



**MINUTES
NEW CASTLE COUNTY
Administrative-Finance Committee
10-13-2020
VIRTUAL ZOOM WEBINAR MEETING**

- I. Administrative-Finance Committee Co-chair John Cartier convened the Administrative Finance Committee meeting at 5:30 PM on 10/13/20.
- II. Council members present: Mr. Bell, Mr. Carter, Mr. Cartier, Ms. Diller, Ms. Durham, Ms. Hartley-Nagle, Mr. Hollins, Ms. Kilpatrick, Mr. Sheldon, Mr. Smiley, Mr. Tackett, Mr. Street.
- III. Mr. Smiley made a motion to accept the minutes from the September 22, 2020 Administrative-Finance Committee Meeting. The motion was seconded by Ms. Diller and the minutes were unanimously approved.

IV. **RESOLUTIONS:**

R20-189: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR DOCUMENT TECHNOLOGY SYSTEMS FOR ANNUAL MAINTENANCE CONTRACT FOR RECORDER OF DEEDS TRAKRECORD SOFTWARE FOR THE OFFICE OF TECHNOLOGY AND ADMINISTRATIVE SERVICES IN THE AMOUNT OF \$53,000.00. Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Cartier read and explained the resolution.
- No discussion or questions from Council.
- The floor was opened to the public and there were no comments.

R20-190: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR 2 FISH HOME RENOVATIONS FOR A PASS-THROUGH GRANT FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$150,000.00. Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Cartier read and explained the resolution.
- Mr. Street asked a question which Mr. Cartier addressed.
- Mr. Smiley commented.
- The floor was opened to the public and there were no comments.

R20-191: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR CONNECTIONS CSP INC. FOR A PASS-THROUGH GRANT FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$150,000.00. Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Cartier read and explained the resolution.
- No discussion or questions from Council.
- The floor was opened to the public and there were no comments.

R20-192: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR INTERFAITH HOUSING DELAWARE, INC. FOR A PASS-THROUGH

GRANT FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$150,000.00. Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Cartier read and explained the resolution.
- No discussion or questions from Council.
- The floor was opened to the public and there were no comments.

R20-193: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR INTERFAITH HOUSING DELAWARE, INC. FOR A PASS-THROUGH GRANT FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$150,000.00. Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Cartier read and explained the resolution.
- Mr. Smiley commented.
- No discussion or questions from Council.
- The floor was opened to the public and there were no comments.

R20-194: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR THE ARC OF DELAWARE FOR A PASS-THROUGH GRANT FOR THE DEPARTMENT OF COMMUNITY SERVICES IN THE AMOUNT OF \$110,000.00. Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Cartier read and explained the resolution.
- Mr. Street asked a question.
- Mr. Smiley, Ms. Diller and Mr. Cartier addressed question.
- The floor was opened to the public and there were no comments.

R20-195: AUTHORIZING THE EXECUTION OF ONE PURCHASE ORDER CONTRACT FOR PICTOMETRY INTERNATIONAL CORPORATION FOR RENEWAL OF AERIAL PHOTOGRAPHY SOFTWARE LICENSES FOR THE DEPARTMENT OF LAND USE IN THE AMOUNT OF \$71,899.00. Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Cartier read and explained the resolution.
- No discussion or questions from Council.
- The floor was opened to the public and there were no comments.

R20-199: AUTHORIZING THE ALLOCATION OF \$1,100,000 FROM THE RESERVE ALLOCATION CREATED PURSUANT TO ORDINANCE 20-094 TO THE DELAWARE DEPARTMENT OF LABOR FOR THE ADMINISTRATION OF A TRAINING PROGRAM PURSUANT TO THE DELAWARE RAPID WORKFORCE TRAINING AND REDEPLOYMENT INITIATIVE. Introduced by: Mr. Cartier

- Mr. Cartier read and explained the resolution.
- Mr. Carter asked a question.
- County Chief Administrative Officer Vanessa Phillips addressed Mr. Carter's question.
- The floor was opened to the public and there were no comments.

R20-200: AUTHORIZING THE ALLOCATION OF \$300,000.00 FROM THE RESERVE ALLOCATION CREATED PURSUANT TO ORDINANCE 20-094 FOR THE ADMINISTRATION OF A WINTER-READY RESTAURANT GRANT PROGRAM. Introduced by: Mr. Smiley

- Mr. Cartier read and explained the resolution.
- Council members discussed resolution at length.
- Jennifer Kmiec, Executive Director of The Committee of 100 responded to questions.
- Mr. Cartier noted that Mr. Sheldon joined meeting.
- NCC Chief of Staff Aundrea Almond commented.
- NCC Chief Financial Officer Michael Smith commented.
- Mr. Smiley offered a floor amendment to this resolution.
- Ms. Kmiec offered a funding cap which was accepted.
- NCC Attorney Wil Davis commented.

- The floor was opened to the public.
- NCC Auditor Robert Wasserbach asked a question.

R20-201: AUTHORIZING THE ALLOCATION OF UP TO \$136,000,000 FROM THE RESERVE ALLOCATION CREATED PURSUANT TO ORDINANCE 20-094 TO THE STATE OF DELAWARE FOR PURPOSES OF COST-SHARING RELATED TO CERTAIN STATE PROGRAMS. Introduced by: Mr. Smiley, Mr. Cartier

- Mr. Cartier read and explained the resolution.
- NCC Chief Financial Officer Michael Smith made a presentation about resolution.
- Mr. Cartier noted that Ms. Kilpatrick joined meeting.
- Mr. Carter commented.
- Mr. Smiley commented.
- The floor was opened to the public and there were no comments.

V. ORDINANCES:

o20-103: AMEND THE FY2021 APPROVED OPERATING BUDGET: APPROPRIATE \$71,899 IN FUNDING RECEIVED FROM THE RECORDER OF DEEDS TECHNOLOGY FEE ACCOUNT TO THE DEPARTMENT OF LAND USE, GEOGRAPHIC INFORMATION SYSTEMS EQUIPMENT BUDGET LINE ITEM. Introduced by: Mr. Tackett, Ms. Kilpatrick

- Mr. Cartier read and explained the ordinance.
- No discussion or questions from Council.
- The floor was opened to the public and there were no comments.

VI. OTHER:

- New Castle County Council Grant Requests/Community Events

Grant Applicant	Sponsor	Amount Approved	Council Member Motion/Second	Vote
Village of Ardencroft	Mr. Cartier	\$2,500	Mr. Cartier made motion. Ms. Durham Seconded.	Yes-10 No-0 Not Voting- 1 (Smiley)
Delaware Volunteer Organizations Active in Disaster* (DEVOAD)	Mr. Carter	\$1,000- Mr. Carter \$ 500- Mr. Bell	Mr. Carter made motion. Mr. Bell seconded.	Yes-10 No-0 Not Voting- 1 (Smiley)
Good Neighbors Home Repair	Ms. Durham	\$2,400	Ms. Durham made motion. Ms. Kilpatrick seconded.	Yes-10 No-0 Not Voting- 1 (Smiley)

-- Council Members present for the vote on grants: Mr. Bell, Mr. Carter, Mr. Cartier, Ms. Diller, Ms. Durham, Ms. Hartley-Nagle, Mr. Hollins, Ms. Kilpatrick, Mr. Sheldon, Mr. Smiley, Mr. Street.

* Mr. Carter made a motion to exceed the requested grant amount of \$1,000.

- **Expense & Revenue Round Table**

- No comments from Council.
- The floor was opened to the public and there were no comments.

- **Checkbook Update:** NCC CFO Michael Smith
 - Mr. Smiley commented.
 - Mr. Tackett commented.
 - NCC CFO Michael Smith gave update.
 - Ms. Kilpatrick commented.
 - Mr. Cartier commented.
 - NCC CFO Smith commented.
 - Mr. Smiley commented.
 - The floor was opened to the public and there were no comments.

- **Travel Approval Request**—Clerk of Council Hill and Deputy Clerk of Council Finnigan, NACo Leadership Academy (online program).
 - Mr. Cartier read request.
 - Mr. Carter commented.
 - Mr. Smiley commented.
 - NCC Clerk of Council Nellie Hill explained request.
 - Mr. Carter moved to approved request.
 - Mr. Smiley seconded.
 - Vote was unanimous to approve request.

- **Comments by the County Executive Branch**
 - NCC Executive Assistant Sue Moore yielded floor to NCC Chief of Tech and Admin Services Mike Hojnicky.
 - Mr. Hojnicky reported on ZOOM licensing.
 - Mr. Smiley commented.
 - Mr. Tackett commented.

- **Other**
 - Mr. Smiley commented.

VII. **PUBLIC COMMENT:**

- The floor was opened to the public and there were no comments.

VIII. **ADJOURNMENT:**

- Ms. Kilpatrick made a motion to adjourn.
- Ms. Durham seconded.
- Vote to adjourn unanimous.
- Meeting adjourned at 6:53 PM.

A recording of this meeting is available upon request. Respectfully submitted by Michele Rossi Gildea, Legislative Assistant to Administrative-Finance Committee Co-Chair John Cartier.

**In accordance with Governor Carney’s Proclamation, coupled with the Governor’s Declaration of a State of Emergency, New Castle County Council held 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>*