,155
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	50,378	52,897	55,542	58,319	61,236	64,297	67,512	70,887	74,432	78,154	82,061
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	52,900	55,544	58,321	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	55,545	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR <u>LEAD PROGRAM ASSISTANT ADMINISTRATOR</u>	26	58,322	61,239	64,301	67,515	70,891	74,435	78,157	82,065	86,168	90,476	95,000
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	61,238	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	64,299	67,514	70,889	74,434	78,156	82,064	86,167	90,475	95,000	99,749	104,737
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR PARKS DEVELOPMENT PLANNER PAYROLL SUPERVISOR PENSION ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	70,891	74,435	78,157	82,065	86,168	90,476	95,001	99,750	104,738	109,975	115,474
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	74,439	78,160	82,068	86,171	90,479	95,004	99,753	104,742	109,979	115,477	121,251

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PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
DEPARTMENT FINANCE OFFICER	32	78,159	82,067	86,170	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312
INFORMATION SYSTEMS ASSISTANT MANAGER												
LICENSING MANAGER												
MANAGEMENT AND PRODUCTIVITY MANAGER												
PLANNING MANAGER												
SENIOR FINANCIAL OFFICER												
ACCOUNTING AND FISCAL MANAGER	34	86,169	90,477	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,359
ASSISTANT LAND USE MANAGER												
CHIEF OF SPECIAL PROJECTS												
COMMUNITY SERVICES MANAGER												
CONSTRUCTION SUPPORT DIVISION MANAGER												
COUNTY ASSESSOR												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
<u>LEAD PROGRAM ADMINISTRATOR</u>												
PARKS DIVISION MANAGER												
PENSION PROGRAM MANAGER												
SEWER OPERATIONS MANAGER												
STORMWATER & ENVIRONMENTAL PROGS. MGR												
TREASURY MANAGER												
FINANCE LEGAL OFFICER	35	90,478	95,003	99,752	104,740	109,977	115,475	121,249	127,312	133,677	140,361	147,379
HUMAN RESOURCES MANAGER												
DEPUTY CHIEF FINANCIAL OFFICER	36	95,002	99,751	104,739	109,976	115,474	121,248	127,310	133,675	140,358	147,376	154,745
FIRST ASSISTANT COUNTY ATTORNEY												
PUBLIC WORKS SENIOR MANAGER												
DEPUTY CHIEF OF TECHNOLOGY												

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	83,144	87,050	91,155	95,463	99,986	104,738	109,725	114,962	120,459	126,234	132,546
CHIEF OF EMERGENCY COMMUNICATIONS	36	99,525	104,275	109,261	114,499	119,997	125,770	131,832	138,198	144,881	151,899	159,495
CHIEF OF EMERGENCY MEDICAL SERVICES	38	112,278	117,516	123,014	128,787	134,849	141,216	147,900	154,918	162,287	170,024	178,526

*Effective: 07/01/2025 (Ordinance 23-063)**Revised: 07/01/2025 (Ordinance 23-086)**Revised: 08/29/2023 (Ordinance 23-097)**Revised: 08/01/2023 (Ordinance 23-126)**Revised: 07/07/2022 (Ordinance 24-013)**Revised: 10/8/2024 (Ordinance 24-148 and Ordinance 24-149)**Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11**Revised: 11/19/2024 (Ordinance 24-160)**Revised: 02/24/2025 (Ordinance 25-016)**Revised: 04/11/2025 (Ordinance 25-031)**Revised: 10/21/2025 (Ordinance 25-119)**Revised: 11/25/2025 (Ordinance 25-144)**Revised: 02/27/2026 (Ordinance 26-009)**Revised: 03/18/2026 (Ordinance 26-022)**Revised: xx/xx/xxxx (Ordinance 26-xxx) - Lead Program Administrator & Lead Program Assistant Administrator*

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PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
SENIOR SERVICES TRANS. PROGRAM COORD.	16	36,699	38,532	40,459	42,483	44,606	46,836	49,177	51,636	54,218	56,929	59,775
INSURANCE CLAIMS ASSISTANT	17	38,533	40,460	42,484	44,607	46,838	49,180	51,639	54,221	56,932	59,778	62,767
SENIOR SERVICES CENTER DIRECTOR	18	40,461	42,485	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,908
CONFIDENTIAL ASSISTANT HUMAN RESOURCES ASSISTANT	20	44,608	46,839	49,181	51,640	54,223	56,933	59,780	62,769	65,907	69,202	72,662
FINANCE INFORMATION SPECIALIST FIRE/MEDICAL COMMUNICATIONS SUPERVISOR POLICE COMMUNICATIONS SUPERVISOR VICTIM'S ASSISTANCE OFFICE COORDINATOR	22	49,180	51,639	54,221	56,932	59,778	62,768	65,906	69,201	72,661	76,294	80,109
REGISTER IN CHANCERY OFFICE ADMINISTRATOR STORMWATER INSPECTION SUPERVISOR	23	51,638	54,220	56,931	59,777	62,767	65,905	69,200	72,660	76,293	80,108	84,113
CRIME ANALYST LAND USE PARALEGAL PUBLIC INFORMATION SPECIALIST REAL ESTATE COORDINATOR	24	54,223	56,933	59,780	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322
CUSTOMER INFO. AND ASSISTANCE SUPV. POLICE ACCREDITATION COORDINATOR	25	56,934	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738
ASSISTANT COMMUNITY SERVICES ADMIN. ASSISTANT LAND USE ADMINISTRATOR ENVIRONMENTAL ENGINEER I HUMAN RESOURCES TECHNICIAN INSURANCE ADMINISTRATOR LAW OFFICE ADMINISTRATOR <u>LEAD PROGRAM ASSISTANT ADMINISTRATOR</u>	26	59,781	62,770	65,909	69,203	72,664	76,296	80,111	84,117	88,323	92,738	97,375
COMMUNITY GOVERNING ADMINISTRATOR SPORTS AND ATHLETICS ADMINISTRATOR	27	62,769	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243
ENVIRONMENTAL ADMINISTRATOR FACILITIES PROJECT MANAGER FISCAL AND POLICY ANALYST LAND USE SERVICES ADMINISTRATOR LAND USE SERVICES ADMINISTRATOR, EMPLOYEE ENGAGEMENT AND HIRING SUPPORT PUBLIC WORKS PROGRAM MANAGER STORMWATER PROGRAM COORDINATOR	28	65,907	69,202	72,662	76,295	80,110	84,116	88,322	92,737	97,375	102,243	107,356
BENEFITS ADMINISTRATOR COMMUNITY SERVICES ADMINISTRATOR EMPLOYEE RELATIONS SPECIALIST HUMAN RESOURCES ADMINISTRATOR LAND USE ADMINISTRATOR PARKS DEVELOPMENT PLANNER PAYROLL SUPERVISOR PENSION ADMINISTRATOR SENIOR FISCAL AND POLICY ANALYST TRANSPORTATION PLANNER	30	72,664	76,296	80,111	84,117	88,323	92,738	97,377	102,244	107,357	112,725	118,361
DEVELOPMENT FACILITATOR PROPERTY ASSESSMENT SERVICES MANAGER	31	76,300	80,114	84,120	88,326	92,741	97,380	102,247	107,361	112,729	118,364	124,283

26-051

PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED SERVICE EMPLOYEES

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
DEPARTMENT FINANCE OFFICER	32	80,113	84,119	88,325	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495
INFORMATION SYSTEMS ASSISTANT MANAGER												
LICENSING MANAGER												
MANAGEMENT AND PRODUCTIVITY MANAGER												
PLANNING MANAGER												
SENIOR FINANCIAL OFFICER												
ACCOUNTING AND FISCAL MANAGER	34	88,324	92,739	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,868
ASSISTANT LAND USE MANAGER												
CHIEF OF SPECIAL PROJECTS												
COMMUNITY SERVICES MANAGER												
CONSTRUCTION SUPPORT DIVISION MANAGER												
COUNTY ASSESSOR												
ENGINEERING SERVICES MANAGER												
INFORMATION SYSTEMS MANAGER												
INSURANCE AND LOSS CONTROL MANAGER												
INTERNAL SERVICES MANAGER												
<u>LEAD PROGRAM ADMINISTRATOR</u>												
PARKS DIVISION MANAGER												
PENSION PROGRAM MANAGER												
SEWER OPERATIONS MANAGER												
STORMWATER & ENVIRONMENTAL PROGS. MGR												
TREASURY MANAGER												
FINANCE LEGAL OFFICER	35	92,740	97,379	102,246	107,359	112,727	118,362	124,281	130,495	137,019	143,871	151,064
HUMAN RESOURCES MANAGER												
DEPUTY CHIEF FINANCIAL OFFICER	36	97,378	102,245	107,358	112,726	118,361	124,280	130,493	137,017	143,867	151,061	158,614
FIRST ASSISTANT COUNTY ATTORNEY												
PUBLIC WORKS SENIOR MANAGER												
DEPUTY CHIEF OF TECHNOLOGY												

NON-UNION CLASSIFIED SERVICE EMPLOYEES OF EMERGENCY COMMUNICATIONS AND EMERGENCY MEDICAL SERVICES

ASSISTANT CHIEF OF EMERG. COMMUNICATIONS	32	85,223	89,226	93,434	97,850	102,486	107,356	112,469	117,836	123,471	129,391	135,860
CHIEF OF EMERGENCY COMMUNICATIONS	36	102,014	106,882	111,993	117,362	122,997	128,915	135,128	141,653	148,504	155,697	163,483
CHIEF OF EMERGENCY MEDICAL SERVICES	38	115,085	120,454	126,090	132,007	138,221	144,747	151,598	158,791	166,345	174,275	182,990

*Effective: 07/01/2026 (Ordinance 23-063)**Revised: 07/01/2026 (Ordinance 23-086)**Revised: 08/29/2023 (Ordinance 23-097)**Revised: 08/01/2023 (Ordinance 23-126)**Revised: 07/07/2022 (Ordinance 24-013)**Revised: 10/8/2024 (Ordinance 24-148 and Ordinance 24-149)**Revised: 10/8/2024 (Ordinance 24-151) - Add Step 11**Revised: 11/19/2024 (Ordinance 24-160)**Revised: 02/24/2025 (Ordinance 25-016)**Revised: 04/11/2025 (Ordinance 25-031)**Revised: 10/21/2025 (Ordinance 25-119)**Revised: 11/25/2025 (Ordinance 25-144)**Revised: 02/27/2026 (Ordinance 26-009)**Revised: 03/18/2026 (Ordinance 26-022)**Revised: xx/xx/xxxx (Ordinance 26-xxx) - Lead Program Administrator & Lead Program Assistant Administrator*

**NEW CASTLE COUNTY
MINUTES OF HUMAN RESOURCES ADVISORY BOARD MEETING**

April 2, 2026

Board Members Present:

Valencia L. Brown, J.D., Chair
Nakishia Williams Bailey, Member

Board Members Absent:

None

Others Present:

Dusty Blakey – Office of Human Resources
Candy Boayue – Office of Human Resources
Yiannis Floropoulos – Office of Human Resources
Laura McDermott – Office of Human Resources
Carol Meadows – Office of Human Resources
Jacquelyn Moore – Office of Human Resources
Patricia Purnell – Office of Human Resources
Kathy Raduszewski – Office of Human Resources
Tonya Burbage – Community Services Department
Carrie Casey – Community Services Department
Franchon Dickinson – Community Services Department
Assunta Scarpitti – Community Services Department
Kenneth Dunn – Executive Office
Jane Rattenni – Executive Office
Toni Friesson-Jones – Office of Finance
Dawn Morrison – Office of Finance
Kellie Kemble – Land Use Department
Linda Carmichael – Office of Law, Attorney representing Human Resources
Aysha Gregory – Office of Law, Attorney representing the Board
Paul Frese – Public Works

The meeting was held on Thursday, April 2, 2026, in-person and by Teams video and audio conference, in the Managers Room, New Castle County Government Center, 87 Reads Way, New Castle, Delaware. Board Chair Valencia Brown called the meeting to order at 8:32 a.m. Dr. Brown introduced herself and asked those present in the room and on the call to introduce themselves.

Dr. Brown read the first Agenda item (listed below).

1. Approval of Meeting Minutes of February 5, 2026

Board Member Nakishia Williams Bailey made a motion to approve the meeting minutes of February 5, 2026. Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown read the next Agenda item.

2. Recommendation of new class specification of Lead Program Administrator (Pay Plan and

Rates of Pay for Non-Union Classified Service Employees) Pay Grade 34 (\$86,169 to \$140,359)

Carrie Casey, General Manager, Community Services, thanked HR for working with her department, along with Claire Dematius, in looking at some of their positions. It had been a wonderful, exciting validating process and she shared some of the fruits of that work. The first position was the Lead Program Administrator. The lead program in the Healthy Homes Program had become a core program within the Department of Community Services. Ms. Casey mentioned that she was also joined in the meeting by Franchon and Tonya, who currently work in that program. HUD administered the grant and it is probably the most administratively cumbersome program that it offers. They had always been wary of this grant because of its administrative requirements. In 2019, they applied for and received funding and hired 2 employees as Executive Assistants (EAs) to help administer the grant. Since that time, they have really become big supporters, realizing that this was a program that the County should offer. They have also been awarded over \$24 million in HUD funding. Because of this, they thought it was time to make the shift from EA appointed positions to permanent positions and to solidify the fact that the Healthy Homes Program that serves low-income people, children under the age of 6, pregnant moms, seniors with home repair, lead remediation, and things of that nature were part of their department's core programs. These two positions would allow them to recruit, get the best candidates, and create permanent positions for the programs now that they had been responsible for them for 7 years. They believed that the job specifications outlined what they needed in these positions. HR will send these out through a competitive employment process. They will be converting those EAs into these positions, no longer having those EAs.

Dr. Brown had questions concerning the Org Chart, showing two individuals who were already predestined to be in the 2 new positions, Lead Program Administrator and Lead Program Assistant Administrator. Dr. Brown did not doubt that it might happen with a competitive process, but since it was mentioned by Ms. Casey that there would be that competitive process, the Org Chart ideally should have shown those folks with their current EA titles instead of the new titles. An additional org chart could show the new titles as vacant. It was suggested to revise those before presenting to Council. Dr. Brown was surprised it had been 7 years but also reminded the group that we had had COVID in the midst of it all. Dr. Brown also questioned the format of the specs as they had changed. Jackie Moore, HR Administrator, responded that they were working on class specs for the entire County and that the format was indeed changing, that they were broken out a little more in alignment with the LEAD Program. They were all going to look a bit different because of the different functions and responsibilities. Dusty Blakey, CHRO commented that they were still working on them.

Board Member Nakishia Williams Bailey made a motion to approve the recommendation of new class specification of Lead Program Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 34 (\$86,169 to \$140,359). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown read the next Agenda item.

3. Recommendation of new class specification of Lead Program Assistant Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 26 (\$58,322 to \$95,000)

Carrie Casey, Community Services General Manager, spoke again. As was covered with the Lead Program Administrator, they wanted to create this second permanent position of Assistant Administrator to support the work of the Lead and Healthy Homes Program in partnership with the LEAD Program Administrator. As stated, they have had this grant since 2019. They have

been awarded some of the largest grants in the country. They do work all throughout the County and because of the administrative requirements of the programs, they wanted to make these 2 positions permanent so that we were following all HUD requirements. There are a lot of moving parts so we felt that having 2 permanent positions would keep those core functions of the Lead and Healthy Homes Program moving. Ms. Casey announced that Franchon Dickinson completed negotiations with HUD and that they were getting an award of \$7.8 million next but had also received \$8.7 million a few years ago and with it, were doing a lot of lead work and also healthy homes work which was making sure that people were living in healthy environments throughout the County, including the City of Wilmington.

Board Member Nakishia Williams Bailey made a motion to approve the recommendation of new class specification of Lead Program Assistant Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 26 (\$58,322 to \$95,000). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown suggested combining Items #4 and #5 and read them to the group.

4. Recommendation of new class specification of Housing Program Assistant I (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 20 (\$43,518 to \$67,515)
5. Recommendation of new class specification of Housing Program Assistant II (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 23 (\$50,378 to \$78,157)

Carrie Casey, Community Services General Manager recognized Assunta Scarpitti, Housing Authority Administrator, of the Housing Choice Voucher Program, who started as a Housing Program Assistant and has worked up to Administrator of their program. These 2 positions were 100% federally funded and are part of their Housing Choice Voucher Program, which is the largest federally funded program they have in the County. They receive anywhere between \$18-\$20,000,000 a year to provide housing rental subsidies to up to 1,800 families. They pay about \$1,000,000 a month for people who need assistance with their rent. It is probably their most requested program with 5,000 people on a waiting list. The Housing Program Assistant I & II positions are basically the case managers--they have 250-300 caseloads a month, bringing people into their program, making sure their incomes, etc., are eligible, and conducting annual recertifications. Ms. Casey expressed her gratefulness to the Executive Office and Human Resources, as well as to Claire DeMatteis, Esq., Global Kompass Strategies, Inc., who assisted with the specs. Ms. Casey claimed she had tried to create a career ladder after starting with the County, almost 17 years ago and after researching, realized there are career ladders all over the country for Section 8 Housing Choice Voucher Programs, along with a program for people to reach a higher level of analysis and certification. This is the basis for the Housing Program Assistants I and II as they reviewed the job specs for the roles. They perform very complex eligibility reviews, support the administration of our housing programs including processing assistance, maintaining comp documentation, and ensuring adherence to state and county regulations. This again is highly program specific. They are audited (to the penny) through outside auditors, as well as through HUD. Subsequently, they wanted to create a higher-level career ladder for the folks who were working in their program to seek certification and seek that higher level program requirement. A Housing Program Assistant I, coming into their program, working for a few years, hopefully works towards their certification which requires a weeklong training as well as testing, then moves on to Housing Program Assistant II. They are people who work unbelievably hard from the second they walk in the office to the second they leave. Ms.

Casey thought that this career ladder would retain staff and validate the work they do. Dr. Brown mentioned possible housekeeping on one of the specs with a change to wording in a title.

Franchon Dickinson, Executive Assistant II thanked everyone for their consideration since HUD likes to see this type of permanency in order for them to receive such large awards.

Assunta Scarpitti, Administrator, New Castle County Housing Authority stated that this type of job was very difficult, dealing with all kinds of people, lots of changes, deadlines, and plenty to know. With the next day being a holiday, their office would pay for it because nothing ever stops, her team works constantly. She can back up everything they do 100%. If they do not work, their deadlines are not met, and they would receive backlash from HUD. So, they have been high performers--they are doing so well, and if some staff are out for medical, they all jump in to cover, and everyone does their job plus some. She just thanked everyone for this, because this was huge.

Board Member Nakishia Williams Bailey made a motion to approve the recommendations of new class specification of Housing Program Assistant I (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 20 (\$43,518 to \$67,515) and,

To approve new class specification of Housing Program Assistant II (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 23 (\$50,378 to \$78,157). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown ended with a comment for those who may not have understood why she stressed the importance of showing that the positions were vacant on the Org Chart. They go on the record as saying that there will be an open competitive process and they should know that when we have people already working in a particular class specifically, they are gaining the skills so that they will be successful.

Board Chair, Valencia Brown adjourned the Human Resources Advisory Board meeting at 9:01 a.m.

Prime Sponsor(s): Ms. Williams-Johns
Requested by: Administration/HR
Date of introduction: April 28, 2026

ORDINANCE NO. 26-052

**AMEND THE PAY PLAN AND RATES OF PAY FOR CLASSIFIED SERVICE 35-HOUR
WORKWEEK EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 1607 AND ADOPT
THE NEW CLASS SPECIFICATION OF HOUSING PROGRAM ASSISTANT I AND
HOUSING PROGRAM ASSISTANT II FOR THE DEPARTMENT OF COMMUNITY
SERVICES, DIVISION OF COMMUNITY DEVELOPMENT & HOUSING**

1 **WHEREAS**, the Department of Community Services, Division of Community
2 Development & Housing has determined that it is necessary to make organizational changes
3 to operate most effectively; and
4

5 **WHEREAS**, the Department submitted a new class specification for Housing Program
6 Assistant I at Pay Grade 20; and
7

8 **WHEREAS**, the Department submitted a new class specification for Housing Program
9 Assistant II at Pay Grade 23 that requires experience, strong performance and ability to
10 handle more complex cases and compliance tasks, as well as a Certification as Section 8
11 Housing Choice Voucher Specialist, and completion of two (2) years service as a New Castle
12 county Housing Program Assistant I; and
13

14 **WHEREAS**, the Human Resources Advisory Board at its meeting on April 2, 2026,
15 recommended that the class specification for the new position title of Housing Program
16 Assistant I (Pay Grade 20) and Housing Program Assistant II (Pay Grade 23) be added to
17 the Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees
18 represented by the Delaware Public Employees Council 81, AFSME, AFL-CIO, Affiliate Local
19 1607; and
20

21 **WHEREAS**, the Chief Human Resources Officer concurs with the recommendation of
22 the Human Resources Advisory Board.
23

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

26 Section 1. The Class Specification for Housing Program Assistant I is adopted as set
27 forth in Exhibit "A."
28

29 Section 2. The Class Specification for Housing Program Assistant II is adopted as set
30 forth in Exhibit "B".
31

32 Section 3. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek
33 Employees represented by the Delaware Public Employees Council 81, AFSME, AFL-CIO,
34 Affiliate Local 1607, effective July 1, 2025 through June 30, 2026, is hereby amended by
35 adding the material that is underscored as set forth in Exhibit "C."

36 Section 4. The Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek
37 Employees represented by the Delaware Public Employees Council 81, AFSME, AFL-CIO,
38 Affiliate Local 1607, effective July 1, 2025 through June 30, 2026, is hereby amended by
39 adding the material that is underscored as set forth in Exhibit "D."
40

41 Section 11. This Ordinance shall become effective immediately upon its adoption by
42 County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.*
43 § 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, adds the position titles of Housing Program Assistant I (Pay Grade 20) and Housing Program Assistant II (Pay Grade 23) to the Pay Plan and Rate of Pay for Classified Service 35-Hour Workweek Employees represented by the Delaware Public Employees Council 81, AFSME, AFL-CIO, Affiliate Local 1607, and adopts the class specification of Housing Program Assistant I and Housing Program Assistant II, as recommended by the Human Resources Advisory Board.

FISCAL IMPACT: This Ordinance, if approved, adds the position titles of Housing Program Assistant I (Pay Grade 20) and Housing Program Assistant II (Pay Grade 23) to the Pay Plan and Rate of Pay for Classified Service 35-Hour Workweek Employees represented by the Delaware public Employees Council 81, AFSME, AFL-CIO, Affiliate Local 1607, and adopts the class specification of Housing Program Assistant I and II, as recommended by the Human Resources Advisory Board.

There will be no discernible fiscal impact upon the adoption of this Ordinance.

Acknowledged by the Chief Financial Officer April 16, 2026.

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number 1440 Page 1 of 3 Date
Title: HOUSING PROGRAM ASSISTANT I	Approved:

DISTINGUISHING FEATURES OF THE CLASS:

Performs entry-level administrative and program support work in assisting with the delivery of County housing and community development programs. Supports staff working on housing assistance, community development grants, program intake, and resident services. Does related work as required.

An employee in this class performs routine to moderately complex clerical, customer service, and technical support tasks related to housing programs. Duties involve assisting applicants, maintaining records, processing documentation, and supporting program operations.

Work is performed under close supervision, with assignments reviewed for accuracy, completeness, and adherence to program rules and County procedures. This is the entry-level classification in the Housing Program Assistant career ladder.

ESSENTIAL FUNCTIONS:

- Reviews, interprets and follows Federal regulations regarding housing assistance programs.
- Interview program applicants/participants and determines eligibility.
- Calculates income, deductions, amount of rental payment, amount of utility allowance and related figures.
- Prepares automated and manual payments requests to meet contractual obligations.
- Conducts applicant intake for housing programs, including answering inquiries, distributing forms, and explaining basic program requirements.
- Receives and reviews applications for completeness; assists applicants in assembling required documentation.
- Maintains case files, electronic records, and databases; enters and updates applicant and participant information.
- Provides customer service to applicants, landlords, community partners, and the public.
- Assists in coordinating services, processing invoices, and assembling program packets.
- Processes mail, maintains logs, and organizes filing systems.
- Tracks the status of applications and forwards issues to appropriate management

staff.

- Performs general office support including copying, scanning, data entry, and record maintenance.
- Operates a personal computer and other related equipment in the performance of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of office practices, procedures, and recordkeeping.
- Ability to understand and explain program rules, forms, and procedures to applicants.
- Skill in using computers, databases, and standard office software.
- Ability to work with diverse populations in a courteous and professional manner.
- Ability to maintain accurate files, enter data correctly, and follow established procedures.
- Strong customer service and communication skills.
- Ability to maintain confidentiality.

MINIMUM QUALIFICATIONS:

- Associate's degree from an accredited college or university in public administration, social services, housing services or related field preferred or equivalent experience in social services, housing services or related field.
- One (1) year of customer service, administrative or clerical experience preferred.

ADDITIONAL REQUIREMENTS:

- Valid Delaware Class D Driver's License or it's equivalent.
- Must pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.
- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

CAREER LADDER STRUCTURE:

LEVEL	NATURE OF WORK	SUPERVISION REQUIRED	ADVANCEMENT REQUIREMENTS
Housing Program Assistant I	Entry-level administrative and program support	Close supervision	Demonstrated proficiency, reliability and knowledge or housing programs
Housing Program Assistant II	Full-performance level; independent technical support	General supervision	Experience, strong performance and ability to handle more complex cases and compliance tasks. Certification as a Section 8 Housing Choice Voucher Specialist. Completion of two years of service as a New Castle County Housing Program Assistant I.

HISTORY OF REVISIONS:

Established NEW

NEW CASTLE COUNTY GOVERNMENT CLASS SPECIFICATION	Number NEW Page 1 of 3 Date DRAFT
Title: HOUSING PROGRAM ASSISTANT II	Approved:

DISTINGUISHING FEATURES OF THE CLASS:

Performs responsible technical and administrative work in support of County housing and community development programs. Provides advanced assistance to applicants, manages more complex case records, performs program eligibility reviews, and supports program compliance and reporting. An employee in this class performs more complex administrative and technical duties requiring a deeper understanding of housing program rules, documentation, and processes.

The position involves more independent judgment, may serve as a resource to Housing Program Assistant I employees, and handles more sensitive or detailed program transactions. Work is performed under general supervision.

ESSENTIAL FUNCTIONS:

- Conducts detailed eligibility reviews for housing programs by verifying income, household composition, residency, and other required data.
- Assists with processing of rental assistance, rehabilitation programs, homebuyer assistance, community development grants, or other assigned housing initiatives.
- Prepares drafts of agreements, inspection notices, participant communications, and compliance documentation.
- Maintains tracking systems for deadlines, recertifications, payments, inspections, and program milestones.
- Assists in preparing reports and documentation for federal, state, grant, or internal audits.
- Coordinates with landlords, contractors, housing counselors, and community partners to support program delivery.
- Assists with organizing outreach events, program workshops, and public information sessions.
- Conducts more complex data entry, reconciliations, and quality checks in program databases and software.
- Reviews applications and identifies discrepancies or missing information; follows up with applicants and stakeholders.
- Provides guidance or informal mentoring to Housing Program Assistant I staff.
- Assists with vendor invoices, contractor paperwork, and payment submissions.

- Ensures files meet federal and County compliance requirements.
- Operates a personal computer and other related equipment in the performance of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of housing program procedures, eligibility requirements, and compliance standards.
- Strong understanding of recordkeeping, documentation, and verification requirements.
- Ability to interpret and apply program rules, regulations, and guidelines.
- Skill in handling multiple tasks, deadlines, and case files.
- Strong customer service and interpersonal skills when dealing with diverse populations.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Proficiency in databases, spreadsheets, and electronic case management systems.
- Ability to explain program requirements clearly to applicants, landlords, and contractors.
- Ability to work with increasing independence.

MINIMUM REQUIREMENTS:

- Associate or bachelor's degree from an accredited college or university in public administration, social services, housing services or related field or equivalent experience in social services, housing services or related field.
- Bachelor's degree preferred.
- At least two (2) years of experience in housing programs, case management support, public assistance programs or related administrative work.
- Certification as a Section 8 Housing Choice Voucher Specialist.

ADDITIONAL REQUIREMENTS:

- Possession of a valid Delaware Class D Driver's License or its equivalent.
- Must pass a county background check.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer (up to 8 hours per day).
- Frequent use of hands and fingers to operate a computer keyboard, mouse, and other standard office equipment.
- Ability to view computer monitors and read printed materials for extended periods.
- Ability to communicate effectively in person, over the phone, and via virtual platforms.
- Occasional standing, walking, bending, or reaching within the office environment.

- Ability to lift and carry light items (typically up to 15 pounds), such as files, documents, or office supplies.
- Ability to maintain concentration and focus in a standard office setting.

CAREER LADDER STRUCTURE:

LEVEL	NATURE OF WORK	SUPERVISION REQUIRED	ADVANCEMENT REQUIREMENTS
Housing Program Assistant I	Entry-level administrative and program support	Close supervision	Demonstrated proficiency, reliability and knowledge or housing programs
Housing Program Assistant II	Full-performance level; independent technical support	General supervision	Experience, strong performance and ability to handle more complex cases and compliance tasks. Certification as a Section 8 Housing Choice Voucher Specialist. Completion of two years of service as a New Castle County Housing Program Assistant I.

26-052

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-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
CLERK	12	29,457	30,929	32,476	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,980
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	32,476	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,897
AUTOMOTIVE PARTS CLERK	14											
CLERK TYPIST	14											
COMPUTER OPERATOR I	14											
JUNIOR ADMINISTRATIVE AIDE	14											
KEY OPERATOR	14											
MICROFILM TECHNICIAN	14											
PUBLIC SAFETY AIDE	14											
ACCOUNT CLERK I	15	34,099	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,543
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	35,801	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,320
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	37,593	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,238
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	39,472	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	41,445	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,514
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
CERTIFIED ASSESSOR I	20	43,518	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20											
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20											
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20											
DELINQUENT ACCOUNT COLLECTOR	20											
DEPUTY II	20											
DRAFTING TECHNICIAN II	20											
GRAPHIC ARTS DESIGNER II	20											
HOUSING PROGRAM ASSISTANT	20											
<u>HOUSING PROGRAM ASSISTANT I</u>	<u>20</u>											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											
ASSISTANT PROCUREMENT AGENT	21	45,695	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,434
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											

26-052

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-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
ACCOUNTANT I	22	47,979	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,159
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	50,378	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066
CENTRAL RECEIVING SUPERVISOR	23											
CENTRAL SERVICES TECHNICIAN	23											
CERTIFIED ASSESSOR II	23											
CERTIFIED BUILDING AND SITE INSPECTOR	23											
CERTIFIED PLAN EXAMINER	23											
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23											
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23											
COMPLAINTS SPECIALIST	23											
CONSTRUCTION INSPECTION SUPERVISOR	23											
EQUESTRIAN PROGRAM COORDINATOR	23											
HOUSING PROGRAM ASSISTANT II	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	52,898	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,169
CUSTOMER SERVICES SPECIALIST	24											
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24											
PUBLIC WORKS CONTRACTS OFFICER	24											
SCHOOL CROSSING GUARD SUPERVISOR	24											
SITE INSPECTIONS SUPERVISOR	24											
STAFF ENGINEER	24											
ACCOUNTANT II	25	55,544	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,476
CHIEF CONSTRUCTION INSPECTOR	25											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR	25											
SENIOR STAFF ENGINEER	25											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
CHIEF FIELD SUPERVISOR	26	58,321	61,237	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,477	95,001
CIVIL ENGINEER I	26											
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	64,298	67,515	70,890	74,437	78,157	82,066	86,167	90,477	95,000	99,750	104,737
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF PROJECT MANAGEMENT	30	70,890	74,437	78,157	82,066	86,167	90,477	95,000	99,750	104,739	109,977	115,477
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	78,157	82,066	86,167	90,477	95,000	99,750	104,739	109,977	115,477	121,249	127,311
CHIEF OF SITE MANAGEMENT	32											

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

Revised: 12/19/2024 (Ordinance 24-177)

Revised: 01/16/2025 (Ordinance 24-179)

Revised: 2/24/2025 (Ordinance 25-016)

Revised: 11/25/2025 (Ordinance 25-138)

Revised: xx/xx/xxxx (Ordinance 26-xxx)

26-052

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-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
CLERK	12	30,193	31,702	33,288	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,180
SURVEYOR ASSISTANT	12											
ADMINISTRATIVE SERVICES TECHNICIAN	14	33,288	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,219
AUTOMOTIVE PARTS CLERK	14											
CLERK TYPIST	14											
COMPUTER OPERATOR I	14											
JUNIOR ADMINISTRATIVE AIDE	14											
KEY OPERATOR	14											
MICROFILM TECHNICIAN	14											
PUBLIC SAFETY AIDE	14											
ACCOUNT CLERK I	15	34,951	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,932
CUSTOMER SERVICES COORDINATOR	15											
DRAFTING TECHNICIAN I	15											
INTERLIBRARY LOAN ASSISTANT	15											
LIBRARY ASSISTANT	15											
COMPUTER OPERATOR II	16	36,696	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,778
SURVEY INSTRUMENT OPERATOR	16											
ACCOUNT CLERK II	17	38,533	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,769
COURT CLERK	17											
DEPUTY I	17											
PRINCIPAL LIBRARY ASSISTANT	17											
SECRETARY	17											
STOREKEEPER	17											
PUBLIC WORKS DATA TECHNICIAN	17											
DISPATCHER	18	40,459	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905
GRAPHIC ARTS DESIGNER	18											
MAINTENANCE PROGRAM TECHNICIAN	18											
RADIO COMMUNICATOR	18											
SANITARY MAINTENANCE TECHNICIAN	18											
TREASURY CUSTOMER SERVICE REPRESENTATIVE	18											
ACCOUNT CLERK III	19	42,481	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,202
ADMINISTRATIVE AIDE	19											
ASSESSMENT TECHNICIAN	19											
ASSESSOR I	19											
BUDGET OFFICE ASSISTANT	19											
LIBRARY SPECIALIST	19											
PARTY CHIEF	19											
CERTIFIED ASSESSOR I	20	44,606	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662
COMMUNITY DEVELOPMENT HOUSING INSPECTOR	20											
CUSTOMER INFORMATION & ASSISTANCE SPECIALIST	20											
CUSTOMER SERVICE AND INFORMATION TECHNICIAN	20											
DELINQUENT ACCOUNT COLLECTOR	20											
DEPUTY II	20											
DRAFTING TECHNICIAN II	20											
GRAPHIC ARTS DESIGNER II	20											
HOUSING PROGRAM ASSISTANT	20											
<u>HOUSING PROGRAM ASSISTANT I</u>	<u>20</u>											
MAINTENANCE OFFICE ADMINISTRATOR	20											
PAYROLL ASSISTANT I	20											
PERMIT PROCESS TECHNICIAN	20											
PUBLIC WORKS INSPECTOR	20											
SANITARY SEWER INFORMATION SPECIALIST	20											
SENIOR OFFICE ASSISTANT	20											
SENIOR SANITARY MAINTENANCE TECHNICIAN	20											
VICTIM'S ASSISTANCE OFFICER	20											
ASSISTANT PROCUREMENT AGENT	21	46,837	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,295
BUILDING AND SITE INSPECTOR	21											
CERTIFIED PERMIT PROCESS TECHNICIAN	21											
CODE ENFORCEMENT OFFICER	21											
CONSTRUCTION INSPECTOR	21											
DRAFTING TECHNICIAN III	21											
ENVIRONMENTAL ANALYST	21											
PLAN EXAMINER	21											
PLUMBING AND MECHANICAL CODE SUPERVISOR	21											
PLUMBING AND MECHANICAL PLAN EXAMINER	21											
RIGHT-OF-WAY AGENT	21											
SENIOR CUSTOMER SERVICES & INFORMATION TECHNICIAN	21											
SENIOR PERMIT PROCESS TECHNICIAN	21											

26-052

**PAY PLANS AND RATES OF PAY FOR CLASSIFIED SERVICE 35-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
ACCOUNTANT I	22	49,178	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,113
ASSESSOR II	22											
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN	22											
HOUSING REHABILITATION SPECIALIST I	22											
OPERATIONS SPECIALIST	22											
ACCOUNTING OPERATIONS ASSISTANT	23	51,637	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118
CENTRAL RECEIVING SUPERVISOR	23											
CENTRAL SERVICES TECHNICIAN	23											
CERTIFIED ASSESSOR II	23											
CERTIFIED BUILDING AND SITE INSPECTOR	23											
CERTIFIED PLAN EXAMINER	23											
CERTIFIED PLUMBING & MECHANICAL PLAN EXAMINER	23											
CERTIFIED PROPERTY MAINTENANCE & HOUSING INSPECTOR	23											
COMPLAINTS SPECIALIST	23											
CONSTRUCTION INSPECTION SUPERVISOR	23											
EQUESTRIAN PROGRAM COORDINATOR	23											
HOUSING PROGRAM ASSISTANT II	23											
HOUSING REHABILITATION SPECIALIST II	23											
SENIOR CERTIFIED PERMIT PROCESS TECHNICIAN	23											
SURVEY PARTIES SUPERVISOR	23											
TREASURY ASSOCIATE	23											
CHIEF RIGHT-OF-WAY AGENT	24	54,220	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,323
CUSTOMER SERVICES SPECIALIST	24											
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST	24											
PUBLIC WORKS CONTRACTS OFFICER	24											
SCHOOL CROSSING GUARD SUPERVISOR	24											
SITE INSPECTIONS SUPERVISOR	24											
STAFF ENGINEER	24											
ACCOUNTANT II	25	56,933	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,738
CHIEF CONSTRUCTION INSPECTOR	25											
EQUESTRIAN PROGRAM SUPERVISOR	25											
PROCUREMENT AGENT	25											
SENIOR CERTIFIED BUILDING AND SITE INSPECTOR	25											
SENIOR CERTIFIED PLAN EXAMINER	25											
SENIOR CERTIFIED PLUMBING AND MECHANICAL PLAN EXAMINER	25											
SENIOR CERTIFIED PROPERTY MAINTENANCE AND HOUSING INSPECTOR	25											
SENIOR STAFF ENGINEER	25											
SUPERINTENDENT OF WASTEWATER TREATMENT	25											
CHIEF FIELD SUPERVISOR	26	59,779	62,768	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,739	97,376
CIVIL ENGINEER I	26											
DRAFTING AND DESIGN SUPERVISOR	26											
ENVIRONMENTAL PROGRAM MANAGER I	26											
GEOGRAPHIC INFORMATION SYSTEMS ANALYST	26											
PAYROLL ASSISTANT II	26											
PROGRAMMER ANALYST	26											
ARCHITECT	28	65,905	69,203	72,662	76,298	80,111	84,118	88,321	92,739	97,375	102,244	107,355
CIVIL ENGINEER II	28											
ENVIRONMENTAL PROGRAM MANAGER II	28											
SENIOR PROCUREMENT AGENT	28											
SEWER MANAGEMENT ENGINEER	28											
SENIOR APPLICATION ENGINEER	28											
CHIEF OF PROJECT MANAGEMENT	30	72,662	76,298	80,111	84,118	88,321	92,739	97,375	102,244	107,357	112,726	118,364
CIVIL ENGINEER III	30											
ENVIRONMENTAL PROGRAM MANAGER III	30											
PUBLIC WORKS PROJECT ADMINISTRATOR	30											
CHIEF OF DRAINAGE OPERATIONS	32	80,111	84,118	88,321	92,739	97,375	102,244	107,357	112,726	118,364	124,280	130,494
CHIEF OF SITE MANAGEMENT	32											

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

Revised: 12/19/2024 (Ordinance 24-177)

Revised: 01/16/2025 (Ordinance 24-179)

Revised: 2/24/2025 (Ordinance 25-016)

Revised: 11/25/2025 (Ordinance 25-138)

Revised: xx/xx/xxxx (Ordinance 26-xxx)

**NEW CASTLE COUNTY
MINUTES OF HUMAN RESOURCES ADVISORY BOARD MEETING**

April 2, 2026

Board Members Present:

Valencia L. Brown, J.D., Chair
Nakishia Williams Bailey, Member

Board Members Absent:

None

Others Present:

Dusty Blakey – Office of Human Resources
Candy Boayue – Office of Human Resources
Yiannis Floropoulos – Office of Human Resources
Laura McDermott – Office of Human Resources
Carol Meadows – Office of Human Resources
Jacquelyn Moore – Office of Human Resources
Patricia Purnell – Office of Human Resources
Kathy Raduszewski – Office of Human Resources
Tonya Burbage – Community Services Department
Carrie Casey – Community Services Department
Franchon Dickinson – Community Services Department
Assunta Scarpitti – Community Services Department
Kenneth Dunn – Executive Office
Jane Rattenni – Executive Office
Toni Friesson-Jones – Office of Finance
Dawn Morrison – Office of Finance
Kellie Kemble – Land Use Department
Linda Carmichael – Office of Law, Attorney representing Human Resources
Aysha Gregory – Office of Law, Attorney representing the Board
Paul Frese – Public Works

The meeting was held on Thursday, April 2, 2026, in-person and by Teams video and audio conference, in the Managers Room, New Castle County Government Center, 87 Reads Way, New Castle, Delaware. Board Chair Valencia Brown called the meeting to order at 8:32 a.m. Dr. Brown introduced herself and asked those present in the room and on the call to introduce themselves.

Dr. Brown read the first Agenda item (listed below).

1. Approval of Meeting Minutes of February 5, 2026

Board Member Nakishia Williams Bailey made a motion to approve the meeting minutes of February 5, 2026. Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown read the next Agenda item.

2. Recommendation of new class specification of Lead Program Administrator (Pay Plan and

Rates of Pay for Non-Union Classified Service Employees) Pay Grade 34 (\$86,169 to \$140,359)

Carrie Casey, General Manager, Community Services, thanked HR for working with her department, along with Claire Dematius, in looking at some of their positions. It had been a wonderful, exciting validating process and she shared some of the fruits of that work. The first position was the Lead Program Administrator. The lead program in the Healthy Homes Program had become a core program within the Department of Community Services. Ms. Casey mentioned that she was also joined in the meeting by Franchon and Tonya, who currently work in that program. HUD administered the grant and it is probably the most administratively cumbersome program that it offers. They had always been wary of this grant because of its administrative requirements. In 2019, they applied for and received funding and hired 2 employees as Executive Assistants (EAs) to help administer the grant. Since that time, they have really become big supporters, realizing that this was a program that the County should offer. They have also been awarded over \$24 million in HUD funding. Because of this, they thought it was time to make the shift from EA appointed positions to permanent positions and to solidify the fact that the Healthy Homes Program that serves low-income people, children under the age of 6, pregnant moms, seniors with home repair, lead remediation, and things of that nature were part of their department's core programs. These two positions would allow them to recruit, get the best candidates, and create permanent positions for the programs now that they had been responsible for them for 7 years. They believed that the job specifications outlined what they needed in these positions. HR will send these out through a competitive employment process. They will be converting those EAs into these positions, no longer having those EAs.

Dr. Brown had questions concerning the Org Chart, showing two individuals who were already predestined to be in the 2 new positions, Lead Program Administrator and Lead Program Assistant Administrator. Dr. Brown did not doubt that it might happen with a competitive process, but since it was mentioned by Ms. Casey that there would be that competitive process, the Org Chart ideally should have shown those folks with their current EA titles instead of the new titles. An additional org chart could show the new titles as vacant. It was suggested to revise those before presenting to Council. Dr. Brown was surprised it had been 7 years but also reminded the group that we had had COVID in the midst of it all. Dr. Brown also questioned the format of the specs as they had changed. Jackie Moore, HR Administrator, responded that they were working on class specs for the entire County and that the format was indeed changing, that they were broken out a little more in alignment with the LEAD Program. They were all going to look a bit different because of the different functions and responsibilities. Dusty Blakey, CHRO commented that they were still working on them.

Board Member Nakishia Williams Bailey made a motion to approve the recommendation of new class specification of Lead Program Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 34 (\$86,169 to \$140,359). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown read the next Agenda item.

3. Recommendation of new class specification of Lead Program Assistant Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 26 (\$58,322 to \$95,000)

Carrie Casey, Community Services General Manager, spoke again. As was covered with the Lead Program Administrator, they wanted to create this second permanent position of Assistant Administrator to support the work of the Lead and Healthy Homes Program in partnership with the LEAD Program Administrator. As stated, they have had this grant since 2019. They have

been awarded some of the largest grants in the country. They do work all throughout the County and because of the administrative requirements of the programs, they wanted to make these 2 positions permanent so that we were following all HUD requirements. There are a lot of moving parts so we felt that having 2 permanent positions would keep those core functions of the Lead and Healthy Homes Program moving. Ms. Casey announced that Franchon Dickinson completed negotiations with HUD and that they were getting an award of \$7.8 million next but had also received \$8.7 million a few years ago and with it, were doing a lot of lead work and also healthy homes work which was making sure that people were living in healthy environments throughout the County, including the City of Wilmington.

Board Member Nakishia Williams Bailey made a motion to approve the recommendation of new class specification of Lead Program Assistant Administrator (Pay Plan and Rates of Pay for Non-Union Classified Service Employees) Pay Grade 26 (\$58,322 to \$95,000). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown suggested combining Items #4 and #5 and read them to the group.

4. Recommendation of new class specification of Housing Program Assistant I (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 20 (\$43,518 to \$67,515)
5. Recommendation of new class specification of Housing Program Assistant II (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 23 (\$50,378 to \$78,157)

Carrie Casey, Community Services General Manager recognized Assunta Scarpitti, Housing Authority Administrator, of the Housing Choice Voucher Program, who started as a Housing Program Assistant and has worked up to Administrator of their program. These 2 positions were 100% federally funded and are part of their Housing Choice Voucher Program, which is the largest federally funded program they have in the County. They receive anywhere between \$18-\$20,000,000 a year to provide housing rental subsidies to up to 1,800 families. They pay about \$1,000,000 a month for people who need assistance with their rent. It is probably their most requested program with 5,000 people on a waiting list. The Housing Program Assistant I & II positions are basically the case managers--they have 250-300 caseloads a month, bringing people into their program, making sure their incomes, etc., are eligible, and conducting annual recertifications. Ms. Casey expressed her gratefulness to the Executive Office and Human Resources, as well as to Claire DeMatteis, Esq., Global Kompass Strategies, Inc., who assisted with the specs. Ms. Casey claimed she had tried to create a career ladder after starting with the County, almost 17 years ago and after researching, realized there are career ladders all over the country for Section 8 Housing Choice Voucher Programs, along with a program for people to reach a higher level of analysis and certification. This is the basis for the Housing Program Assistants I and II as they reviewed the job specs for the roles. They perform very complex eligibility reviews, support the administration of our housing programs including processing assistance, maintaining comp documentation, and ensuring adherence to state and county regulations. This again is highly program specific. They are audited (to the penny) through outside auditors, as well as through HUD. Subsequently, they wanted to create a higher-level career ladder for the folks who were working in their program to seek certification and seek that higher level program requirement. A Housing Program Assistant I, coming into their program, working for a few years, hopefully works towards their certification which requires a weeklong training as well as testing, then moves on to Housing Program Assistant II. They are people who work unbelievably hard from the second they walk in the office to the second they leave. Ms.

Casey thought that this career ladder would retain staff and validate the work they do. Dr. Brown mentioned possible housekeeping on one of the specs with a change to wording in a title.

Franchon Dickinson, Executive Assistant II thanked everyone for their consideration since HUD likes to see this type of permanency in order for them to receive such large awards.

Assunta Scarpitti, Administrator, New Castle County Housing Authority stated that this type of job was very difficult, dealing with all kinds of people, lots of changes, deadlines, and plenty to know. With the next day being a holiday, their office would pay for it because nothing ever stops, her team works constantly. She can back up everything they do 100%. If they do not work, their deadlines are not met, and they would receive backlash from HUD. So, they have been high performers--they are doing so well, and if some staff are out for medical, they all jump in to cover, and everyone does their job plus some. She just thanked everyone for this, because this was huge.

Board Member Nakishia Williams Bailey made a motion to approve the recommendations of new class specification of Housing Program Assistant I (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 20 (\$43,518 to \$67,515) and,

To approve new class specification of Housing Program Assistant II (Pay Plan and Rates of Pay for Classified Service 35-Hour Workweek Employees Represented by the DE Public Employees Council 81, AFSCME, AFL-CIO, Affiliate Local 1607) Pay Grade 23 (\$50,378 to \$78,157). Board Chair Valencia Brown seconded the motion. All board members voted in favor of the motion. The motion passed.

Dr. Brown ended with a comment for those who may not have understood why she stressed the importance of showing that the positions were vacant on the Org Chart. They go on the record as saying that there will be an open competitive process and they should know that when we have people already working in a particular class specifically, they are gaining the skills so that they will be successful.

Board Chair, Valencia Brown adjourned the Human Resources Advisory Board meeting at 9:01 a.m.

Prime Sponsor(s): Mr. Sheldon
Requested by: Land Use Department
Date of introduction: November 18, 2025

ORDINANCE NO. 25-153

REVISE ZONING MAP: MILL CREEK HUNDRED, NORTHWESTERLY CORNER OF LIMESTONE ROAD AND CONCORD DRIVE; REZONE 16.01 ACRES OF TAX PARCELS 08-037.00-033 (0 LIMESTONE RD, ARMOR SUBDIVISION) AND 08-037.00-037 (3401 LIMESTONE RD) FROM S (SUBURBAN) TO ST (SUBURBAN TRANSITION) AND 3.83 ACRES OF TAX PARCEL 08-037.00-037 (3401 LIMESTONE RD) FROM S (SUBURBAN) TO ST (SUBURBAN TRANSITION) AND H (HISTORIC OVERLAY ZONE).

1 (The Exploratory Major Land Development Plan with Rezoning for **Springhouse**
2 **Preserve** proposes to combine parcels to construct a development of 124 residential
3 units and the adaptive reuse of a historic structure, and rezone 16.01 acres of tax parcels
4 08-037.00-033 and 08-037.00-037 from S (Suburban) to ST (Suburban Transition) and
5 3.83 acres of tax parcel 08-037.00-037 from S (Suburban) to ST (Suburban Transition)
6 and H (Historic overlay zone). **App. 2023-0634-S/Z**, Council District 9.

7
8 **NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:**
9

10 Section 1. The Zoning Map of Mill Creek Hundred, as amended, is hereby further
11 amended by changing the zoning classification of the land shown on attached Exhibits
12 "A" and "L" dated September 15, 2025, as set forth therein.
13

14 Section 2. This Ordinance shall become effective immediately upon passage by
15 New Castle County Council and approval of the County Executive, or as otherwise
16 provided in 9 *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: Same as title.

FISCAL NOTE: This rezoning ordinance will have no immediate discernable fiscal impact on the County, but if the parcel(s) rezoned is (are) developed in accordance with the new rezoning, there may be one or more indirect fiscal effects on New Castle County government, including, but not limited to, an increase in the assessed value of the property with a resultant increase in taxes collectible thereon, and an increased demand for county services.

PROPERTY MAP

EXHIBIT A
ZONING ORDINANCE AS INTRODUCED

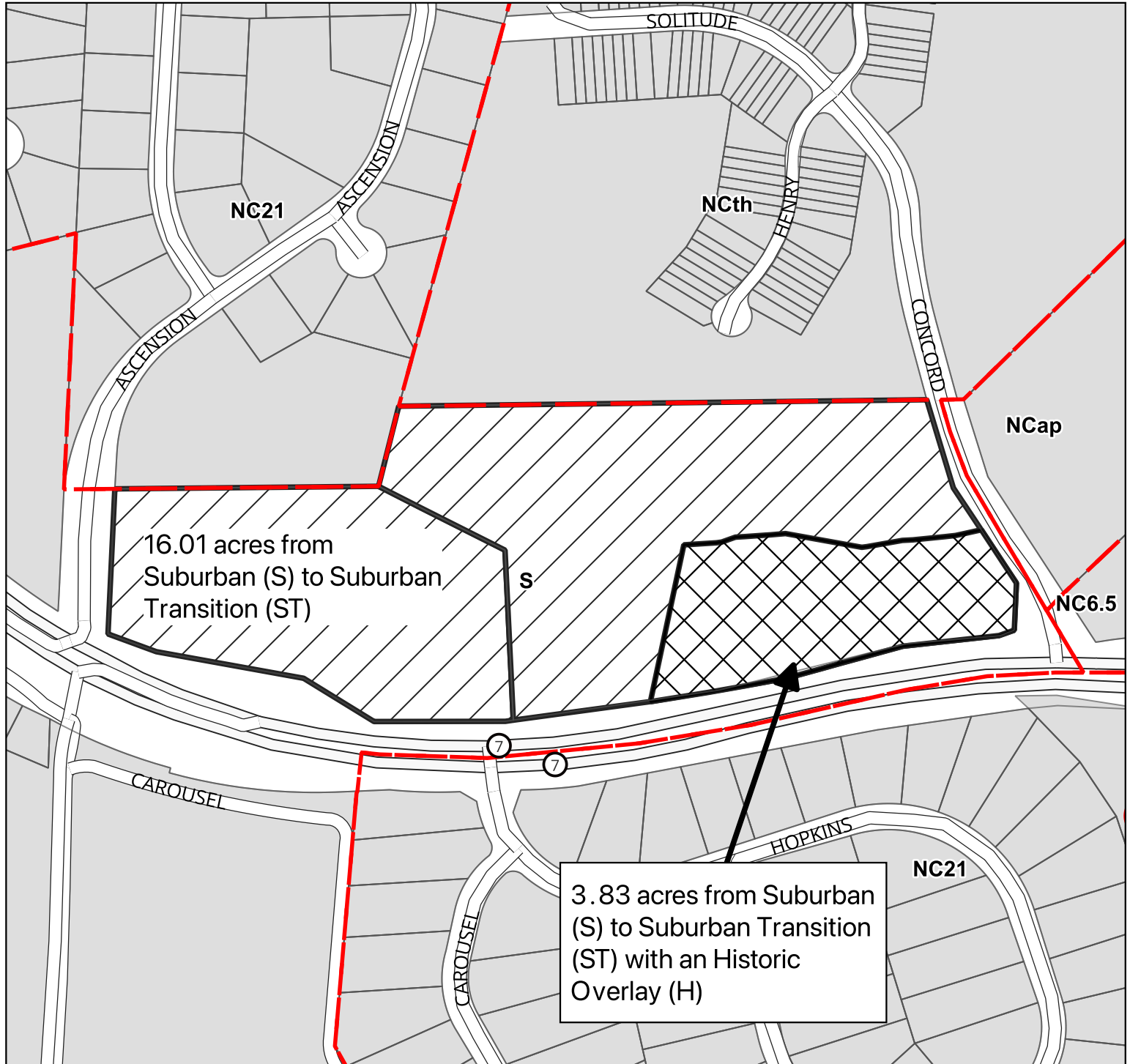
APPLICANT: STEPHEN G. DAVIES AND SUSAN T. DAVIES

APPLICATION NO. 2023-0634-S/Z

PROPOSED REZONING: SUBURBAN (S) TO SUBURBAN
TRANSITION (ST) AND SUBURBAN TRANSITION (ST) WITH
AN HISTORIC OVERLAY (H)

TAX PARCEL NO: 08-037.00-033 &

08-037.00-037



HUNDRED: MILL CREEK HUNDRED
NEW CASTLE COUNTY, DELAWARE

Scale: 1:3323
Prepared by: Matthew Rogers

Date: 9/15/2025



PERMANENT ORDINANCE NO. 25-153

Date Adopted by County Council:

Date Approved by County Executive:

S to ST

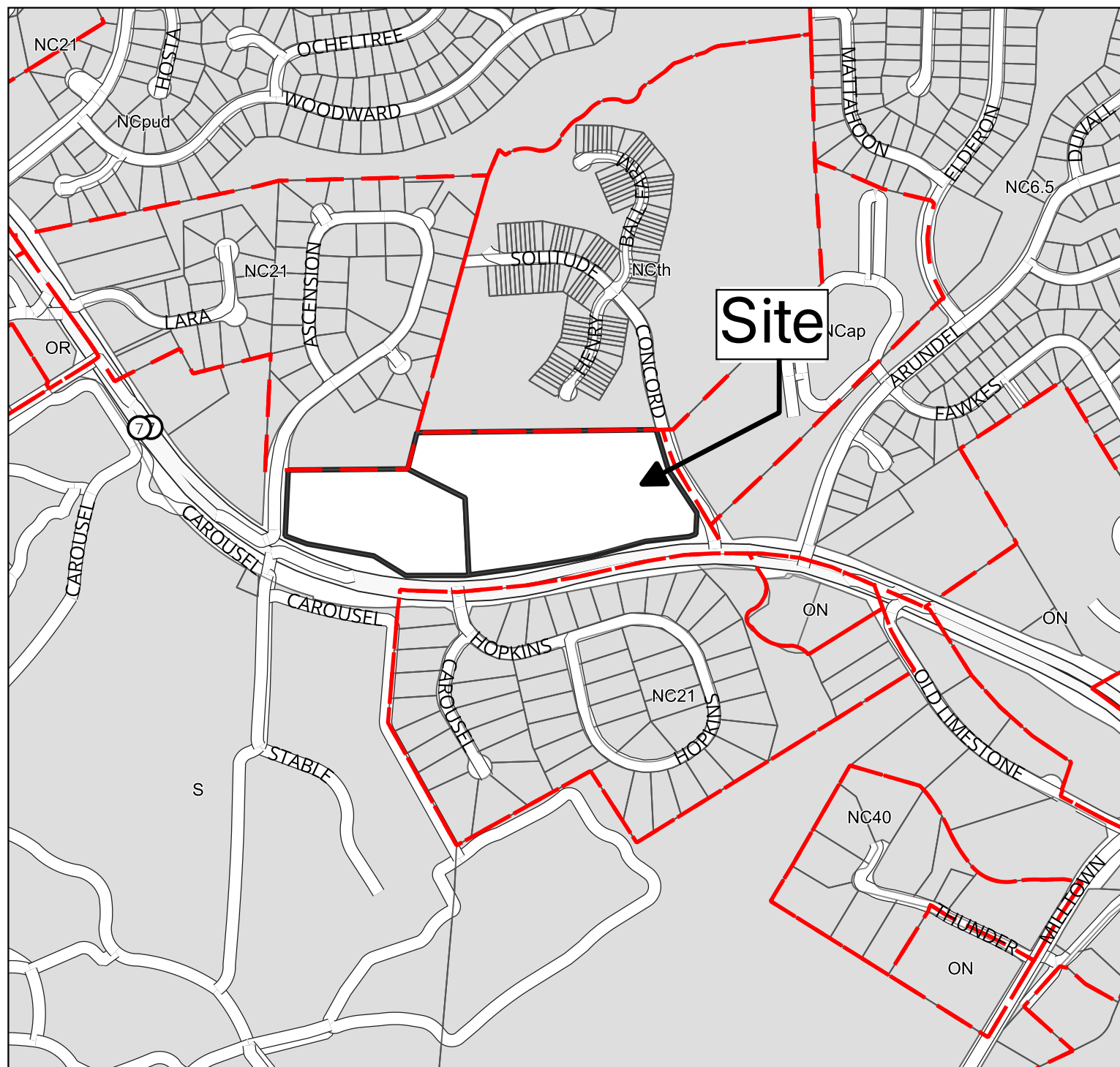
S to ST and H

EXHIBIT L
ZONING ORDINANCE AS INTRODUCED

APPLICANT: STEPHEN G. DAVIES AND SUSAN T. DAVIES

APPLICATION NO. 2023-0634-S/Z
TAX PARCEL NO: 08-037.00-033 &
08-037.00-037

PROPOSED REZONING: SUBURBAN (S) TO SUBURBAN
TRANSITION (ST) AND SUBURBAN TRANSITION (ST) WITH
AN HISTORIC OVERLAY (H)



HUNDRED: MILL CREEK HUNDRED
NEW CASTLE COUNTY, DELAWARE



Scale: 1:7323
Prepared by: Matthew Rogers

Date: 9/15/2025

PERMANENT ORDINANCE NO. 25- 153

Date Adopted by County Council:
Date Approved by County Executive:



New Castle County Department of Land Use

JOINT DEPARTMENT OF LAND USE / PLANNING BOARD
RECOMMENDATION

Ordinance No. 25-153
Application No. 2023-0634-SZ
Springhouse Preserve (Rezoning)

April 21, 2026

Sponsor: Councilman Timothy Sheldon (District 9)

Description: Revise Zoning Map: Northwesternly corner of Limestone Road and Concord Drive. Rezone two parcels (08-037.00-037 and 08-037.00-033) from S to ST, reconfigure parcels to construct a development of 124 residential units, place an Historic overlay on Lot 3, and construct a 3,600 s.f. addition for adaptive reuse of a historic structure. S Zoning.

EXECUTIVE SUMMARY

The Springhouse Preserve (App. 2023-0634-S/Z) site is located along the northwesterly corner of Limestone Road and Concord Drive. The applicant is proposing to rezone two parcels (08-037.00-037 and 08-037.00-033) from Suburban (S) to Suburban Transition (ST), reconfigure parcels and construct a development of 124 residential units, place an Historic Overlay on Lot 3 (3.83± ac), and construct a 3,600 s.f. addition for adaptive reuse of a historic structure.

The Department of Land Use has considered the Standards for Zoning Map Amendment in Section 40.31.410, A through E of the *Unified Development Code*, the Future Land Use Map, comments received from outside agencies, and comments received from the public. Based on this analysis, the Department is of the opinion that the standards are met by this proposal. Therefore, the Department of Land Use recommends **APPROVAL** of the rezoning application.

DESCRIPTION

Ordinance 25-153 proposes rezoning tax parcels 08-037.00-037 and 08-037.00-033 from Suburban (S) to Suburban Transition (ST) to facilitate the development of a 124 residential unit subdivision, place an Historic overlay on Lot 3 (3.83± ac), and construct a 3,600 s.f. addition for an adaptive reuse of a historic structure, and associated improvements.

BACKGROUND

Site History

According to the 2024 Historic American Buildings Survey (HABS) report prepared by the Center for Historic Architecture and Design (CHAD):

“The McKennan-Klair Property is primarily significant for containing the architecturally distinctive home of multiple prominent agriculturalists in the county’s history. This significance is today most reflected in the architecture of the dwelling, especially through its scale, building materials, evolved floor plan, and finishes. First constructed circa 1750, the original section of the house signaled status through its use of brick as a building material and though its large size, being a two-and-a-half story, hall-parlor house. During a major expansion circa 1848, the lateral addition signaled wealth and elegance through its size, its skilled stone masonry, the refined millwork and Greek Revival trim on its exterior and interior, and the addition of a stair hall that converted the dwelling from an old-fashioned hall-parlor plan to a more refined and regulated plan. The early, two-story, stone springhouse, situated north of the dwelling, likely also reflects an era of stone construction at the property as well as the dairying history on the farm.”¹

The property is currently owned by Stephen and Susan Davies who are proposing the current application. The site is surrounded by several residential communities, each with distinct unit types constructed: Winding Bridge (ca. 1997; Single-family lots), Carousel Knoll (ca. 1979; Single-family lots), Walden (ca. 1990; Townhome lots), and Arundel (ca. 1969; Single-family lots & Apartments).

Pike Creek Area Development Patterns

When the County first adopted zoning regulations the subject property, as well as the vast majority of northeastern New Castle County was zoned Residential (R-2). The R-2 designation was akin to today’s Suburban zoning designation in that it permitted single family detached, single family semi-detached (twins), and single family attached units (townhouses), provided adequate services were provided. R-2 zoned land when it received public utility services was typically rezoned to permit either higher density (R-1-B, R-1-C, & R-1-CC), or to permit apartment buildings (R-3, R-3-GA and R-4).

Pike Creek Master Plan (1964)

In 1964, nearly ten years after adopting the Zoning Code, the Zoning Commission and Levy Court of New Castle County were presented with their first Planned Unit Development (Zoning Petition No. 823-Z). It is important to note when the plan was considered the County had neither adopted the Subdivision Code (1967) nor the Diversified Planned Unit Development (DPUD) provisions of the Zoning Code

¹ Historic Review Board Decision; July 2, 2025:

<https://www3.newcastlede.gov/PDFDocument/default.aspx?DocumentID=80:FC40FF5826FBF7107D10260598B6C0724428DD1196872F86C5E68CE881F951C23179AB75FB623FC03D36066415F39AAB&x=temp.pdf>

(Ord. 70-010, 2/24/70), thus requiring zoning districts to be carefully selected to achieve the desired outcomes.

The Master Plan proposed 4 neighborhoods that incorporated publicly accessible open space, residential development, shopping and employment destinations. An emphasis was placed on providing and incorporating adequate open space throughout the neighborhoods. Nearly 15% (158 acres) of the plan area was to be dedicated as open space:

Neighborhood	Open space
A	23.5 acres
B	19.5 acres
C	81.7 acres (39.6 acres to be a par 3 golf course)
D	33.3 acres

The Master Plan proposed locating open space in proximity to higher density residential development. It also encouraged open space to be used to preserve wooded areas in areas central and southeastern portions of the site. The plan also proposed dedication of 40 acres to the establishment of a **regional park (Carousel Park)** outside of the plan area. The remaining 917.6 acres was to be designated for the following uses:

Use	Acers
Residential	684.7
Schools	113.5
Shopping	38.3
Churches	64.2
Hotel-Cottages	16.9
Open Space	158

Residential development was to be allocated into 3 housing types; Single Family (470.7 acres), Townhouses (64.7 acres) and Apartments (149.3 acres). The Zoning and Planning Office (Planning Department) evaluated 6 development scenarios with varying degrees of flexibility for future development in the plan area. They found that the overall gross density of 4.15 du's/acre, would support as many as 4,562 units on the 684.7 acres dedicated to residential uses by the plan. In 1966 and 1969 the plan was amendmended increasing the potential density to as much as 5,454 (provided zoning provisions permit), and deed restricting a minimum of 130 acres as an 18-hole golf course.

Arundel Section 1 & Arundel Apartments (Ordinance 67-015)

On June 16, 1967, New Castle County rezoned 53.96 acres from R-2 to R-1-CC to support the development of Arundel Section 1 (MF 1019) and 16.30 acres from R-2 to R-3 to support the development of Arundel Apartments (MF 1082). Arundel Section 1 consists of 129 single family dwelling lots on 53.96 acres with a minimum lot size of 8,000 SF. Arundel Apartments consists of 202 units in 10 apartment buildings on 16.30 acres.

Carousel Knoll

In February of 1979 Carousel Knoll was recorded creating 57 single family detached dwelling units with a minimum lot size of 21,780 SF on 39.25 acres with 3.22 acres dedicated to New Castle County as Public Open Space.

Diversified Planned Unit Developments (DPUD)

Between 1978 and 1984 New Castle County approved 3 Diversified Planned Units WOOD CREEK Section 3 (Ordinance 78-049), Northpointe at Limestone Hills (Ordinance 79-276), and Weatherhill Farms (Ordinance 80-188). The DPUD provisions permitted these developments to further diversify the housing stock in the area allowing both single family detached and single family attached units on smaller lots and with unique setbacks established by each respective plan.

Walden Subdivision (Ordinance 86-017)

On May 30, 1986, New Castle Count rezoned 50.40 acres from R-2 to R-3-G to support the development of the Walden Subdivision (MF 8535). The Walden Subdivision consists of 117 townhouse apartment units on 8.88 acres, with 38.13 acres preserved as open space (much of which is environmentally constrained by Mill Creek, and existing forest).

Cluster Developments (MF 9599 & MF 10045)

In 1989 the Winding Bridge (33 single family dwellings on 22.85 acres) and Hillside Glen (16 single family dwellings on 10.06 acres). The Cluster development option permitted the “clustering” of units to permit higher net density, with smaller lots sizes (15,000 SF as opposed to 21,780 SF in the R-2 district) than what was permitted in a typical single-family development. The clustering of units permitted the preservation of contiguous land as open space reducing fragmentation.

Application 1996-1016 Armor Property

While owned by the Armor Family, a plan to construct a subdivision with 35 residential units (Single-family detached, Single-family semi-detached, Townhomes) was submitted in 1996. A TIS Review was completed by DelDOT as a part of this review finding that DelDOT was supportive of the proposed development at the time but was not supportive of additional density than the surrounding area prior to construction of northern Limestone Road improvements.²

² Department of Transportation Preliminary Traffic Analysis Request Correspondence:
<https://www3.newcastlede.gov/PDFDocument/default.aspx?DocumentID=80:FC40FF5826FBF7107D10260598B6C0724428DD1196872F86C5E68CE881F951C2D659369CD563987A2763359108221092&x=temp.pdf>

Special Use Permit Application 2007-1123-S

On January 25, 2008, the Board of Adjustment had approved a Special Use Permit request to permit a nursery (Agricultural Support)³

Application 2023-0634-SZ (Ord. 25-153)

The proposed application was submitted in 2023 and proposes a 124 residential unit subdivision (14 MPDUs and 40 ARPA units), a 7,640 s.f. addition for an adaptive reuse of a historic structure, and associated improvements. Councilman Timothy Sheldon introduced Ordinance 25-153 on November 18, 2025 proposing to rezone the site from Suburban (S) to Suburban Transition (ST) and Historic Overlay (H; 3.83± ac) to facilitate the proposed development.⁴ The application was heard at the Historic Review Board on May 20, 2025 where the board determined the historic house on the property met the Minimum Criteria for Designation pursuant to Section 40.15.110 of the New Castle County Code and is eligible for Historic Overlay zoning.

PLUS REVIEW (Preliminary Land Use Service)

The rezoning proposed by Ordinance 25-153 along with the proposed project (App. 2023-0634-SZ) received comments in a PLUS Report, dated April 23, 2025, containing relevant comments from State agencies. The Office of State Planning Coordination (OSPC) reiterated their support for the ordinance as the proposed rezoning and development is located within a Level 1 & 2 Investment Area which is consistent with the 2020 Strategies for State Policies and Spending. The Department of Transportation (DelDOT) provided several comments outlining requirements pursuant to the Development Coordination Manual. The Department of Natural Resources and Environmental Control (DNREC) issued comments relating to stormwater management, protected natural resources, and electric vehicle charging requirements. The Delaware Emergency Management Agency (DEMA) commented on floodplain and evacuation zones. The State Historic Preservation Office made observations on the historic nature of some of the structures on site and noted the proposed alterations of the McKennan-Klair House. The State Fire Marshall's Office listed requirements in accordance with Delaware State Fire Prevention Regulation.⁵

³ Board of Adjustment Special Use Permit; January 25, 2008:
<https://www3.newcastlede.gov/PDFDocument/default.aspx?DocumentID=80:FC40FF5826FBF7107D10260598B6C0724428DD1196872F86C5E68CE881F951C27B948B4C5646941956F20162EEAF86E2&x=temp.pdf>

⁴ Ordinance 25-153: <https://www3.newcastlede.gov/legislation/Details/>

⁵ PLUS Report: <https://stateplanning.delaware.gov/plus/comments/2025-03-01-response.pdf>

PLANNING BOARD PUBLIC HEARING – March 3, 2026

*Please note, the below is a summary. A recording and transcripts of the public hearing are available at the Department of Land Use and hyperlinked below.⁶

Presentation

Steven Davies from Apex Engineering presented the application for Springhouse Preserve detailing the project's proposed construction of 110 townhome units, 14 apartment units, and a 3,600 s.f. addition for an adaptive reuse of a historic structure along with a rezoning of two parcels (parcel nos. 08-037.00-037 and 08-037.00-033) from Suburban (S) to Suburban Transition (ST). During his presentation, Mr. Davies explained the site and project history along with the proposed unit types, the historic structure preservation, and the overall traffic patterns. Mr. Davies mentioned the project would create 52 Moderately Priced Dwelling Units (MPDUs) along with a Veteran's housing component. Pam Scott from Saul Ewing explained the Standards of Review for a rezoning pursuant to Section 40.31.410 of the New Castle County Code.

Neal Cantrell (Planning Board) inquired about the existing and proposed use of the historic house on the property. Mr. Davies stated that the current use of the house is a rental as a single-family dwelling while the future use will be an office housing Apex Engineering. Mr. Cantrell also asked for clarification on the total unit numbers shown in the applicant's presentation. Jonathan Cochran (Planning Board) questioned parts of the sewer design to which Mr. Davies clarified the type of connection proposed. Mr. Cochran also asked about the two-story spring house to remain and Mr. Davies clarified the springhouse will remain on the site located behind the historic dwelling. Tracy Chamblee (Planning Board) asked how the applicant settled on the total number of proposed units. Mr. Davies responded that there are many factors contributing to the overall design of a subdivision. Lissa Brutus (Planning Board) inquired about the anticipated effects of the proposed development will have on traffic and the possibility of a streetlight. Mr. Davies explained the traffic study process and the fact that the addition of a streetlight would slow traffic on Limestone Road.

Public Comment

Several members of the public attended the Public Hearing to voice their opinions regarding the proposed development and rezoning. Those against the rezoning cited concerns over increased traffic on Limestone Road, added residential density, and perceived inconsistency with the character of the corridor. Those in favor of the development stated concerns over rising house prices and availability, especially to first-time home buyers.

⁶ March 3, 2026, Planning Board Public Hearing: <https://www.newcastlede.gov/agendacenter>

Rebuttal

Steven Davies and Pam Scott addressed the public's comments starting with traffic. They clarified the traffic study process between Apex Engineering and DelDOT and stated they met the concurrency requirements of DelDOT for modeled traffic impacts. Mr. Davies mentioned that the proposed rental units are consistent with the neighborhood as the Walden subdivision consists of rental townhomes. He proceeded to mention that Apex Engineering has met with the County Council members in the area as well as the community and incorporated their feedback into the plan design. Lastly, he clarified to the public and the Planning Board the proposed affordable housing component of the development.

ANALYSIS

The subject properties, situated along Limestone Road (Rt. 7) between the intersections of Ascension Drive and Concord Drive, was previously designated as R-2 under Former Code and is currently zoned Suburban (S). Under Former Code, the subject properties and surrounding properties of Winding Bridge and Carousel Knoll were zoned R-2 while the adjacent subdivisions of Walden and Arundel Apartments were zoned R-3G and R-3 respectively. R-2 zoning allowed for a diversity of unit mixes including Single-Family Detached, Single-Family Semidetached, and Townhouses, while R-3G allowed for group dwellings (Townhouses), and R-3 allowed for Garden Apartments.

While the current zoning designation of Suburban (S) allows for single family detached dwellings under Open Space Option 1 & 2, however does not permit a mix of housing types based on the site acreage. The proposed development and rezoning to Suburban Transition (ST) provides a mixture of housing units, a diversity of price points due to Moderately Priced Dwelling Unit (MPDU) requirements, and a more effective transition of dwelling unit types from the Arundel Apartments to the east and single-family detached developments located to the west. The proposed development under UDC provisions provides a robust site design and benefits through a combination of landscaping, natural resource protections, and historic preservation (Historic Overlay Zoning, 3.83± ac).

Standards of Review

Pursuant to Section 40.31.410 of the New Castle County Code, in determining whether an amendment to the zoning map shall be recommended or approved, the following factors shall be considered:

A. Consistency with the Comprehensive Development Plan and the purposes of this Chapter.

The Future Land Use Map designates parcels 08-037.00-037 and 08-037.00-033 as Residential which are "designated for residential and where appropriate mixed-use developments as well as supporting uses." The Future Land Use Element further encourages development in these areas where appropriate infrastructure is present.

Goal 4: Healthy, safe housing options throughout the County are diverse, meeting need of people of all incomes, ages, abilities, and races, while maintaining design and form of the built environment that integrates with existing communities.

Objective 4.1: Increase variety and range of price points of safe, quality housing options, in a diversity of locations.

The proposed development and rezoning to Suburban Transition (ST) is consistent with the Future Land Use Map and Goals, Objectives, and Strategies of the 2022 Comprehensive Plan allowing for the development of a variety of housing types. This application proposes the creation of 14 MPDUs and an additional 40 ARPA units.

Objective 12.2: Increase preservation and adaptive reuse of the county's historic/prehistoric/cultural resources.

The proposed development and rezoning intends to preserve the McKennan-Klair house for adaptive reuse as an office. Section 40.15.310 of the New Castle County Code requires the parcel with the historic structure must be rezoned Historic Overlay (H; 3.83± ac) prior to recordation with a preservation plan submitted to the Department.

B. Consistency with the character of the neighborhood.

The subject properties are located along Limestone Road (Rt. 7), which accommodates a mix of commercial and residential developments between Kirkwood Highway and the Pennsylvania State Line. The site is surrounded by several residential subdivisions with a diversity of housing types: Winding Bridge (Single-family lots), Carousel Knoll (Single-family lots), Walden (Townhome lots), and Arundel Apartments (Apartments).

C. Consistency with zoning and use of nearby properties.

This plan proposes to establish 110 townhome units and 14 apartment units which is consistent with the adjacent townhome community and apartments. These two adjacent communities were established prior to the adoption of the UDC are zoned Neighborhood Conservation – Townhomes (NCTH; Walden Subdivision) and Neighborhood Conservation – Apartments (NCAP; Arundel Apartments) respectively. The UDC does not permit rezoning to Neighborhood Conservation zoning categories, but Suburban Transition (ST) will allow for a diversity of housing unit types.

D. Suitability of the property for the uses for which it has been proposed or restricted.

The property was formerly zoned R-2 which allowed for the development of various housing types. The rezoning of the property will facilitate the proposed development of 110 townhouse units and 14 apartment units.

E. *Effect on nearby properties.*

The proposed subdivision is anticipated to have a negligible impact on the neighboring properties. The site is visually buffered by existing mature trees and proposed landscaping on all sides. The proposed development along Limestone Road will have its own access separate from any of the surrounding communities. The 45 townhome units proposed to the north will take access from Concord Drive and are expected to have minimal impact on the overall capacity of the Concord Drive right-of-way.

DEPARTMENT OF LAND USE RECOMMENDATION

The Department of Land Use has considered the Standards for Zoning Map Amendment in Section 40.31.410, A through E of the *Unified Development Code*, the Future Land Use Map, comments received from outside agencies, and comments received from the public. Based on this analysis, the Department is of the opinion that the standards are met by this proposal. Therefore, the Department of Land Use recommends **APPROVAL** of Ordinance 25-153.

PLANNING BOARD RECOMMENDATION

At a business meeting held on April 21, 2026, the Planning Board considered the recommendation provided by the Department of Land Use as well as comments from outside agencies and the public. On a motion made by Tracy Chamblee and seconded by Neal Cantrell, the Board voted to recommend **APPROVAL** of application 2023-0634-SZ (Ord. 25-153) as recommended by the Department of Land Use. The motion was adopted by a vote of 6-0-0-3 (In Favor: Brutus, Cantrell, Chamblee, Ott, Snowden, Visvardis; In Opposition: None; Abstention: None; Absent: Cochran, Daigle, Drake).

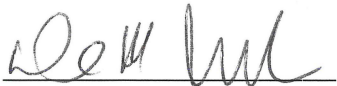
Prior to the vote, the following discussion occurred:

Matthew Rogers (Land Use) read the Department of Land Use recommendation into the record.

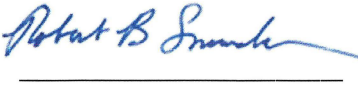
Robert Snowden inquired about the reforestation proposed by the application to which Matthew Rogers showed the proposed reforestation on site. Mr. Snowden asked about proposed traffic and traffic connections to which Mr. Rogers replied that the traffic models and connections all met DelDOT's standards. David Culver (Land Use) stated that the Department is working with Wilmapco and DelDOT to possibly study the Limestone Road corridor in the future. Neal Cantrell brought up a question from the public comment regarding building setbacks and Mr. Rogers explained the review process at the Department.

STATUTORY GUIDELINES

In the phraseology of 9 Delaware Code Section 2603(a), the Department finds that this rezoning will promote the convenience, order and welfare of the present and future inhabitants of this State.

 4.22.26

David M. Culver date
General Manager
Department of Land Use

 4/22/2026

Robert B. Snowden date
Chair
New Castle County Planning Board