



**NEW CASTLE COUNTY COUNCIL**  
**Administrative-Finance Committee**  
**May 26, 2020 – 5:00 p.m.**  
**Virtual Zoom Webinar Meeting\*\***

**MINUTES**

**I. CALL TO ORDER:**

- The Administrative-Finance Committee Meeting was called to order at 5:00 p.m., by Councilman Smiley. A roll call of Council Members was taken. Council Members Bell, Carter, Cartier, Diller, Durham, Hollins, Kilpatrick, Sheldon, Street, Tackett, Woods, and President Hartley-Nagle were present.

**II. APPROVAL OF MINUTES:**

- Motion made by Councilman Cartier, seconded by Councilwoman Kilpatrick, to accept the 5/12/20 Administrative-Finance Committee Minutes. All in favor.

**III. RESOLUTIONS:**

**R20-083: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR ENVIREP, INC. FOR THE PURCHASE OF PUMP EQUIPMENT AND APPURTENANCES FOR THE DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$115,287.50. Introduced by: Mr. Bell**

- Mr. Bell explained the Resolution.
- No comments from Council.
- No Public Comment.

**R20-084: AUTHORIZING THE FILING OF AN APPLICATION FOR FEDERAL ASSISTANCE WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT UNDER THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED, AND THE CRANSTON-GONZALEZ NATIONAL AFFORDABLE HOUSING ACT, AS AMENDED. Introduced by: Mr. Hollins, Ms. Diller**

- Mr. Hollins explained that this is the Annual Filing for funds.
- No comments from Council.
- No Public Comment.

**R20-068: (STATUS: TABLED) ADOPTING THE NEW CASTLE COUNTY CAPITAL PROGRAM FOR FISCAL YEAR 2021 THROUGH 2026. Introduced by: Mr. Smiley, Mr. Cartier**

- Mr. Smiley is leaving this on the table.
- No comments from Council.
- No Public Comment.

**IV. ORDINANCES:**

**20-041: AMEND THE PAY PLAN AND RATES OF PAY FOR NON-UNION CLASSIFIED POLICE EXECUTIVE STAFF AND THE PAY PLAN AND RATES OF PAY FOR NON-UNION UNCLASSIFIED SERVICE EMPLOYEES OF THE EXECUTIVE OFFICE. Introduced by: Ms. Hartley-Nagle**

- Councilman Hollins stated per title.
- No comments from Council.
- No Public Comment.

**°20-042: APPROPRIATE \$190,000 FROM THE GARSTIN TRUST PORTFOLIO TO THE GARSTIN TRUST FUND IN ORDER TO FUND PARK MAINTENANCE FOR FISCAL YEAR 2021, TO BE ADMINISTERED BY THE DEPARTMENT OF PUBLIC WORKS. Introduced by: Mr. Sheldon, Mr. Woods**

- Mr. Sheldon explained that this is the interest from Garstin Trust used for the parks.
- No comment from Council.
- No Public Comment.

**°20-046: AMEND THE GRANTS BUDGET: APPROPRIATE \$548,419 FROM THE U.S. DEPARTMENT OF JUSTICE TO THE CORONAVIRUS EMERGENCY FUNDS GRANT, TO BE ADMINISTERED BY THE DEPARTMENT OF PUBLIC SAFETY. Introduced by: Mr. Bell, Mr. Street**

- Mr. Bell explained that this is the grant for PPE supplies.
- No comment from Council.
- No Public Comment.

**°20-048: TO PROVIDE RELIEF FROM CERTAIN PENALTIES, TAXES, AND FEES DUE TO A PUBLIC HEALTH THREAT. Introduced by: Mr. Smiley, Mr. Cartier**

- Mr. Smiley explained that Ordinances 20-048, 20-049, 20-050, and 20-051, all have been discussed and will expire.
- No comment from Council,
- No Public Comment

**°20-049: AMEND THE FY2020 APPROVED OPERATING BUDGET: APPROPRIATE \$1,000,000 OF TAX STABILIZATION RESERVE TO THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE FOR THE PURPOSE OF FUNDING THE PURCHASE OF NEEDED SUPPLIES, TESTS, AND EQUIPMENT TO PROTECT NEW CASTLE COUNTY'S FIRST RESPONDERS AND RESIDENTS DURING A PUBLIC HEALTH EMERGENCY. Introduced by: Mr. Smiley, Mr. Cartier**

**°20-050: AMEND THE FY2020 APPROVED OPERATING BUDGET: APPROPRIATE \$500,000 OF TAX STABILIZATION RESERVE TO THE DEPARTMENT OF ADMINISTRATION, OFFICE OF FINANCE FOR THE PURPOSE OF FUNDING THE DELAWARE COMMUNITY FOUNDATION IN SUPPORT OF THE NONPROFIT COLLABORATIVE COVID-19 EMERGENCY RESPONSE INITIATIVE. Introduced by: Mr. Smiley, Mr. Cartier**

**°20-051: TO APPROPRIATE \$500,000 IN THE NEW CASTLE COUNTY HOUSING TRUST FUND TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES FOR THE PURPOSE OF ASSISTING NEW CASTLE COUNTY RESIDENTS BY PROVIDING FUNDING FOR THE DELAWARE STATE HOUSING AUTHORITY'S DELAWARE HOUSING ASSISTANCE PROGRAM. Introduced by: Mr. Smiley, Mr. Cartier**

**°20-030: (STATUS: TABLED) THE ANNUAL REVENUE ORDINANCE OF NEW CASTLE COUNTY FOR FISCAL YEAR 2021 BEGINNING JULY 1, 2020. Introduced by: Mr. Smiley, Mr. Cartier**

- Mr. Smiley will be lifting Ordinances 0-030, 20-031, 20-032, 20-033, 20-034, from the table all at once but will explain each one separately.
- No comment from Council.
- No Public Comment.

**°20-031: (STATUS: TABLED) CALCULATION OF SEWER SERVICE CHARGES EFFECTIVE JULY 1, 2020 FOR FISCAL YEAR 2021. Introduced by: Mr. Smiley, Mr. Cartier**

**°20-032: (STATUS: TABLED) AN ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF NEW CASTLE COUNTY FOR THE PURPOSE OF FINANCING CERTAIN CAPITAL PROJECTS APPROVED IN THE FISCAL YEAR 2021 CAPITAL BUDGET. Introduced by: Mr. Smiley, Mr. Cartier**

**°20-033: (STATUS: TABLED) THE CAPITAL BUDGET ORDINANCE OF NEW CASTLE COUNTY FOR THE FISCAL YEAR BEGINNING JULY 1, 2020. Introduced by: Mr. Smiley, Mr. Cartier**

**°20-034: (STATUS: TABLED) ADOPT THE ANNUAL OPERATING BUDGET OF NEW CASTLE COUNTY FOR THE FISCAL YEAR BEGINNING JULY 1, 2020. Introduced by: Mr. Smiley, Mr. Cartier**

**V. EMERGENCY ORDINANCES:**

**E°20-008: AMEND THE GRANTS BUDGET: APPROPRIATE \$85,350,000 FROM THE UNITED STATES DEPARTMENT OF TREASURY TO THE CORONAVIRUS RELIEF FUND GRANT TO RESPOND TO THE COVID-19 PUBLIC HEALTH EMERGENCY, TO BE ADMINISTERED BY THE OFFICE OF FINANCE. Introduced by: Mr. Cartier**

- Mr. Cartier explained this Ordinance.
- Discussion by Council.
- No Public Comment.

**E°20-006: (STATUS: TABLED) TO AMEND *NEW CASTLE COUNTY CODE* CHAPTER 2 (“ADMINISTRATION”), ARTICLE 2 (“COUNTY COUNCIL”) AND ARTICLE 5 (“DEPARTMENTS AND OFFICES”) TO CREATE EXCEPTIONS TO THE APPROVAL OF CONTRACTS BY COUNTY COUNCIL AND THE PURCHASING OF SUPPLIES AND CONTRACTUAL SERVICES REGARDING THE EXPENDITURE OF APPROPRIATED FEDERAL FUNDING RELATED TO THE COVID-19 PUBLIC HEALTH EMERGENCY. Introduced by: Mr. Smiley, Mr. Cartier**

- No discussion on this Ordinance .

**E°20-007: (STATUS: TABLED) AMEND THE GRANTS BUDGET: APPROPRIATE \$322,766,668.80 FROM THE UNITED STATES DEPARTMENT OF TREASURY TO THE CORONAVIRUS RELIEF FUND GRANT TO RESPOND TO THE COVID-19 PUBLIC HEALTH EMERGENCY, TO BE ADMINISTERED BY THE OFFICE OF FINANCE. Introduced by: Mr. Smiley, Mr. Cartier**

- No discussion on this Ordinance .

**VI. OTHER:**

- New Castle County Council Grant Requests/Community Events:

<u>Grant Applicant</u>	<u>Sponsor</u>	<u>Amount Approved</u>	<u>Council Member Motion/Second</u>	<u>Vote</u>
Western District Advisory Council-National Night Out *	Tackett	\$2,500 Events funding line	Tackett/Kilpatrick	Yes – 12 No – 0 Not voting – 1 (Smiley)
Family Help Inc.	Carter	\$500	Carter/Bell	Yes – 12 No – 0 Not voting – 1 (Smiley)

Warriors Helping Warriors, Inc.	Carter	<b>\$2500</b> Bell - \$1,000 Carter - \$1,500	Kilpatrick/Carter	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Hilltop Lutheran Neighborhood Center	Street	<b>\$2,500</b>	Street/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Meeting House Hill Assoc.	Kilpatrick	<b>\$1,500</b>	Kilpatrick/Carter	Yes – 12 No – 0 Not Voting 1 (Smiley)
New Castle Conservation District	Kilpatrick	<b>\$2,500</b>	Kilpatrick/Carter	Yes – 12 No – 0 Not Voting 1 (Smiley)
Roseville Park Civic Association	Sheldon	<b>\$600</b>	Sheldon/Carter	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Safe Unites Neighborhood (S.U.N.)	Hollins	<b>\$1,000</b>	Hollins/Carter	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Perfecting Holiness Deliverance Ministries (PHD Ministries)	Hollins	<b>\$1,000</b>	Hollins/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Cornerstone Fellowship Baptist Church, Inc	Hollins	<b>\$2,500</b>	Hollins/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Forest Pencader Heritage Area Association (PHAA)	Tackett	<b>** \$2,500</b>	Tackett/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Glen II Maintenance Corporation	Bell	<b>\$750</b> Bell - \$500** Carter - \$250	Bell/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Delaware First Media/ Delaware Public Media	Durham/Kilpatrick	<b>\$2,500</b> Durham - \$1,250 Kilpatrick - \$1,250	Durham/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Preservation Delaware, Inc.	Durham	<b>\$2,500</b>	Durham/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)

Jester Artspace, Inc.	Durham	<b>\$2,500</b>	Durham/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)
Newark Arts Alliance, Inc.	Diller	<b>\$2,500</b>	Diller/Kilpatrick	Yes – 12 No – 0 Not Voting – 1 (Smiley)

\*MOTION WAS MADE BY MR. TACKETT TO RAISE THE CAP, SECONDED BY MS. KILPATRICK, ALL IN FAVOR.

\*\*MOTION WAS MADE BY MR. BELL TO RAISE THE CAP, SECONDED BY MR. CARTER, ALL IN FAVOR.

- **Expense & Revenue Round Table** – None
- **Comments by the County Executive Branch**
  - Susan Moore, Executive Office – No comment
- **Other**

**VII. PUBLIC COMMENT:** None

**VIII. ADJOURNMENT:**

- Motion made by Councilman Cartier, seconded by Councilwoman Kilpatrick, to adjourn the meeting. All in favor. The meeting was adjourned at 5:48 p.m.

*A recording of the meeting is available upon request. Respectfully submitted by Christine H. Roberts, Legislative Aide.*

**\*\*In accordance with Governor Carney’s recently issued *Proclamation*, coupled with the Governor’s *Declaration of a State of Emergency*, New Castle County Council is holding this meeting as a telephone and video conference, utilizing **zoom** Webinar. 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://nccde.org/AgendaCenter/County-Council-1>**