



**Kent County Levy Court Workshop
Meeting Notice and Agenda
555 Bay Road , Dover, DE 19901
Caucus - Room 230
Tuesday, May 19, 2026**

6:00 PM, WORKSHOP

Location: Caucus Room

The public is welcome to attend in person, via WebEx, or by phone.

to join via WebEx go to: <https://kentcountyde.webex.com/kentcountyde/j.php?MTID=mb5be1b37cbbf8809edf94daf921c9a4b>

or by phone: 1-408-418-9388; Meeting number (access code): 2342 429 6539; Meeting password: #

CALL TO ORDER

DETERMINATION OF QUORUM

WORKSHOP ITEMS:

1. Resolution in Support of Greater Dover Museum
2. Ordinance LC26-09, An Ordinance Authorizing the Issuance of Kent County, Delaware Economic Development Revenue Bonds in an Amount Not to Exceed \$5,000,000 for the Benefit of Providence Creek Academy Charter School, Inc. to Refinance Prior Debt
3. IT Department Granicus Project Update
4. Ordinance LC26-11, An Ordinance to amend Kent County Code, Vol. I Chapter 68, Personnel Policy to update § 68-7 Vacancies, recruitments and appointments, Section D. (5) to update the pre-employment drug screening process.
5. Paid Family Medical Leave Policy Amendment
6. FY23-FY25 Commercial Trash Contract- 1 Year Extension
7. DNREC Conciliation Order – Implementation Plan – FY 27 Projects
8. High Strength Wastewater & Surcharge Fees

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

EXECUTIVE SESSION, if needed

Immediately following the Workshop,
Caucus Room

For preliminary discussion on site acquisition for a publicly funded capital improvement; legal strategy session regarding collective bargaining; pending or potential litigation; and personnel matters.

Pursuant to 29 Del.C. 10004(b)(2), (4), & (9)

ADJOURN

Posting Info:

Posted: 5/12/26
Revised:
Posted by: L. Tanaka
Time: 5:30PM
Take down: Upon Replacement or on 5/20/26

29 Del.C. §10004(e)(2). The Agenda items as listed may not be considered in sequence. This Agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the meeting.



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: May 19, 2026

SUBMITTED BY: Joel Gartner, Administration

ITEM TYPE: Resolution

AGENDA SECTION:

WORKSHOP ITEMS:

SUBJECT: Resolution in Support of Greater Dover Museum

ATTACHMENTS:

[Draft Clean Res RE Greater Dover Museum.docx](#)

[RESOLUTION NO. 2026-05 - SUPPORTING THE CREATION OF A GREATER DOVER MUSEUM.pdf](#)

[Friends Resolution-revised 3-5-26.docx](#)

Draft Kent County Levy Court Resolution Language

A RESOLUTION SUPPORTING THE CREATION OF A GREATER DOVER MUSEUM

WHEREAS, Kent County, Delaware was founded in 1683 at the direction of Colonial Proprietor and Governor William Penn as part of the Colony of Delaware, establishing Kent County as one of the oldest and longest standing Counties in the United States of America; and,

WHEREAS, Proprietor and Governor William Penn ordered the planning of a Town in the County of Kent to be named Dover that would serve as the center of justice, governance, civic and social life in the new County; and,

WHEREAS, in the year 1777, by act of the Colonial Assembly, the City of Dover was established as the Capital of the Delaware Colony, and subsequently established as the permanent Capital of the First State by act of the Delaware General Assembly in 1781; and,

WHEREAS, Kent County Levy Court is proud of the rich historic and natural heritage of Kent County and the City of Dover and the significant contributions of our collective forebears in the formation of a New Nation that is of the people, by the people, and for the people; and,

WHEREAS, the Friends of Old Dover, Incorporated (the “Friends”) have amassed a large collection of documents and memorabilia that is currently and inadequately housed at the Society’s offices, which doubles as the Dover Museum; and,

WHEREAS, the Friends have resolved to pursue the creation of an independent non-profit corporation to be named the Greater Dover Museum, Incorporated that will, to the extent possible, provide support with funds and other resources for the purpose of housing and expanding its collections and allowing for educational programming; and,

WHEREAS, the Friends have resolved that the Greater Dover Museum Incorporated will be governed by a Board of Directors that broadly represents citizens and organizations interested in establishing said museum; and,

WHEREAS, the Friends have requested that Kent County Levy Court formally express its support for this endeavor; and,

WHEREAS, Kent County Levy Court believes that it is vitally important that our local history and the incredibly rich and abundant contributions of national significance that have taken place in Central Delaware, and that will take place in Central Delaware in the future, be preserved, properly curated, and readily displayed in a Museum as proposed by the Friends for the enjoyment and edification of citizens and visitors to our great Capital City of Dover, Delaware.

NOW, THEREFORE BE IT RESOLVED that Kent County Levy Court hereby endorses the creation of the non-profit corporation to be named the Greater Dover Museum, Incorporated; and

BE IT FURTHER RESOLVED that Kent County Levy Court hereby supports the membership of the Initial Board of Directors of the Greater Dover Museum, Incorporated as enumerated below, and further acknowledges the opportunity for Kent County Levy Court representation as hereinafter provided:

1. The Initial Board of Directors, shall include, but may not limited to, the following members:
 - a. The President of the Friends of Old Dover, Inc.
 - b. One member of the Friends of Old Dover, Inc. appointed by its Executive Committee.
 - c. The Mayor of the City of Dover or the Mayor's appointed representative.
 - d. The City Council President or the President's appointed representative.
 - e. A representative of the Dover Historic District Commission.
 - f. The Executive Director of the Downtown Dover Partnership or their appointee.
 - g. The Executive Director of the Kent County Tourism Corporation or their appointee.
 - h. The Superintendent of the First State Heritage Park or their appointee.
 - i. The State Historic Preservation Officer or their appointee.
 - j. The President of the Delaware State University or their appointee.
2. Additional Board Members may be added upon election by a majority vote of the Initial Board of Directors.
3. At the request of Kent County Levy Court, the President of Kent County Levy Court (or designee) shall be added to the Initial Board of Directors.

ADOPTED: *



MAYOR AND COUNCIL

PROPOSED COUNCIL RESOLUTION NO. 2026-05

A RESOLUTION SUPPORTING THE CREATION OF A GREATER DOVER MUSEUM

WHEREAS, upon taking the Oath of Office, Dover City Council members affirm the right of future generations to share in the rich historic and natural heritage of Delaware; and

WHEREAS, the City of Dover has been the capital of the First State since 1777 and the County Seat of Kent County, Delaware, since 1683, thereby significantly shaping the history of the state, county, and city itself; and

WHEREAS, the City of Dover has been a proponent of downtown revitalization, economic development, and tourism; and

WHEREAS, the Friends of Old Dover, Inc. (the “Friends”) have amassed a large collection of documents and memorabilia that is currently and inadequately housed at the Society’s offices, which doubles as the Dover Museum; and

WHEREAS, the Friends have resolved to support the creation of an independent non-profit corporation to be named the Greater Dover Museum, Inc., and will, to the extent possible, provide support with funds and other resources for the purpose of housing and expanding its collections and allowing for educational programming; and

WHEREAS, the Friends have resolved that the purpose of the Greater Dover Museum Inc. will be to receive and expend funds toward the construction, maintenance, and operation of the museum and be governed by a Board of Directors that broadly represents citizens and organizations interested in establishing said museum; and

WHEREAS, the Friends have asked the Dover City Council to collaborate with them on the creation of the Greater Dover Museum; and

WHEREAS, the Dover City Council finds that a Greater Dover Museum in Downtown Dover will add to a vibrant and thriving downtown and serve as a cultural, tourist, and retail destination for the region.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the city of Dover hereby express its support of the creation of the non-profit corporation to be named the Greater Dover Museum, Inc., and will, to the extent possible, provide support with funds and resources; and

BE IT FURTHER RESOLVED that the City Council shall:

1. Appoint a representative to join the initial Board of Directors.



MAYOR AND COUNCIL

2. Support the initial Board of Directors, including but not limited to the following members
 - a. The President of the Friends of Old Dover, Inc.
 - b. One member of the Friends of Old Dover, Inc. appointed by its Executive Committee.
 - c. The Mayor of the City of Dover or the Mayor's appointed representative.
 - d. The City Council President or the President's appointed representative.
 - e. A representative of the Dover Historic District Commission.
 - f. The Executive Director of the Downtown Dover Partnership or their appointee.
 - g. The Executive Director of the Kent County Tourism Corporation or their appointee.
 - h. The Superintendent of the First State Heritage Park or their appointee.
 - i. The State Historic Preservation Officer or their appointee.
 - j. The President of the Delaware State University or their appointee.
3. Establish that additional Board members may be selected by the original Board. New members to the Board shall be elected by a majority vote of the Board.

ADOPTED: *

ROBIN R. CHRISTIANSEN
MAYOR

FRED A. NEIL
COUNCIL PRESIDENT

Actions History

04/13/2026 - Introduction - City Council



The Historical Society of Dover

Friends of Old Dover

A non-profit organization preserving for future generations the historic and architectural heritage of Dover, Delaware

RESOLUTION

WHEREAS, the Friends of Old Dover, Inc.'s mission is, in part, to foster the preservation and restoration of documents and memorabilia of historical, biographical, or genealogical significance to Dover, Delaware, and its environs; and to support research and encourage development and presentation of educational programming about Dover, Delaware, and its environs.

WHEREAS, the Friends of Old Dover, Inc. has amassed a large collection of documents and memorabilia that is currently inadequately housed at the Society's offices, which double as the Dover Museum.

WHEREAS, the Friends of Old Dover, Inc. has formed a committee of its members for the purpose of establishing a new Dover Museum to properly house its collections and allow for educational programming.

WHEREAS, to fulfill its purpose, the Dover Museum Committee recommends that an independent non-profit corporation be formed to receive funds on behalf of the new Dover Museum, and to expend those funds toward the construction, maintenance, and operation of the new Dover Museum.

WHEREAS, the Dover Museum Committee recommends that the new independent non-profit corporation be named the Greater Dover Museum, Inc. to express its interest beyond the corporate limits of the City of Dover.

WHEREAS, the Dover Museum Committee recommends the Greater Dover Museum, Inc. be governed by a Board of Directors that broadly represents citizens and organizations interested in establishing a Greater Dover Museum.

NOW, THEREFORE, BE IT RESOLVED BY THE FRIENDS OF OLD, INC supports the creation of the non-profit corporation to be named the Greater Dover Museum, Inc., and will to the extent possible support with funds and other resources; and

1. Will house its collection at the new Greater Dover Museum; and
2. Supports an initial Board of Directors, including but not limited to the following members:
 - a. The President of the Friends of Old Dover, Inc.
 - b. One member of the Friends of Old Dover, Inc. appointed by its Executive Committee
 - c. The Mayor of the City of Dover or the Mayor's appointed representative
 - d. The City Council President or the President's appointed representative

- e. A representative of the Dover Historic District Commission
 - f. The Executive Director of the Downtown Dover Partnership or their appointee
 - g. The Executive Director of the Kent County Tourism Corporation or their appointee
 - h. The Superintendent of the First State Heritage Park or their appointee
 - i. State Historic Preservation Officer or their appointee.
 - j. The President of Delaware State University or their appointee.
3. Additional Board members may be selected by the original Board. New members to the Board shall be elected by a majority vote of the Board.

ADOPTED:



President of Friends of Old Dover, Inc.

8 January 2026

Date



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: May 19, 2026

SUBMITTED BY: Lorri Tanaka, Administration

ITEM TYPE: Ordinance

AGENDA SECTION:

WORKSHOP ITEMS:

SUBJECT: Ordinance LC26-09, An Ordinance Authorizing the Issuance of Kent County, Delaware Economic Development Revenue Bonds in an Amount Not to Exceed \$5,000,000 for the Benefit of Providence Creek Academy Charter School, Inc. to Refinance Prior Debt

ATTACHMENTS:

[Ordinance - Providence Creek Academy \(05954164xCCC1C\).DOCX](#)

Introduced By: Terry Pepper
Date of Introduction: May 12, 2026
Date of Public Hearing: May 26, 2026
Time of Public Hearing: 7:00 p.m.
Date of Adoption: [_____]
Effective Date: Upon Adoption

ORDINANCE NO. LC26-09

**AN ORDINANCE AUTHORIZING THE ISSUANCE OF KENT COUNTY,
DELAWARE, ECONOMIC DEVELOPMENT REVENUE BONDS IN AN AMOUNT
NOT TO EXCEED \$5,000,000 FOR THE BENEFIT OF PROVIDENCE CREEK
ACADEMY CHARTER SCHOOL, INC. TO REFINANCE PRIOR BONDS**

WHEREAS, the Levy Court of Kent County (the “County”) has heretofore adopted Ordinance No. 86-5, as amended, establishing procedures for the issuance by the County of Revenue Bonds and Ordinance No. 30-6, governing the Office of Economic and Maritime Development’s issuance of bonds (the “General Ordinances”) to encourage and assist the financing of industrial, commercial, maritime and agricultural businesses to do business, locate, remain and expand in the County resulting in increased employment opportunities and benefiting the good order of Kent County and the health, safety and welfare of its citizens; and

WHEREAS, any project for any building or facility or area occupied or utilized by an enterprise providing educational services to any other person is an important inducement to industrial, commercial, maritime and agricultural businesses to do business, locate, remain and expand in the County which in time will result in increased employment opportunities in the County; and

WHEREAS, Providence Creek Academy Charter School, Inc. (the “Applicant”) has submitted an application (the “Application”) to the County for the issuance of revenue bonds of the County, in one or more series, in the maximum aggregate principal amount of up to \$5,000,000 (the “Bonds”) to finance a Project (as defined in the General Ordinances) consisting of the refinancing of a portion of the Kent County, Delaware Economic Development Revenue Bonds (Providence Creek Academy Project) Series 2008 Bonds (the “2008 Bonds”) which were issued to finance the acquisition and construction of certain educational facilities of the Applicant (the “Project”); and

WHEREAS, after notice was published at least seven (7) days in advance on the County’s website on March 18, 2026, the Levy Court held a public hearing on May 26, 2026 concerning the Project and the proposed issuance of the Bonds, during which all interested persons were given an opportunity to be heard and, after said hearing, the Levy Court desires to approve the project, to make the findings and determinations set forth herein and to authorize the sale and issuance of the Bonds for the Project; and

WHEREAS, the Bonds will be issued and sold pursuant to a Bond Purchase and Loan Agreement by and among the County, Applicant and Wilmington Savings Fund Society, FSB (the “Bond Purchaser”) and the proceeds thereof will be applied to make a loan to the Applicant; and

WHEREAS, in order to secure its obligations on the Bonds, the County will assign to the Bond Purchaser substantially all of its rights under the Bond Purchase and Loan Agreement, including the rights to the note(s) delivered by the Applicant thereunder (the “Notes”); and

WHEREAS, the Bonds will be a limited obligation of the County payable solely from the revenues of the Applicant under the bond documents; and

WHEREAS, the Levy Court desires to authorize the issuance, execution and delivery of the Bonds and the execution and delivery of the other documents required to accomplish the foregoing, and to authorize all other necessary action in connection with the Project and the financing thereof.

THE COUNTY OF KENT HEREBY ORDAINS (5/7th of all of the members elected to Levy Court concurring herein);

Section 1. Findings and Approval of the Project.

In connection with the Application of the Applicant, the Levy Court hereby makes the following findings and determinations:

(a) The issuance and sale by the County of the Bonds, in one or more series, in the maximum aggregate principal amount not to exceed \$5,000,000 in order to lend the proceeds thereof to the Applicant for the Project:

(i) will tend to provide or maintain employment of citizens of the County; and

(ii) will serve a public purpose by contributing to the prosperity, health, safety and welfare of the citizens of the County as contemplated by the General Ordinances; and

(b) the Bonds will be the limited obligation of the County and the County will not pledge its full faith and credit or taxing power thereof, but the Bonds will be payable solely from the revenues of the Project and the Applicant as set forth under the Bond Purchase and Loan Agreement.

Based on the foregoing findings and determinations and as a substantial inducement to the Applicant to undertake the Project, the Project is hereby determined to be eligible for financing by the County.

Section 2. Authorization of the Bonds.

In order to provide funds to finance the costs of the Project, the County shall issue its Revenue Bonds (Providence Creek Academy Project) Series 2026, in one or more tax-exempt or taxable series, in a maximum aggregate principal amount not to exceed \$5,000,000, which shall mature and bear interest substantially as set forth in **Exhibit A** hereto. The Bonds shall be dated the date of delivery thereof, shall be issued as typewritten bonds, one for each maturity date and shall be in the name of the Bond Issuer as owner.

The Bonds will be a special limited obligation of the County payable solely and exclusively

from the payments made by or on behalf of the Applicant under the Bond Purchase and Loan Agreement and out of the revenues derived from the Project and shall be secured as set forth herein. The full faith and credit or taxing power of the County or of the State of Delaware or of any other political subdivision thereof shall not be pledged for the Bonds and the Bonds shall not be a debt or liability of the State of Delaware or of any political subdivision thereof, other than the County to the limited extent provided in the Bond Purchase and Loan Agreement.

The Bonds shall not be payable out of any funds, revenues or properties of the County other than those specifically pledged therefor.

Section 3. Authorization of Agreements; Sale of Bonds; Loan to Applicant; Assignment to Bond Purchaser.

The County shall enter into the Bond Purchase and Loan Agreement with the Bond Purchaser and the Applicant, setting forth the terms and conditions under which (i) the Bonds are to be issued by the County and purchased by the Bond Purchaser; (ii) the proceeds of the Bonds are to be delivered to the County and applied by the County to make a loan to the Applicant; (iii) the Notes are to be executed and delivered to the County in order to evidence the Applicant's obligation to the County with respect to the loan; and (iv) the County is to assign to the Bond Purchaser the Notes and substantially all of its rights under the Bond Purchase and Loan Agreement.

The Applicant is hereby authorized to proceed with the Project in accordance with the terms of this Ordinance.

Section 4. Execution and Delivery of Documents.

Each of the County Administrator and the President of Levy Court is hereby authorized to review, approve, execute and deliver (or to accept delivery of, as the case may be), in the name of the County and on its behalf, the below listed documents, in accordance with the provisions of this Ordinance and consistent with the requirements of the Bond Purchase and Loan Agreement and is further authorized to approve the final form thereof and to approve the exact principal amount and final terms of the Bonds, such approvals to be conclusively evidenced by the execution and delivery thereof, and the Clerk of the Peace is hereby authorized to affix the seal of the County to those of the below listed documents which are executed on behalf of the County and to attest to the same:

(a) The Bond Purchase and Loan Agreement;

(b) The Bonds; and

(c) Such other documents as the County Administrator or the President of Levy Court, with the advice of County's Bond Counsel, determines to be reasonable and appropriate to complete the financing for the Project as authorized by this Ordinance, including regulatory and compliance agreements relating to federal tax law requirements applicable to tax-exempt financings, including an arbitrage certificate.

Copies of the foregoing documents, together with the other documents relating to the

transactions authorized hereby, in final form as executed and delivered by the parties thereto, shall be filed in the official records of the County.

Section 5. Binding Effect of Covenants and Agreements.

All covenants, obligations and agreements of the County set forth in this Ordinance and in the documents authorized hereby shall be deemed to be the covenants, obligations and agreements of the County to the fullest extent authorized or permitted by law.

Section 6. Further Action.

The proper officers of the County are hereby authorized and directed to execute such further documents and do such further things as may be necessary or proper to carry out the intent and purposes of this Ordinance or any document herein authorized.

Section 7. Severability.

In case any one or more of the provisions contained in this Ordinance or in the Bonds or in any other document executed and delivered pursuant hereto shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Ordinance or of said Bonds or other documents, and this Ordinance, said Bonds or other documents shall be construed and enforced as if such invalid, illegal or unenforceable provisions had never been contained herein or therein.

Section 8. Effective Date.

This Ordinance shall be effective immediately upon its adoption.

Adopted by Levy Court of
Kent County, Delaware

By: _____
President, Kent County
Levy Court

Attest:

Clerk of the Peace

This __ day of _____, 2026.

SYNOPSIS:

This Ordinance authorizes the issuance of the County's revenue bonds for the benefit of Providence Creek Academy Charter School, Inc., in one or more series, in a maximum aggregate principal amount not to exceed \$5,000,000 to refinance a portion of the 2008 Bonds which were issued to finance the acquisition and construction of certain educational facilities of the Applicant.

The Bonds are payable solely from revenues generated by the Applicant and the Project, and neither the full faith and credit nor taxing power of the County is pledged to the repayment of the Bonds.

EXHIBIT A

Terms of the Bonds

Aggregate Principal Amount: Not to exceed \$5,000,000.

Interest Rate: Fixed rate currently expected to be less than 6%.

Maturity: Not to exceed 15 years.



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: May 19, 2026

SUBMITTED BY: Mark Kennedy, Information Technology Office

ITEM TYPE: Information / Discussion Item

AGENDA SECTION:

WORKSHOP ITEMS:

SUBJECT: IT Department Granicus Project Update

ATTACHMENTS:

[Granicus_Implementation_Update.pdf](#)



Website & Digital Services Update

Granicus Suite Implementations

Overview

- Web Notices
- Zendesk
- GovDelivery
- OpenForms
- Intranet
- GovQA
- Peak Agenda
- iLegislate

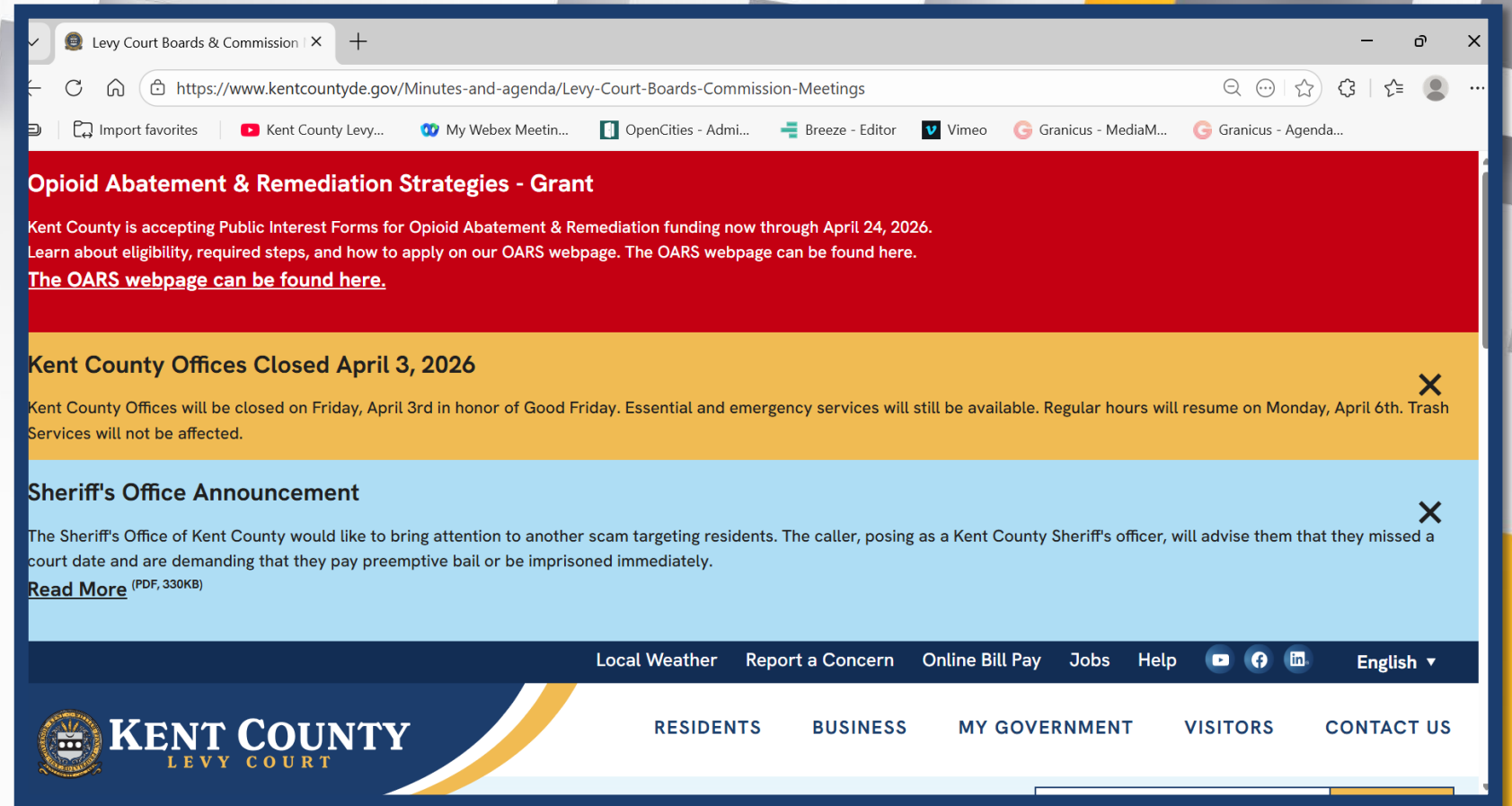
Project Timeline : 01/2022 – 04/2026

- RFP Publication for Web Services : Spring 2022
- Granicus Contract Award : Fall 2022
- Project Planning and Commencement : Winter – Spring 2023
- Cyber Intrusion Detour and Recalibration : Summer - Fall 2023
 - Web Notices / OpenCities | GovDelivery | Zendesk | OpenForms
- Branding and New URL Approval : Winter - Spring 2024
- New Website Launch : Summer 2024
- Module Implementations : Fall 2024 – Spring 2026
 - Intranet | GovQA | Peak Agenda | iLegislate



Granicus Suite Implementations

Web Notices –
Web announcement feature which allows staff to quickly post emergent alerts and scheduled publishing of routine messaging.



The screenshot shows a web browser displaying the Kent County website. The address bar shows the URL: <https://www.kentcountytde.gov/Minutes-and-agenda/Levy-Court-Boards-Commission-Meetings>. The page features three distinct web notices:

- Opioid Abatement & Remediation Strategies - Grant**
Kent County is accepting Public Interest Forms for Opioid Abatement & Remediation funding now through April 24, 2026. Learn about eligibility, required steps, and how to apply on our OARS webpage. The OARS webpage can be found here.
- Kent County Offices Closed April 3, 2026**
Kent County Offices will be closed on Friday, April 3rd in honor of Good Friday. Essential and emergency services will still be available. Regular hours will resume on Monday, April 6th. Trash Services will not be affected.
- Sheriff's Office Announcement**
The Sheriff's Office of Kent County would like to bring attention to another scam targeting residents. The caller, posing as a Kent County Sheriff's officer, will advise them that they missed a court date and are demanding that they pay preemptive bail or be imprisoned immediately. [Read More](#) (PDF, 330KB)

The footer of the website includes the Kent County logo, the text "KENT COUNTY LEVY COURT", and navigation links: RESIDENTS, BUSINESS, MY GOVERNMENT, VISITORS, CONTACT US. There is also a secondary navigation bar with links: Local Weather, Report a Concern, Online Bill Pay, Jobs, Help, and a language dropdown set to English.



Web Notices

Zendesk –
A scalable chat
and knowledge
base portal
allowing visitors
to quickly find
and make service
or information
requests.

KENT COUNTY
LEVY COURT

Submit a request Sign in

Search

Community Information
Traffic and weather information for Kent County area beaches, marine, roadways, weather conditions, and hazards

FAQ
Answers to Important Questions

General
Admin Complex Building Hours, Departmental Contact information, Holiday schedule, Events & News

How do I...
Job Opportunities, Building Permits, obtaining a marriage license, deed, or will. Search Property records, pay Tax & ...

Questions?

Local Weather Report a Concern Online Bill Pay Jobs Help English

RESIDENTS BUSINESS MY GOVERNMENT VISITORS CONTACT US

Search our site... Search

Submit a request

Fields marked with an asterisk (*) are required.

Please send us a message by completing a form below.



Zendesk

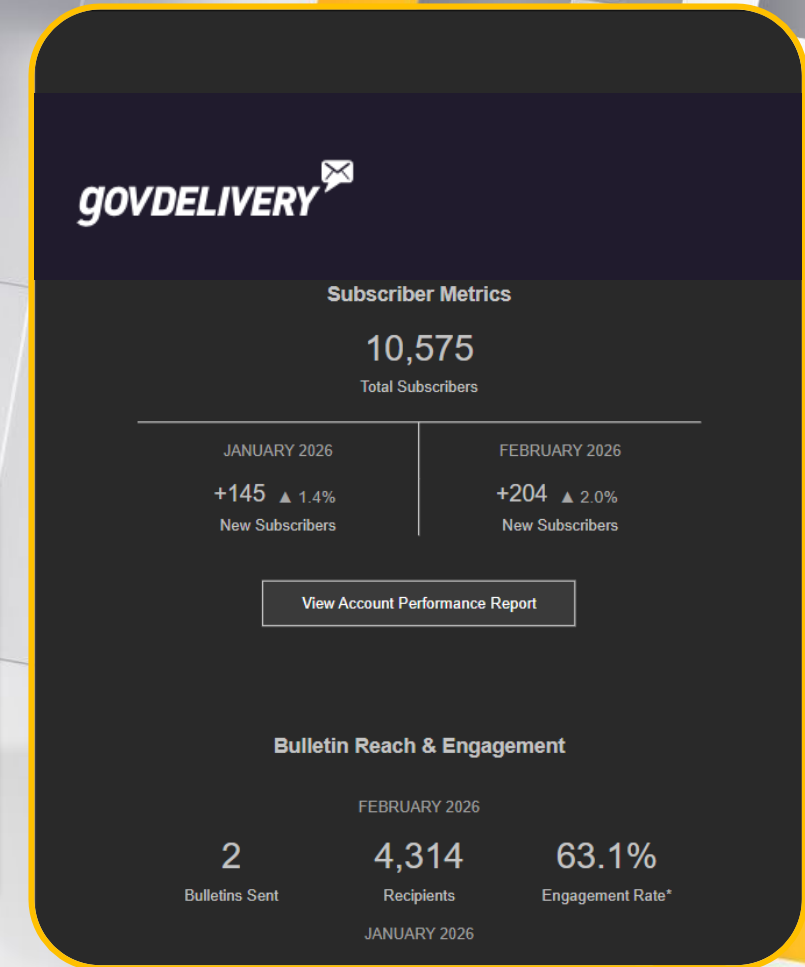
GovDelivery -

Subscription-based email communications portal.

Kent County enjoys strong email communication performance since Fall 2023 launch:

- 10,272+ subscribers
- 53.88% open rate
- 10.9% click-through rate

Engagement is solid and healthy at 55.6%, which is only slightly below industry benchmarks.



GovDelivery

Open Forms - Interactive form creation and management portal.

- Job Applications
- Grant Applications



Local Weather Report a Concern Online Bill Pay Jobs Help English

KENT COUNTY LEVY COURT

RESIDENTS BUSINESS MY GOVERNMENT VISITORS CONTACT US

Search our site... Search

Home / My Government / Employment & Human Resources / Employment Opportunities

Employment Opportunities

Job Rates & Grades >

Apply for Open Positions >

Public Job Postings

Library Clerk

The purpose of this position is to perform entry level library support including shelving library materials, keeping shelves in proper order, prepare and process transit, help prepare the library facilities for program use, answering customer queries, and performing other routine tasks.

Paramedic

The purpose of this job is to perform responsible advanced emergency medical treatment of injured/ill patients in response to emergency calls, preparing and maintaining detailed records. This position works under close to general supervision according to set procedures but determines how or when to complete tasks.

Kent County Job Application 2026

My progress: 0%

Let's get started

Kent County Levy Court is an Equal Opportunity Employer and does not discriminate on the basis of race, marital status, genetic information, color, age, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, or disability in employment or the provision of services.

If questions are not applicable, enter "N/A". Resumes will not be accepted in lieu of applications.

Which position are you applying for? Required

- ☐ Paramedic
- ☐ Wastewater Operations Supervisor
- ☐ Engineering Intern
- ☐ Seasonal Parks Worker
- ☐ Library Clerk
- ☐ Maintenance Mechanic I
- ☐ Human Resources Coordinator
- ☐ Parks Worker I

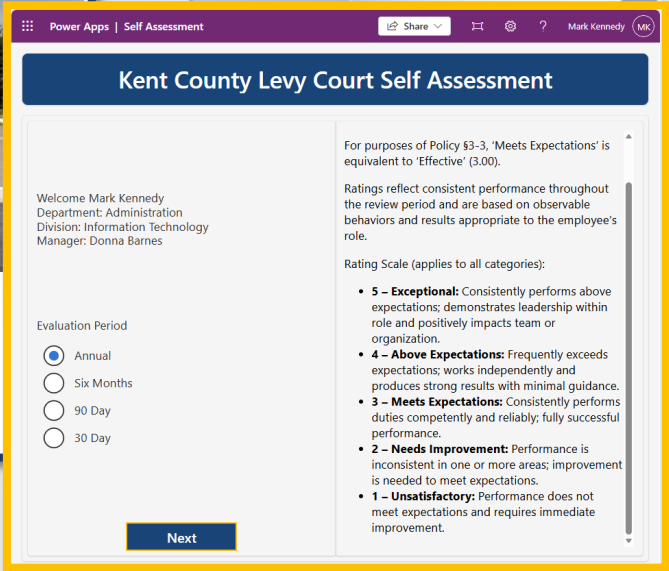
Back

Save

Continue

Open Forms

Kent County
Intranet -
Employee and
retiree-specific
communications
portal.



Intranet

GovQA – Interactive FOIA and Public Records request fulfillment and management portal.



Local Weather Report a Concern Online Bill Pay Jobs Help English

KENT COUNTY
LEVY COURT

RESIDENTS BUSINESS MY GOVERNMENT VISITORS **CONTACT US**

Search our site... Search

Home / Contact Us / Freedom Of Information Act (FOIA)

Freedom of Information Act (FOIA)

Delaware's Freedom of Information Act (FOIA) guarantees citizens access to government meetings and public records. As a public body, Kent County is bound by the FOIA requirements set forth in [29 Del. C. Chapter 100](#), as well as the County's adopted [FOIA policy](#).

Most requests for information are routine and do not require a formal FOIA submission. Please review our website first to see if the information is already posted online, or [contact the office](#) in question to determine whether the information is readily available.

For more complex or detailed queries, a formal FOIA may be necessary. Please note, one submission is generally sufficient for requests that may span multiple County departments.

As of September 25, 2025, Kent County has officially launched a new Freedom of Information Act (FOIA) request module—designed to make public records access more efficient, transparent, and user-friendly.

This online tool allows residents, journalists, and stakeholders to:

- Submit FOIA requests directly through a centralized portal
- Track the status of their requests in real time
- Access frequently requested documents proactively published by the County

Requests can be submitted to Kent County in any of the following ways:

- [Submit FOIA Request Online](#)
- Complete the [FOIA Request Form](#)
- Mail it to:

Kent County Levy Court,
Attn: Kelly Pitts, Public Information Officer
555 Bay Road,

KENT COUNTY
LEVY COURT

Public Records Center

Home
FAQs
Submit a Request
My Records Center
Login

FAQs

See All FAQs Q

Is access to or copies of public records provided free of charge?

My request may involve multiple County departments. Do I need to submit duplicate FOIA requests?

How long does Kent County have to respond or provide access to a FOIA request?

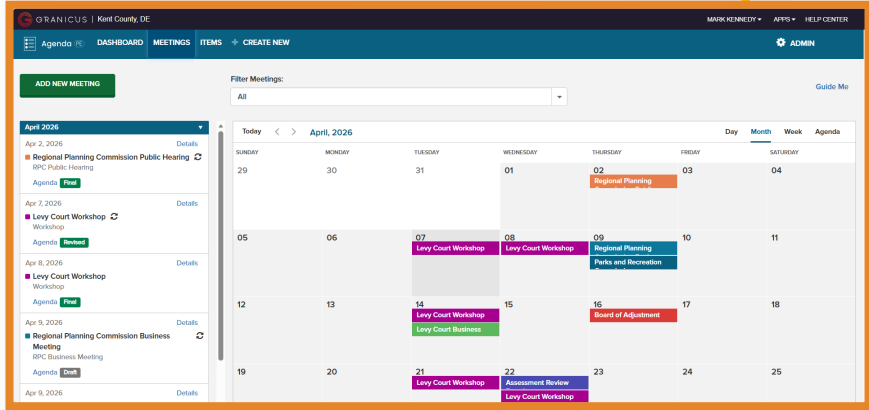
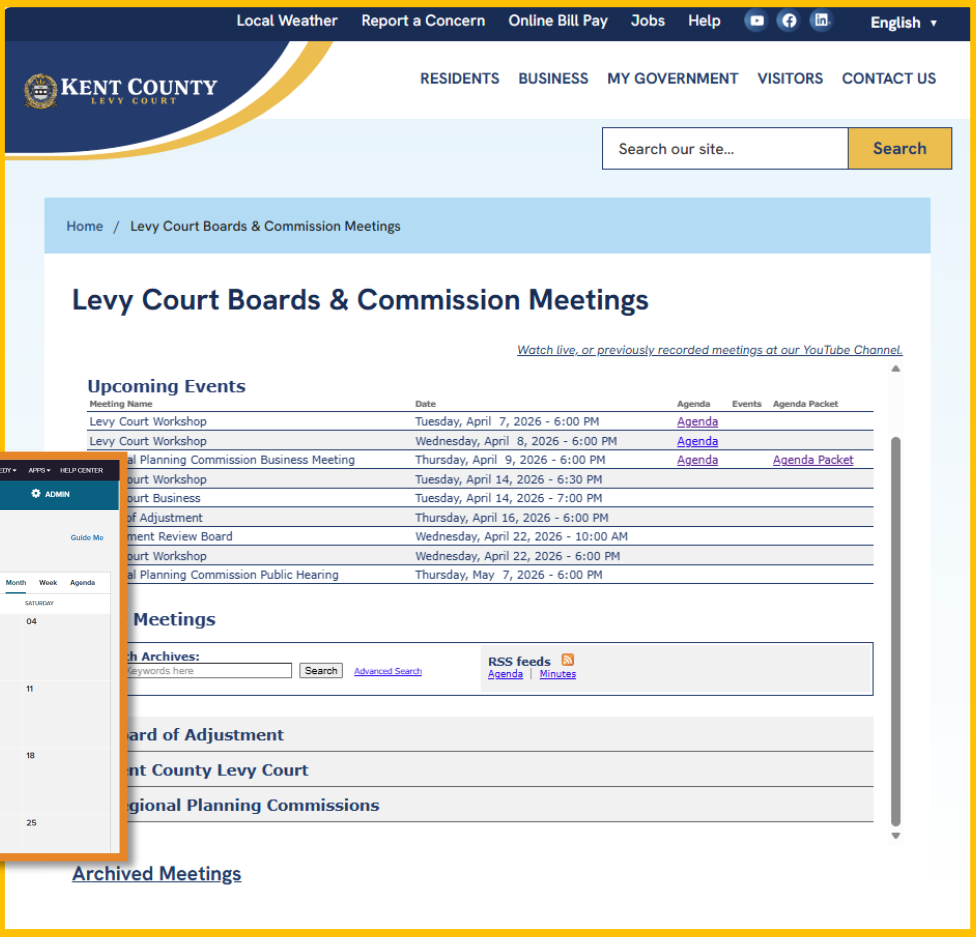
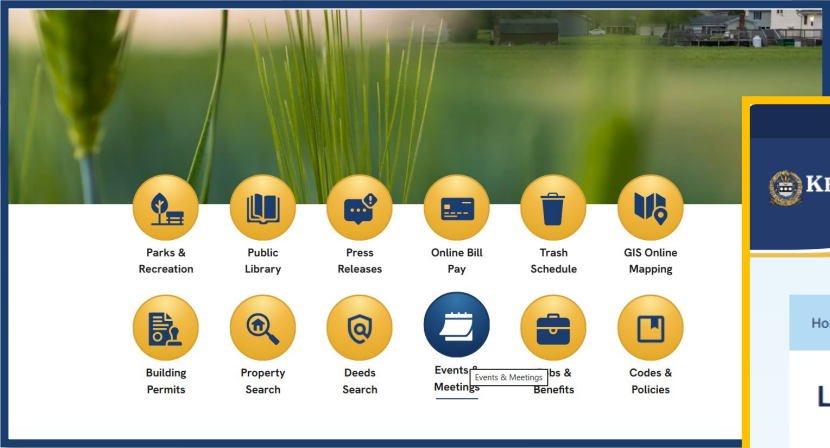
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Meeting Name

Regional Planning Commission Business Meeting

Levy Court Workshop

Levy Court Workshop

Regional Planning Commission Public Hearing

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Kent County, DE

Return to Agendas

Agenda Packet

Regional Planning Commission Business Meeting, 4/9/2026, 6:00 PM

In addition to the live meeting, this meeting may also be held vi...

Call to Order for Business Meeting

The Pledge of Allegiance

Roll Call and Determination of Quorum

Approval of Agenda

Approval of Minutes

February 12, 2026 - Draft

Levy Court Action on Commission Recommendations

Old Business

New Business

C-26-01 Valerie Singleton Trustee: Request for Condition...

C-26-02 Delmarva Power and Light: Request for Conditio...

SL-26-03 Barratts Landing: Request for a Major Subdivisi...

SL-24-01 Lynnbury Woods: Request for Final Approval for...

SLV-26-15 Madclay Homes, LLC: Requesting a Waiver fro...

Public Comment

Commission Comments

Previous Item

Next Item

Item Details

Item Title

No Public Comments

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In addition to the live meeting, this meeting may also be held virtually by phone and video conferencing to enable the applicant, owner, and/or members of the public to provide their testimony on the applications described below. Join the meeting via Webex by going to:https://kentcountysde.webex.com/kentcountysde/j.php?MTID=m81b0e34f85659dc281e4599cbeab3246or by phone, by calling 1-408-418-9388. Meeting number (access code) 2345 326 2357Meeting password: ieUmMVdH238

Suggested action

Attachments (0)

My Notes



?'S



Granicus Suite Implementations



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: May 19, 2026

SUBMITTED BY: Trudena Horsey, Human Resources Office

ITEM TYPE: Ordinance

AGENDA SECTION: _____

WORKSHOP ITEMS:

SUBJECT: Ordinance LC26-11, An Ordinance to amend Kent County Code, Vol. I Chapter 68, Personnel Policy to update § 68-7 Vacancies, recruitments and appointments, Section D. (5) to update the pre-employment drug screening process.

ATTACHMENTS:
[Preemployment Drug Screening Memorandum.pdf](#)

MEMORANDUM

TO: Levy Court Commissioners
VIA: Kevin Sipple, County Administrator
FROM: Trudena Horsey, Human Resources Director
SUBJECT: Pre-employment Drug Screenings
DATE: May 15, 2026



While in the legal review stage of the Drug and Alcohol Abuse policy update, the employment attorney addressed an update to the pre-employment drug screening process. The County currently has language in Chapter 68 of the Personnel Ordinance requiring all new hires to be subjected to pre-employment drug and alcohol screenings. At the attorney's recommendation, Human Resources is requesting to update the pre-employment screening process to only require drug and alcohol screenings for safety-sensitive positions only. These positions would include Paramedics, Dispatchers, Wastewater Plant and Biosolids Operators, Electrician Helpers, Maintenance Workers, Maintenance Mechanics, and Heavy Equipment Operators, etc.

This suggested update would put us in alignment with Sussex County and State agencies for the pre-employment screening process.

Below is the amended verbiage for § 68-7 Vacancies, recruitments and appointments, Section D, Number 5:

Consistent with applicable law, candidates selected for employment in designated safety-sensitive positions must shall be required to submit to and pass a substance use test for illegal and illicit drug use, misused prescription drugs and abusive consumption of alcoholic beverages, ~~and to the extent permitted by applicable law, marijuana will be included in testing~~. This testing will occur after an offer of employment has been extended but before employment commences, ~~usually on the first day of employment~~. If the selected candidate fails to pass the test or a second confirming test, if applicable, the offer of employment shall be withdrawn, and they shall be ineligible for any appointment for a period of one year.



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: May 19, 2026

SUBMITTED BY: Joel Gartner, Administration

ITEM TYPE: Policy

AGENDA SECTION:

WORKSHOP ITEMS:

SUBJECT: Paid Family Medical Leave Policy Amendment

ATTACHMENTS:

[PFML Memorandum WS 260519.pdf](#)

MEMORANDUM

TO: Levy Court Commissioners
VIA: Kevin Sipple, County Administrator
FROM: Trudena Horsey, Human Resources Director
SUBJECT: Paid Family and Medical Leave
DATE: May 15, 2026



This memorandum outlines policy options for Paid Family and Medical Leave for consideration.

On June 30, 2025, the Delaware General Assembly passed, and on July 30, 2025, the Governor signed, legislation amending the State's Family and Medical Leave Insurance Program (Paid Family and Medical Leave). These amendments affect how the County may administer the program. Of note, employers and employees may agree to use accrued paid time off to supplement Paid Family and Medical Leave benefits ("topping off").

These amendments have potentially changed the way the Levy Court currently administers this program. On October 8, 2024, the Levy Court had approved the Human Resources recommendation to purchase a Private Insured Benefit Plan through a Third-Party Administrator. The County pays \$2.50 per member per month for The Standard (L&W Insurance-Broker) coverage.

The question for Levy Court is the extent to which the county should incorporate "topping off." There are alternatives to consider:

Options	Pros	Cons
Maintain current policy Employees select PFML or FMLA and consider donated leave to support time off requirements.	Simplest administration. No employee cost contribution to pay for coverage.	Potentially reduces pay; potential to exhaust accrued time off benefits.
Flexible Topping Off Milford model.	Maximum flexibility	Significant payroll complexity; inconsistent outcomes; high administrative burden; increased

Employees are allowed to select PFML benefits and allocate accrued time-off benefits to cover mandatory deductions		risk of payroll errors and employee confusion. May require all employees to contribute to pay for coverage.
Structured Supplemental Pay Sussex model. Employees supplement PFML benefit cap (80% up to maximum of \$900 per week) by using accrued time-off benefits to full wage.	Predictable	Reduced flexibility; significant payroll complexity; inconsistent outcomes; high administrative burden; increased risk of payroll errors. May require all employees to contribute to pay for coverage.

Recommendation: Change current policy effective July 1, 2026 for all employee claims after that date to allow Flexible Topping Off option. This interim approach will be evaluated after 6 months to assess employee and administrative impact. During this time, employees will not contribute to this change of coverage.



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: May 19, 2026

SUBMITTED BY: Austin Walls, Public Works

ITEM TYPE: Contract

AGENDA SECTION:

WORKSHOP ITEMS:

SUBJECT: FY23-FY25 Commercial Trash Contract- 1 Year Extension

ATTACHMENTS:

[1-Year Contract Extension](#)



Kent County
Department of Public Works

MEMORANDUM

DATE: May 26, 2026
TO: Kent County Commissioners
VIA: Kevin Sipple, County Administrator
FROM: Sam Bautista, P.E., Director of Public Works
RE: **COMMERCIAL TRASH SERVICE CONTRACT- CHANGE ORDER #8
REPUBLIC SERVICIES**

The County's office buildings, parks, pump stations and wastewater treatment facility are serviced under the Commercial Trash Collection Services Contract. Levy Court approved the award of the contract to BFI Waste Services, LLC dba Republic Services on April 19, 2022. The original contract period is July 1, 2022, through June 30, 2025 (35 months). Seven (7) change orders have been approved to date, including Change Order #3, a 1-Year contract extension.

Proposed Change Order #8

The Department of Public Works was contacted by Republic Services regarding a 2nd, 1-year extension. Republic Services is willing to extend the contract with a unit price increase of 4.0% effective July 1, 2026. The Change Order #8 is an increase in the estimated amount of at \$61,700 including estimated cost for roll-off tonnage of \$2,000/month. This increases the total contract amount to \$268,484.68. Staff recommends a one-year extension with Republic Services as described above.

The Department suggests the following motions:

1. **"Move to approve Change Order #8 to the Commercial Trash Collection Services Contract with BFI Waste Services, LLC dba Republic Services in the estimated amount of \$61,700.00 with a unit price increase of 4% and a one-year contract extension until June 30, 2027. Increasing the total contract amount to \$268,484,68. Funds for services are budgeted in the annual budgets of the General Fund and Sewer Fund." AND**
2. **"Move to authorize the President of Levy Court to sign Change Order #8."**

Reviewed and concurred:

A handwritten signature in black ink, appearing to read "Susan Durham", written over a horizontal line.

Susan Durham, Finance Director

Attachment



KENT COUNTY - DEPARTMENT OF PUBLIC WORKS
555 BAY ROAD, DOVER, DE 19901

CONTRACT CHANGE ORDER

PROJECT #: N/A
PROJECT NAME: Kent County Department of Public Works - Commercial Trash Contract
BFI Waste Services, LLC, DBA Republic Services of Delmar
ISSUED TO: 907 Willow Grove Road, Felton, DE 19943

YOU ARE HEREBY REQUESTED TO COMPLY WITH THE FOLLOWING CHANGES FROM THE CONTRACT PLANS AND SPECIFICATIONS:		DECREASE	INCREASE
Description of Changes (Supplemental Plans and Specifications Attached)			
A	1 Year extension of existing contract to provide commercial trash pickup for multiple locations. Extend contract period from July 1, 2026 through June 30, 2027.		
	Unit price(s) per pickup will increase by 4%, please see attached table.		\$ 37,700.00
	Disposal costs for roll-off's are to be invoiced using the DSWA's rate at time of disposal.		\$ 24,000.00
	Estimated disposal cost for roll-off containers \$2,000.00 per month		
Note: This is the second and last 1- year extension option for this contract.			
TOTAL CHANGES LISTED ABOVE:		\$ -	\$ 61,700.00
NET CHANGE IN CONTRACT PRICE:			\$ 61,700.00

JUSTIFICATION:

Explain (Differing Site Conditions), (Errors or Omissions in Drawing or Specifications), (Changes in Regulatory Requirements), (Design Changes), (Over run or Under run in Quantities), (Factors Affecting Time of Completion), (Other: Describe below)
1 year extension with adjusted contract pricing to reflect 4% increase.

The original amount of the Contract is: Ninety Two Thousand, One Hundred and Sixty Dollars and Zero Cents	\$92,160.00
The Contract amount as adjusted by all previously approved Change Orders: Two Hundred and Six Thousand, Seven Hundred Eighty Four and Sixty-Eight Cents	\$206,784.68
The amount of Contract will be INCREASED through this Change Order: Sixty-One Thousand, Seven Hundred and Zero Cents	\$ 61,700.00
The Contract Total, including all Change Orders: Two Hundred Sixty-Eight Thousand, Four Hundred Eighty-Four Dollars and Sixty-Eight Cents	\$268,484.68

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended By: Segundo "Sam" Baustista, P.E., Public Works Director

Date

Approved By: Joanne Masten, Levy Court President

Date

Accepted By: BFI Waste Services LLC

Date

KENT COUNTY DEPARTMENT OF PUBLIC WORKS
COMMERCIAL TRASH COLLECTION SERVICES (07/01/22 - 06/30/25)
CHANGE ORDER SUMMARY dated 05/11/26

ITEM	DESCRIPTION		TOTAL COST
	ORIGINAL CONTRACT COST (Note: Tonnage not included in contract cost, but authorized by Levy Court)		\$ 92,160.00
1	CHANGE ORDER #1 - DATED 01/17/2023		\$41,378.00
	A. Location: Pump Station No.1 - change "Quantity and Size of Dumpsters" from 3 - 2 CY dumpsters to 4 - 2 CY dumpsters. Frequency remains twice weekly. No. of pickups increases from 312 to 416 pickups/yr.	\$2,808.00	
	Delta Year 1 + Delta Year 2 + Delta Year 3 = \$936 + \$936 + \$936		
	Delta Year 1: 104 pickups/yr *\$9.00/pickup = \$936.00 (Started change on 07/01/22)	\$936.00	
	Delta Year 2: 104 pickups/yr *\$9.00/pickup = \$936.00	\$936.00	
	Delta Year 3: 104 pickups/yr *\$9.00/pickup = \$936.00	\$936.00	
	B. Location: Kent County RRRF-Building B- change "Quantity and Size of Dumpsters" from 1 - 20 CY rolloff to 2 - 20 CY rolloff. The 2nd dumpster was added after 12/12/22. The frequency is changed for the 1st dumpster from "Every Other Week" to "Once Weekly" starting 08/16/22. The frequency for the 2nd dumpster is "Once Weekly" starting after delivery.	\$38,570.00	
	Delta Year 1: \$0 (Jly)+\$190 (Aug)+\$190*2 (Sept)+\$190 *2 (Oct)+\$0(Nov)+1extra 20CY@ \$190/pickup*1/wk*4wk/mo*7mo + 1 orig 20CY@ \$190/pickup*2 extra pickups/mo*7mo=0+190+190*2+190*2+0+(190*1*4*7)+(190*2*7)=\$8,930	\$8,930.00	
	Delta Year 2: (2 dumpsters*52 pickups/dumpster/yr * \$190/pickup)-(1 dumpster *26pickups/dumpster/yr*\$190)=\$14,820	\$14,820.00	
	Delta Year 3: (2 dumpsters*52 pickups/dumpster/yr * \$190/pickup)-(1 dumpster *26pickups/dumpster/yr*\$190)=\$14,820	\$14,820.00	
	C. Correction of Typographic Errors in Locations and/or Address.	\$ -	
	Corrected Location: Kent County RRRF-Building A, 1 - 8 CY Cardboard Recycle Dumpster		
	(Change from Kent County RRRF-Building B, 1 - 8 CY Cardboard Recycle Dumpster to Building A)		
	Corrected Location: EMS Substation, 2500 Forest Avenue, Dover, DE		
	(Change from EMS Substation, 2500 Forest Grove Rd., Dover, DE to 2500 Forest Avenue)		
2	CHANGE ORDER #2 - DATED 10/10/2024		\$ (612.00)
	A. Location KC Admin Office 1	-\$612.00	
3	CHANGE ORDER #3 - DATED 3/19/2025		\$ 73,906.20
	1 Year Extension	\$49,906.20	
	Roll off Dumpsters Estimated Tipping Fees	\$24,000.00	
4	CHANGE ORDER #4 - DATED 5/15/2025		\$ (936.00)
	Remove 8-CY from Dover EMS sub- station	-\$1,872.00	
	Add residential bins to Forest Ave EMS for weekly pickup (2-95 gall trash bins & 1-65 gallon recycle)	\$468.00	
	Add residential bins to Wheatly's Pind EMS (2-95 gall trash bins & 1-65 gallon recycle)	\$468.00	
5	CHANGE ORDER #5 - DATED 7/17/2025		\$ 222.48
	Increase trash dumpster pickup at RecCenter to 2x weekly starting 7/21/25 until 8/31/25	\$222.48	
6	CHANGE ORDER #6 - DATED 1/9/2026		\$ 540.00
	Add 1-6yd dumpster to Milford EMS station weekly pickups starting 1/12/26	\$540.00	
7	CHANGE ORDER #7 - DATED 3/20/2026		\$ 126.00
	Add 1-4yd to Harrington EMS bi-weekly pickups starting 3/23/26	\$126.00	
8	CHANGE ORDER #8 - DATED 5/26/2026		\$ 61,700.00
	1 Year Extension	\$37,700.00	
	Roll off Dumpsters Estimated Tipping Fees	\$24,000.00	
	TOTAL CONTRACT COST		\$ 268,484.68

KENT COUNTY DEPARTMENT OF PUBLIC WORKS
COMMERCIAL TRASH COLLECTION SERVICES (07/01/26 - 06/30/27)
Change Order #8 2nd 1-Year Contract Extension 05/11/26
TABLE A

Location	Address	Qty & Size of Dumpsters	Number of Pickups	Unit Price Per Pickup	YEARLY TOTAL
Kent County Administrative Offices	555 Bay Road, Dover, DE 19901	1 - 8 C.Y. Dumpster	Twice Weekly 104 Pickups	\$ 38.56	\$ 4,010.24
Kent County Administrative Offices	555 Bay Road, Dover, DE 19901	1 - 8 C.Y. Cardboard Recycle Dumpster	Once Weekly 52 Pickups	\$ 38.56	\$ 2,005.12
911 Emergency Management Facility	911 Public Safety Blvd, Dover, DE 19901	1 - 8 C.Y. Dumpster	Once Weekly 52 Pickups	\$ 38.56	\$ 2,005.12
EMS Substation	2500 Forest Ave Dover, DE 19904	2- 95 Gal trash	Once Weekly 52 Pickups	\$ 3.12	\$ 324.48
EMS Substation	2500 Forest Ave Dover, DE 19904	1- 65 Gal. Recycling	Once Weekly 52 Pickups	\$ 3.12	\$ 162.24
Wheatley's Pond EMS	5100 Wheatley's Pond Rd. Smyrna, DE 19977	2- 95 Gal Trash	Once Weekly 52 Pickups	\$ 3.12	\$ 324.48
Wheatley's Pond EMS	5100 Wheatley's Pond Rd. Smyrna, DE 19977	1- 65 Gallon Recycling	Once Weekly 52 Pickups	\$ 3.12	\$ 162.24
EMS Substation- Harrington	503 Gordon St. Harrington, DE	1-4 Cubic Yard Dumpster	Bi-Weekly pickup= 26 pickups	\$ 19.28	\$ 501.28
Kent County Recreation Center	1683 New Burton Rd., Dover, DE 19904	1 - 8 C.Y. Dumpster	Once Weekly 52 Pickups	\$ 38.56	\$ 2,005.12
Kent County Recreation Center	1683 New Burton Rd., Dover, DE 19904	1 - 8 C.Y. Recycle Dumpster	Once Weekly 52 Pickups	\$ 38.56	\$ 2,005.12
Pump Station No. 1	205 Mill Street, Smyrna, DE 19977	4 - 2 C.Y. Dumpster	Twice Weekly 104 Pickups x 4 Dumpsters = 416 Pickups	\$ 9.64	\$ 4,010.24
Pump Station No. 6	DAFB-Old Lebanon Rd., Dover, DE 19901	1 - 2 C.Y. Dumpster	Once Monthly 12 Pickups	\$ 9.64	\$ 115.68
Pump Station No. 14	1969 S. DuPont Hwy, Dover, DE 19901	1 - 2 C.Y. Dumpster	Once Monthly 12 Pickups	\$ 9.64	\$ 115.68
Kent County RRRF - Building A	139 Milford Neck Rd, Milford, DE 19963	1 - 4 C.Y. Dumpster	Once Weekly 52 Pickups	\$ 19.28	\$ 1,002.56
Kent County RRRF - Building B	139 Milford Neck Rd, Milford, DE 19963	2 - 20 C.Y. Roll-Off	Weekly 104 pickups	\$ 203.53	\$ 10,583.56
Kent County RRRF - Building B	139 Milford Neck Rd, Milford, DE 19963	1 - 8 C.Y. Cardboard Recycle Dumpster	Once Weekly 52 Pickups	\$ 38.56	\$ 2,005.12

KENT COUNTY DEPARTMENT OF PUBLIC WORKS
COMMERCIAL TRASH COLLECTION SERVICES (07/01/26 - 06/30/27)
Change Order #8 2nd 1-Year Contract Extension 05/11/26
TABLE A

Location	Address	Qty & Size of Dumpsters	Number of Pickups	Unit Price Per Pickup	YEARLY TOTAL
Kent County RRRF - Building J	139 Milford Neck Rd, Milford, DE 19963	1 - 4 C.Y. Dumpster	Every Other Week 26 Pickups	\$ 19.28	\$ 501.28
Kent County RRRF - Building K	139 Milford Neck Rd, Milford, DE 19963	1 - 4 C.Y. Dumpster	Once Weekly 52 Pickups	\$ 19.28	\$ 1,002.56
Kent County - Brecknock Park	80 Old Camden Rd Camden, DE 19934	1 - 8 C.Y. Dumpster	Twice Weekly 104 Pickups	\$ 38.56	\$ 4,010.24
Various Locations Within Kent County	Various Locations Within Kent County	1 - 20 C.Y. Roll-Off	4 Times Per Year	\$ 203.53	\$ 814.12
TOTAL COST FOR 1-YEAR CONTRACT EXTENSION					\$ 37,666.48



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: May 19, 2026

SUBMITTED BY: Austin Walls, Public Works

ITEM TYPE: Information / Discussion Item

AGENDA SECTION: _____

WORKSHOP ITEMS:

SUBJECT: DNREC Conciliation Order – Implementation Plan – FY 27 Projects

ATTACHMENTS:
[DNREC_Conciliation_Agreement_Update_051926.pdf](#)



DNREC Conciliation Agreement Implementation Plan Projects For FY27

Sam Bautista, P.E., Director of Public Works
May 19, 2026 – Commissioners' Workshop



Conciliation Agreement by Order Summary

Effective Date: August 14, 2025

- **11 Corrective Measures – Addressed**
- **DNREC and County Staff continue having monthly check-in meetings.**

Item H – Implementation Plan – Submitted April 10, 2026

- **Establishes 16 On-going & Future projects.**



Biosolids Capacity Expansion Project

Project will increase capacity of the solids processing system to 17.2 dry tons per day (dtpd) on an annual average basis and 23.1 dtpd on a maximum monthly basis. The proposed expansion includes the following upgrades:

- Two new sludge screening units to screen waste activated sludge;
- Four new 3-belt style belt filter presses; and
- Two new belt dryers.

Status: The building is in the final stage of the foundation construction and masonry walls are being constructed. All pre-engineered metal building materials are on site.

Staff and M2 Construction (Contractor) started value engineering for cost savings.

Tentative Schedule	Date
Design	Completed
Completion of Phase 2 (Contract 2)	June 2026
Completion of Phase 3 (Contract 3)	January 2028
Commissioning and Closeout	February 2028

Funding Source	Amount
Capital Budget (Working Capital Reserve & Main System Capital Improvement Fees)	\$ 27,496,100
State of Delaware Revolving Fund Loan	\$ 17,000,000
New Obligation Bond	\$ 7,968,100
Total Funds	\$ 52,464,200





Aeration Basin Diffuser Replacement Project

Approved by Levy Court on April 28, 2026, project will replace chains (laterals), diffuser assemblies, and a total of 936 diffusers in both aeration basins. Existing diffusers are five to seven years old and are nearing the end of their useful life.

As a stop-gap measure to ensure continued permit compliance and operational reliability until the full Biological Process Upgrade is completed.

Public Works will return to Levy Court to award a contract for installation services, which is estimated at \$200,000. Public Works will need to properly dispose of the replaced diffusers which is estimated to cost \$60,000.

Tentative Schedule	Date
Design / Bid	April 2026 – August 2026
Construction	Sept 2026 – March 2027
Commissioning and Closeout	April 2027

Funding Source	Amount
Operating Revenue / Contingency	\$ 950,000
Total Funds	\$ 950,000









Biological Treatment Process Capacity Project

The Biological Capacity Upgrade Project would upgrade to the current biological process and with another BNR configuration such as a 4-stage or 5-stage Bardenpho. Wet weather strategies would also be considered in this evaluation.

Planning/pre-engineering phase: 9 months - Prepare a specialized model of the wastewater treatment plant to determine upgrade alternatives. Analyze and evaluate hydraulic conditions that impact the performance of the secondary clarifiers and downstream processes. Controls and instrumentation upgrades would also be addressed during the evaluation.

After the planning phase, Carollo will start the Preliminary Engineering Report (PER) by January 2027. The PER will take approximately 4 months and staff will evaluate the alternatives by May 2027. PER needed for loans.

Once the preferred alternative is chosen, the design phase will start and take approximately a year (June 2028). After the project is publicly bid, the project will take 36 months to construct. Construction completion is expected to be July 2031.

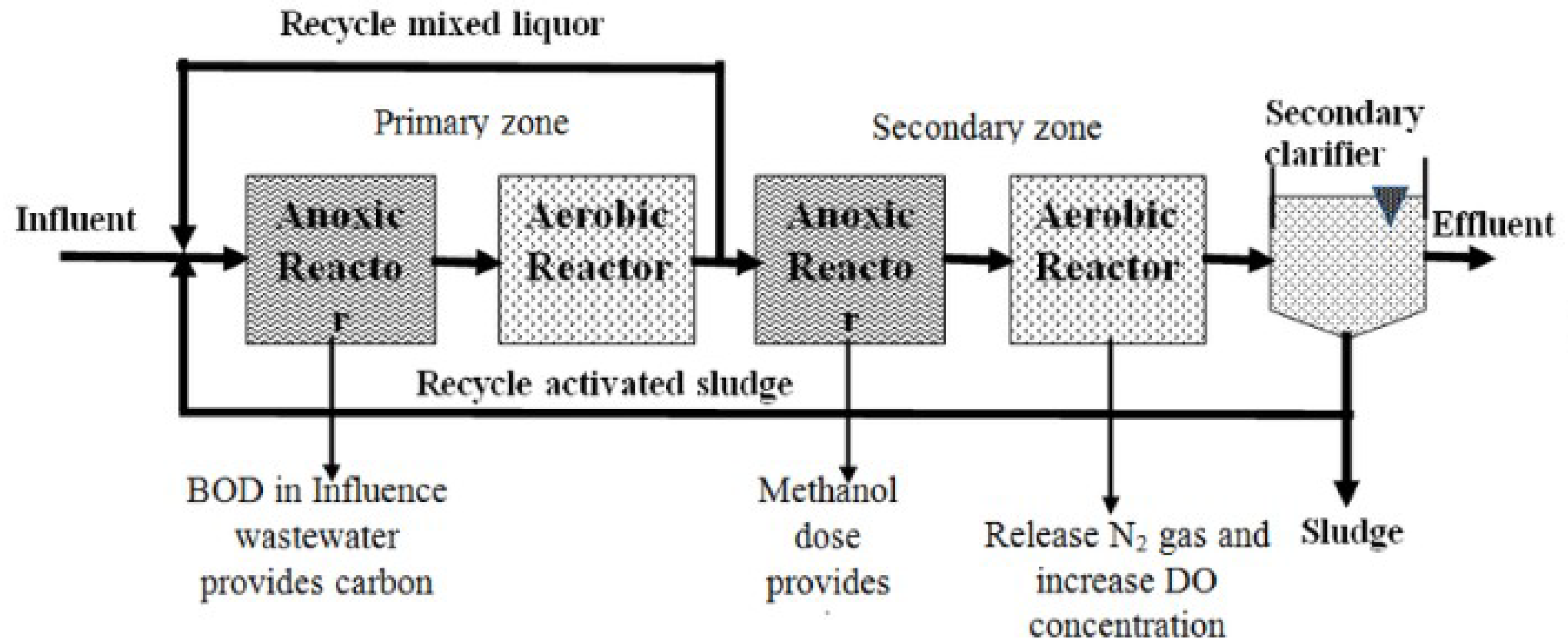
This project is supported by Congresswoman McBride and Senator Blunt Rochester for Congressional Directed Spending Funds.

Tentative Schedule	Date
Planning / Preliminary Engineering	April 2026 – May 2027
Design	June 2027 – June 2028
Construction	July 2028 – July 2031
Commissioning and Closeout	August 2031

Funding Source	Amount
Operating Revenue	\$ 600,000
Federal Grant	\$ 9,000,000
Main System Capital Improvement Fees	\$ 6,000,000
State of Delaware Revolving Fund Loan	\$ 4,400,000
Total Funds	\$ 20,000,000







UV Disinfection System Upgrade Project

This UV Disinfection System Upgrade Project is currently listed in the FY27 Capital Improvement Program to mitigate disinfection-related violations.

Public Works staff will solicit engineering consultants for design services and will commence the engineering phase by July 2026. Design will take approximately a year.

After the project is publicly bid, the project will take 18 months to construct. End of construction will be towards the end of 2028.

This project is supported by Congresswoman McBride and Senator Blunt Rochester for Congressional Directed Spending Funds.

Tentative Schedule	Date
Design	July 2026 – June 2027
Construction	July 2027 – Dec 2028
Commissioning and Closeout	January 2029

Funding Source	Amount
Operating Revenue	\$ 150,000
Federal Grant	\$ 2,400,000
State of Delaware Revolving Fund Loan	\$ 1,200,000
Total Funds	\$ 3,750,000







Influent Building - Headworks Improvements

Influent building (Headworks) and its concrete structures show signs of corrosion and deterioration caused by exposure to hydrogen sulfide. Repair/replacement is recommended for these structures.

The initial FY2027 allocation will be for engineering evaluation and design of the new structure.

Additional funds will be allocated for construction in FY2028 and FY2029.

Once the FY27 budget is approved by Levy Court, Public Works will hire an engineer to start the evaluation and design of the project.

Tentative Schedule	Date
Planning / Preliminary Engineering	July 2026 – Jan 2027
Design	Jan 2027 – Dec 2027
Construction	Feb 2028 – Feb 2029
Commissioning and Closeout	March 2029

Funding Source	Amount
Operating Revenue	\$ 938,000
State of Delaware Revolving Fund Loan	\$ 2,812,000
Total Funds	\$ 3,750,000





Murderkill River Crossing Project

Replacement of approximately 2,100 feet of original 36” PCCP including a directional drill of approximately 1,300 feet of HDPE pipe under the Murderkill River.

The County has received a Federal Grant in the amount of \$2,600,000 and formal Federal grant administration and requirements training on May 26 & 27, 2026.

Public Works will prepare a Request for Proposal (RFP) for engineering design and construction management services and hire a qualified firm. This project will comply with all Federal procurement policies.

Tentative Schedule	Date
Design	July 2027 - July 2028
Construction	Aug 2028 – Aug 2029
Closeout	September 2029

Funding Source	Amount
Working Capital Reserve	\$ 658,000
Federal Grant	\$ 2,600,000
Total Funds	\$ 3,258,000



Force Main Replacements

This project is the replacement of the original 30” concrete force main from PS 3 to PS 4, divided into three (3) phases. Phase I and II are in conjunction with DelDOT. This is a main sewer transmission relocation project of the original 30” concrete force main from PS 3, starting at Puncheon Run stream to Rising Sun Road.

Phase I – East Camden Bypass to Sandy Hill Trail: The project was split into two phases, with the first phase being constructed under the East Camden Bypass Project (ECB) to the vicinity of Sandy Hill Trail. Phase I is complete. Original estimate was \$1,600,000.

Phase II – East Camden Bypass to Puncheon Run Stream: This portion of the project is scheduled to start construction in FY27 and be completed in FY28. Due to the delay in the construction, the County will reapply for funding through the State of Delaware Revolving Fund Loan. Construction start is dependent upon DelDOT project schedules.

Tentative Schedule	Date
Design	Complete
Construction by DelDOT contractor	Dec 2026 – Dec 2027
Closeout	Jan 2028

Funding Source	Amount
State of Delaware Revolving Fund Loan	\$ 9,020,000
Total Funds	\$ 9,020,000



Force Main Replacements – PS3 to PS4

Puncheon Run Transmission Bypass - This project extends the South Central Bypass from Isaacs Branch along US Route 13 to the connection of the City of Dover’s Puncheon Run force main. The City of Dover’s pump station will then be redirected away from the main transmission to South Central Bypass providing more capacity for PS 3 and the main transmission line. Currently, during high flow events the City of Dover station reduces the flow capacity out of PS 3. This project is being planned in coordination with the DelDOT Route 13 widening.

Status: Public Works has hired JMT to conduct a subsurface survey to determine all existing utilities that would affect the alignment of the new force main. The extent of this project will require it to be designed and constructed in phases.

Tentative Schedule	Date
Survey / Preliminary Eng. & Pre-Design	June 2026 -Mar 2027
Design	Mar 2027 – Dec 2027
Construction	Feb 2028 – Feb 2029
Commissioning and Closeout	March 2029

Funding Source	Amount
Main System Capital Improvement Fees	\$ 2,600,000
Total Funds	\$ 2,600,000



Pipeline Condition Assessment

Duke’s is assessing gravity sewer mains in various locations in the County and the Dover Air Force Base. Approximately 85% complete.

Duke’s will prepare condition assessment reports to determine areas with deficiencies. Reports will be complete by October 2026.

Staff will review reports and prioritize areas for repair/rehabilitation.

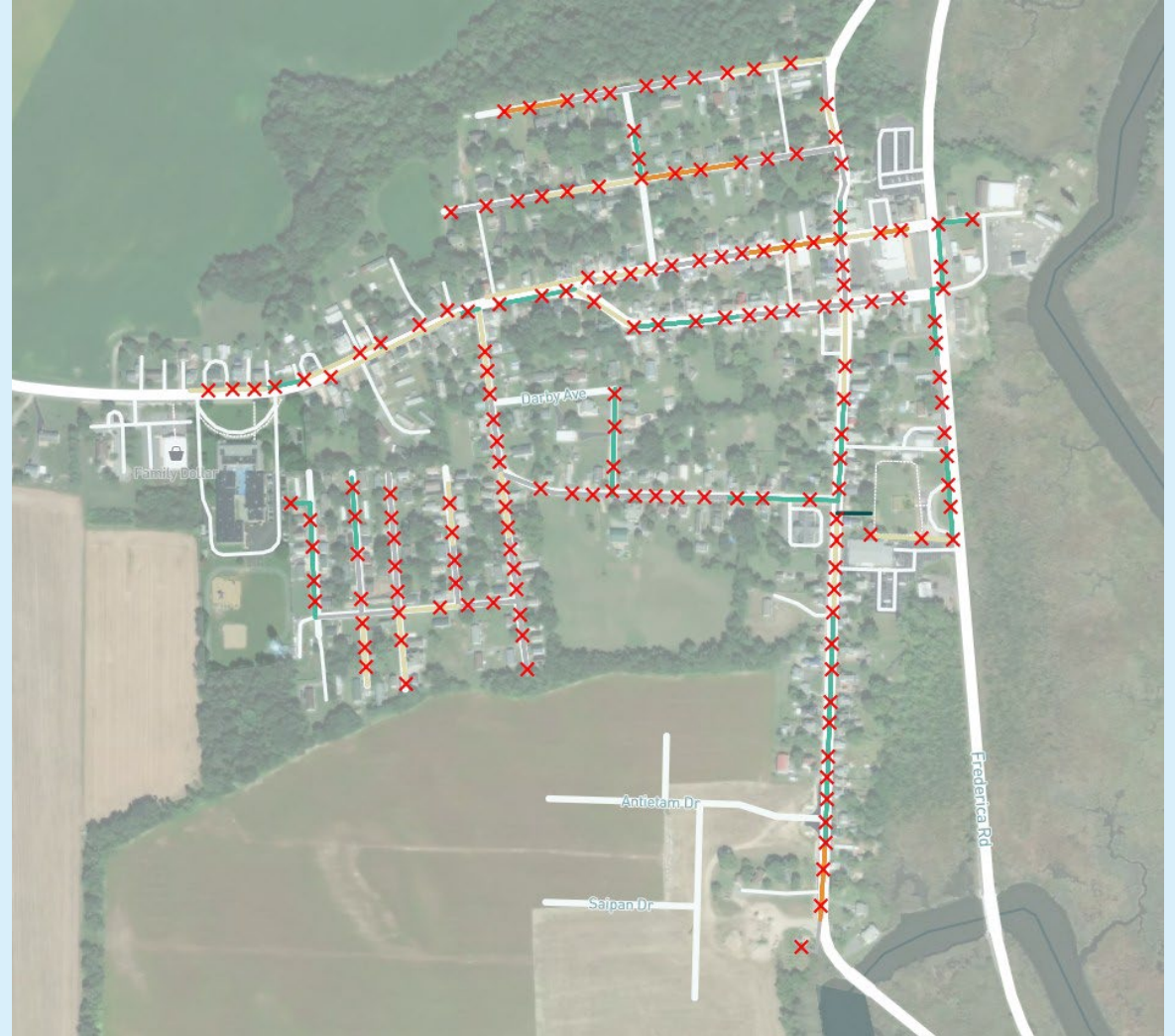
A Countywide Gravity Sewerline Repair/Rehabilitation Project will be funded through the State Revolving Fund.

Tentative Schedule	Date
Review Reports	October 2026-Dec 2026
Design	January 2027 – July 2027
Construction	August 2027 – July 2029

Funding Source	Amount
State of Delaware Revolving Fund Loan	\$ 3,100,000
Total Funds	\$ 3,100,000



Pipeline Condition Assessment





Questions





Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: May 19, 2026

SUBMITTED BY: Austin Walls, Public Works

ITEM TYPE: Discussion/Direction

AGENDA SECTION: _____

WORKSHOP ITEMS:

SUBJECT: High Strength Wastewater & Surcharge Fees

ATTACHMENTS:
[Surcharges and High Strength Wastewater 051926.pdf](#)



HIGH STRENGTH WASTEWATER & SURCHARGE FEES

Sam Bautista, P.E., Director of Public Works

May 19, 2026 – Commissioners' Workshop



Definition

High strength wastewater (HSWW) contains elevated levels of pollutants such as Biochemical Oxygen Demand (BOD), Total Oxygen Demand (TOD), Total Suspended Solids (TSS), fats, oils, & grease, nitrogen, or phosphorus compared to typical domestic wastewater.

HSWW comes from mostly industrial users. The County has seven (7) industrial users.



Why It Matters?

Each of these pollutants can be treated at our facility.

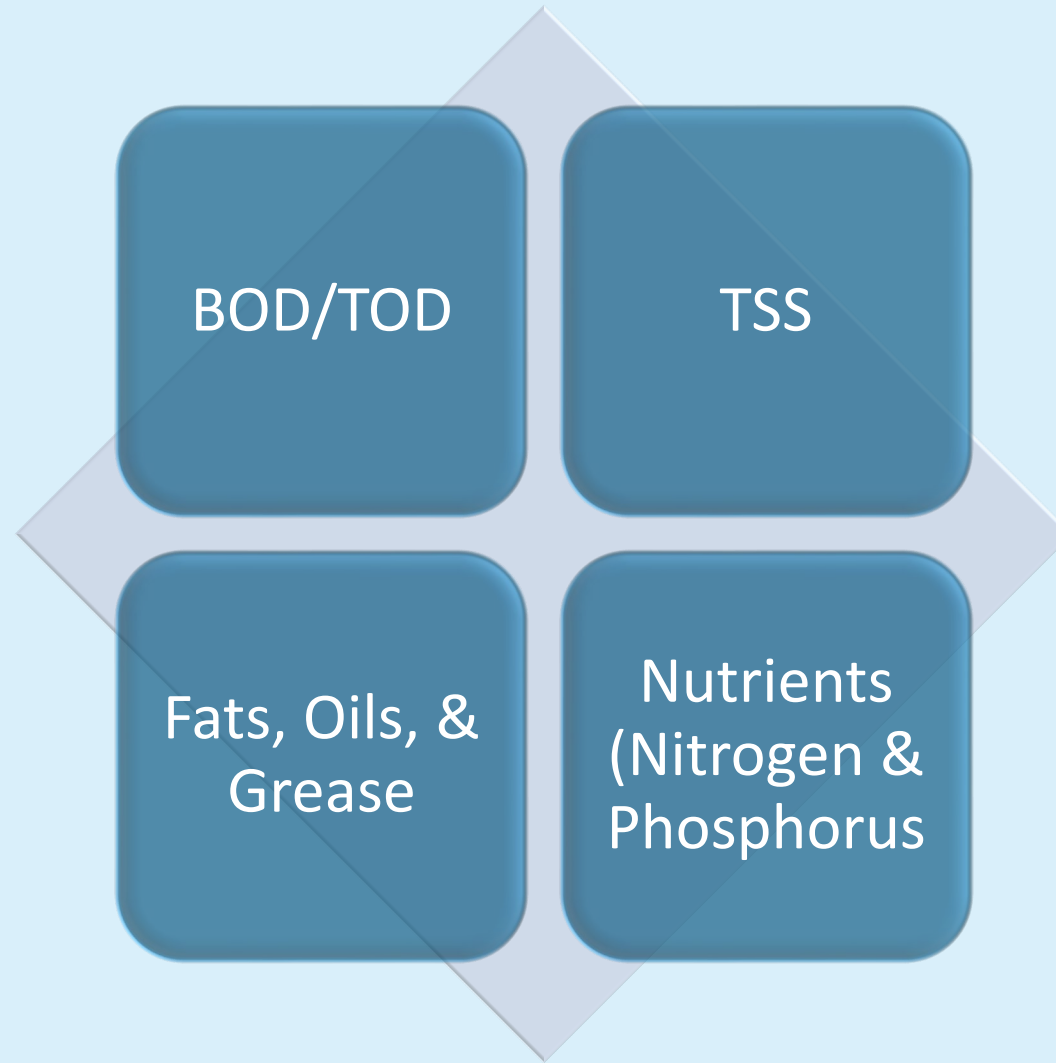
The standard design criteria for a wastewater treatment facility utilizes domestic strength waste to determine total oxygen loadings for the facility.

HSWW can cause upsets to the plant and may damage infrastructure.

HSWW treatment places a higher demand on energy, manpower, and chemical costs.



Key Parameters



Industries Involved

Food &
Beverage

Breweries &
Wineries

Car Washes

Restaurants &
Commercial
Kitchen

Meat, Seafood,
& Poultry
Processing

Landfills &
Leachate



Community Impact

High strength discharges can:

*Overload &
Upset Treatment
Plant*

*Increase
Chemical/Energy
Use*

*Reduce capacity
for community
growth*



Impacts

Require more oxygen for treating the waste than what the original design called for.

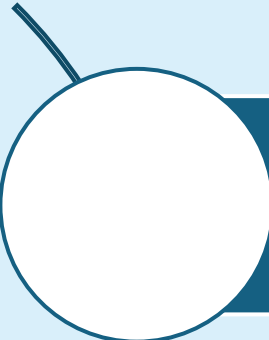
More oxygen =
more energy =
more \$\$\$\$

HSWW requires more microorganisms to assimilate the liquid. In turn, the additional biomass generates more solids for our sludge handling facility to process.

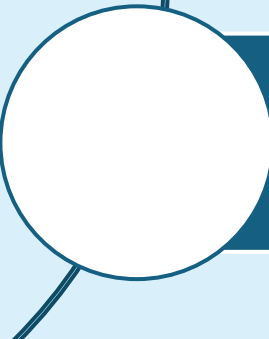
In order to treat our biosolids, more chemicals are used to process and dry our solids. More solids require more land or more disposal at a landfill.
\$\$\$\$



SURCHARGE PROGRAMS



NOT a revenue generator.



A cost recovery tool where dischargers of high strength wastewater pay additional fees to offset the extra treatment costs.



HOW SURCHARGE PROGRAMS WORK

- 1. Establish baseline domestic strength values.
- 2. Measure discharger's actual wastewater strength.
- 3. Apply cost factors for excess loadings.
- 4. Bill industries accordingly.



BENEFITS OF SURCHARGE PROGRAMS

- Industrial Users pay for their fair share of treatment costs.
- Encourages Industrial Users to increase pretreatment at the source.
- Recover cost for improvements at the plant.



Determining Surcharge by TOD

Section 180-12 (P)(4b): Industrial wastewater discharge permits. Surcharge for certain industrial wastes. Calculation of surcharge.

Actual pounds/month = total monthly flow (MG) x Average sample TOD concentration x 8.34 lbs/gallon

The TOD surcharge applies if TOD mass limits exceed a surcharge level of 520,000 lbs/month, action level of 650,000 lbs/month and an enforcement level of 780,000 lbs/month.



Determining Surcharge by TOD

TOD mass limits and charge:

Surcharge level of 520,000 lbs/mon (\$0)

Action level of 650,000 lbs/mon (\$0.25)

Enforcement level of 780,000 lbs/mon (\$0.50)

Industrial Users do not reach Action level mass limits; therefore, no charges are assessed.

Surcharge Fee should be based on the difference between Domestic TOD and Industrial TOD. This determines the Industrial Users fair share, above the domestic user.



Example: Industrial User – January 2026

Determine Domestic TOD Pounds:

$$\begin{aligned}\text{Actual pounds/month} &= \text{total monthly flow (MG)} \times \text{Average sample TOD concentration} \times 8.34 \text{ lbs/gallon} \\ &= 33.76 \text{ MG} \times 682 \text{ (Industry Std. \#)} \times 8.34 \\ &= 192,022.83 \text{ pounds of TOD}\end{aligned}$$

Determine Industrial TOD Pounds:

$$\begin{aligned}\text{Actual pounds/month} &= \text{total monthly flow (MG)} \times \text{Average sample TOD concentration} \times 8.34 \text{ lbs/gallon} \\ &= 33.76 \text{ MG} \times 1,123 \text{ (Actual)} \times 8.34 \\ &= 316,190.08 \text{ pounds of TOD}\end{aligned}$$

$$\text{Surcharge} = \text{Industrial TOD} - \text{Domestic TOD} = 316,190.08 - 192,022.83 = 124,167.25 \text{ pounds}$$

$$\text{Surcharge Fee for January 2026} = 124,167.25 \times \$0.25 = \text{\textcolor{red}{\$31,041.81}}$$

February 2026's numbers: Flow = 29.46 MG, Industrial's TOD Concentration = 997.42

Surcharge for February 2026 = 77,497.56

$$\text{Surcharge Fee for February 2026} = \text{\textcolor{red}{\$19,374.39}}$$



Levy Court Direction

If Levy Court directs staff to pursue changes in the Surcharge Fee:

- *Amend the current ordinance to remove the TOD Mass levels and set a baseline TOD level for domestic level.*
- *Replace Surcharge Fee calculation to:*
$$(Total\ Industrial\ User\ TOD - Total\ Domestic\ TOD) \times \$0.25$$
- *Meet with Industrial Users to notify them of this change in their Industrial Wastewater Discharge Permit.*
- *Make new ordinance effective January 1, 2027 allowing Industrial Users time to make improvements in their pretreatment process.*





Questions

