



**Kent County Levy Court Business
Meeting Notice and Agenda
555 Bay Road , Dover, DE 19901
Levy Court Chamber - Room 203
Tuesday, January 27, 2026**

7:00 PM, BUSINESS MEETING

Location: Levy Court Chamber, Room 203

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 Access Code: 2342 429 6539; Password: #

Call to Order

Invocation

Pledge of Allegiance

Moment of Silence for our Troops and First Responders

Roll Call and Determination of Quorum

Adoption of Agenda

Public Comments on Agenda Items

- *Note: Public Comments for Public Hearing Item(s) will be during their public hearings.*

Consent Agenda 26-02

- *(Item(s) on the Consent Agenda are considered routine and/or non-controversial and will be acted upon by a single roll call vote of the Levy Court. There will be no separate discussion of this/these item(s) unless a Commissioner so requests, in which event the item(s) shall be removed from the Consent Agenda and considered separately under New Business.)*
 - *Approval of Levy Court Business Meeting Minutes of Tuesday, January 13, 2026,*
 - *Action item(s) from January 20th Workshop:*
 - *Dump Truck RFQ Review*

PRESENTATIONS:

1. Employee of the Month for February

2. Perfect Attendance Award 2025

INTRODUCTIONS

New Employees

PUBLIC HEARINGS

Mr. Hall:

1. Ordinance **LC25-29**, An Ordinance to amend the Comprehensive Plan Map Designation and the Official Zoning Map of Kent County, Delaware pursuant to the provisions of Kent County Code, Vol. II, Chapter 205 Zoning, Article III, Section 205-8 and Section 205-9, and Article XXVIII (changes and amendments) effective December 01, 2000, as amended.

- **Ref: Application CZ-26-01 - King, Allen E & Amanda L.:** Request to amend the Zoning Map from AR(Agricultural Residential) & IG(General Industrial) to AR(Agricultural Residential & BG(General Business) located outside the Growth Zone Overlay District. / ED-00-066.00-01-55.00-000

2. **Application CS-26-01, DE State Fire School:** Request Conditional Use with Site Plan Approval of a Comprehensive signage package located inside the Growth Zone Overlay District. / ED-00-066.00-02-46.00-000

Mr. Pepper:

1. **Ordinance LC26-02 - FY26 Budget Amendment** - An Ordinance to amend Ordinance 25-11, the FY26 Annual Operating Budget of Kent County, Delaware for the fiscal year beginning July 1, 2025 to incorporate projected expenditure and revenues not included in the originally adopted budget

CLOSE PUBLIC HEARINGS

OLD BUSINESS

NEW BUSINESS

Mr. Scott:

Mr. Hall:

1. **Resolution 4143**, A Resolution calling a Public Hearing Upon a Proposal to extend Kent County Sewage Disposal District No. 1, Twin Maples Mobile Home Park (Kenton Area)

Mrs. Masten:

Resolution 4145, A Resolution Adopting an Amendment to the Business Meeting Rules of Procedure of the Kent County Levy Court
Executive Session Motion and Adjournment Procedures

OTHER BUSINESS

- Move to go into Executive Session immediately following the Business Meeting for preliminary discussion on site acquisition for a publicly funded capital improvement; legal

strategy session regarding collective bargaining or pending or potential litigation; and personnel matters pursuant to 29 Del.C. 10004(b)(2), (4), and (9)

INFORMATION ITEMS

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

EXECUTIVE SESSION, if needed

- Immediately following the Business Meeting.
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: 1/20/26

Revised:

Posted by: L. Tanaka

Time: 5:30 PM

Take down: Upon Replacement or on 1/28/26

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 BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Lorri Tanaka, Administration

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda 26-02

SUBJECT:

- *Approval of Levy Court Business Meeting Minutes of Tuesday, January 13, 2026,*
- *Action item(s) from January 20th Workshop:*

ATTACHMENTS:

[Kent County Scanning_20260120_142005.pdf](#)

**MINUTES OF THE KENT COUNTY LEVY COURT
REGULAR BUSINESS MEETING
KENT COUNTY ADMINISTRATIVE COMPLEX
555 BAY ROAD, DOVER, DE
LEVY COURT CHAMBER, ROOM 203
TUESDAY, JANUARY 13, 2026**

Call to Order

The Business meeting of the Kent County Levy Court was called to order at 7:00 p.m. by President Masten.

Invocation

The Invocation was led by Commissioner Pepper.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Angel.

Moment of Silence for our Troops

A moment of silence was observed for our Troops and led by Commissioner Sweeney.

Roll Call

Allan F. Angel	Commissioner
Jeffrey W. Hall	Commissioner
Paul Hertz	Commissioner
Terry L. Pepper	Commissioner
Robert Scott	Vice President
George W. Sweeney, Sr.	Commissioner
Joanne Masten	President

There are seven (7) Commissioners present at Roll Call.

ADOPTION OF AGENDA

M-26-001 **Motion** to adopt agenda as presented made by Mr. Scott; seconded by Mr. Pepper; carried by Roll Call vote seven (7) yeas.

Public Comments on Agenda Items other than Public Hearing Items

Note: Public Comments for Public Hearing Item(s) will be during their public hearings.

Elaine Elston, 4415 Halltown Road, Hartly, DE: I was just trying to get some confirmation that the Ordinance LC25-28, the keeping of animals was going to be discussed tonight, and at which point there would be comments around that. I do see those numbers under Mr. Angel in the Public Hearing, but the descriptor did not seem to match the keeping of animal's ordinance. Just looking for clarification tonight.

Mrs. Masten: Mrs. Elston, I can assure you that item is not on the agenda for tonight.

Mrs. Elston: It is not. Is there a hearing coming forward about that?

Mrs. Masten: No ma'am.

Mrs. Elston: Oh, has that been finalized?

Mrs. Masten: No ma'am.

Mrs. Masten: Okay, thank you very much.

Mrs. Elston: You have a great evening and thank you for joining us.

CONSENT AGENDA 26-01

- (Item(s) on the Consent Agenda are considered routine and/or non-controversial and will be acted upon by a single roll call vote of the Levy Court. There will be no separate discussion of this/these item(s) unless a Commissioner so requests, in which event the item(s) shall be removed from the Consent Agenda and considered separately under New Business.)
- Approval of Levy Court meeting Minutes from Tuesday, December 16th, 2025

M-26-002 **Motion** to adopt Consent Agenda 26-01 made by Mr. Pepper; seconded by Mr. Angel; carried by Roll Call vote seven (7) yeas.

Mr. Angel: Yes, on tonight the paramedic request. I don't see it on the agenda. Is that part of the consent?

Kevin Sipple, County Administrator: It's under Mr. Pepper under New Business.

Mr. Angel: Under budget? Thank you. Just wanted to clarify, thank you.

PRESENTATIONS

Tributes to Eagle Scouts from Troop 135

Mr. Sweeney: Full disclosure. I was on track to achieve my Eagle Scout award back in the day, few decades ago, after years in Cub Scouts, Webelos and Boy Scouts with Scout Leaders like Claire Murray, my mom, my dad, my uncle. I was overtaken by fumes, gasoline and perfume and left scouting. To this day, it's one of my greatest regrets not to have stuck with it to get my Eagle Scout. So, to those young men and women who have had the fortitude and the desire to stick with it, I have a great amount of respect, and that is for you Landen and Dominic. But if Scouts of America ever introduced a path to Eagle Scout for those who are well over 18, I'd be one of many who would line up to try and achieve my Eagle Scout as one of my final bucket items. From Arthur Rose Eldrid in 1912 to Landen Swank and Dominic Haas, many scouts have achieved the prominent status of Eagle Scout. Today Landen and Dominic have joined the likes of President Gerald Ford, ex-Mayor of New York City Michael Bloomberg, astronauts Neil Armstrong and James Lovell and Director Steven Spielberg. While perseverance is one of the characteristics those in the program need to finish, it's the leadership they achieve that will guide them the rest of their lives. Congratulations to the parents of Landen and Dominic, the Scout Leaders who led them from Cub Scouts to Boy Scouts, the family members who have supported them and other scouts in their troops, and especially to Landen and Dominic for attaining this prestigious award. So, I have two tributes to read from Kent County Levy Court to read in the record and then we'll ask Landen and his family and Dominic and his family to come forward for pictures and to receive these tributes.

The following was read into the record by Mr. Sweeney.

Kent County Levy Court Tribute to Eagle Scout Landen Swank

It is a distinct honor and privilege to present this Tribute today,
Tuesday, January 13, 2026, to Landen Swank, in recognition of achieving
the
Scouting America's highest rank of Eagle Scout.

Landen began his Scouting journey in 2016 as a Wolf Scout with Pack 135 and has spent the past eight years demonstrating exceptional dedication, leadership, and character. He earned 31 merit badges and served Troop 135 in key leadership roles, including Outdoor Ethics Guide, Librarian, Assistant Patrol Leader, two terms as Patrol Leader of the Spartans, and ultimately Senior Patrol Leader. For his Eagle Scout Project, Landen designed and constructed a Gaga ball pit for Providence Creek Academy, benefiting current and future students—including his younger brother. The project required extensive planning, three days of preparation, one day of installation, and the coordinated efforts of eight Scouts and five adults. His work reflects his commitment to service, teamwork, and community improvement. May God add a special blessing to this noble accomplishment!

**Kent County Levy Court Tribute to
Eagle Scout
Dominic Haas**

It is a distinct honor and privilege to present this Tribute today, Tuesday, January 13, 2026, to Dominic Haas, in recognition of achieving the Scouting America's highest rank of Eagle Scout. Dominic began his Scouting journey in 2016 as a Bear Scout with Pack 135 and has since distinguished himself through eight years of dedication, earning 31 merit badges and serving in key leadership roles, including Assistant Patrol Leader of the Bullfrogs, Instructor, Patrol Leader, Assistant Senior Patrol Leader, and ultimately Senior Patrol Leader of Troop 135. For his Eagle Scout Project, Dominic designed and constructed a memorial bench and concrete pad honoring a Smyrna-Clayton Little League player who tragically lost his life. His year-long project involved reclaiming and restoring bench legs from John B Moore Middle School, fabricating new supports from angle iron, and incorporating baseball bases

and wooden bats into the seat and backrest. This thoughtful and
skillful work now stands
as a lasting tribute to a young life and a meaningful contribution to his
community.

May God add a special blessing to this noble accomplishment!

Landen, Dominic and their families were invited to come to the front of
the dais.

Mr. Sweeney: I've said everything, so this is Landen Swank and his mom
and dad and his little brother, I mentioned in the tribute. Look, this is a
great honor for us to present. Normally I do this at the Court of Honor for
the Eagle Scout, but unfortunately, I missed that one. So, we brought them
in tonight to present. It'll be out on the internet. You guys can download it,
keep it forever.

Mr. Angel: Yes, congratulations. Having been a Webelo, Cub Scout and a
Boy Scout, I remember those days like they were yesterday so, but to hit
Eagle, wow, that's great. Congratulations to you, sir and many more.

Mr. Scott: Landen, congratulations this is quite an honor and an
accomplishment, so thank you for everything and hopefully you'll
continue this path to teach the ones below you.

Mrs. Masten: Congratulations, Landen. When I saw Pack 135, I was
pretty sure it was Smyrna and that's my home base, so I really appreciate
what you've done and I'm sure your family as well as everybody else is
really, really proud of you. Keep up the great work and it's upward and
onward for you.

Mr. Pepper: Landen, congratulations. This is not only an honor, but it's a
weight that's been put on your shoulders that you'll carry with you for the
rest of your life. So, if you do anything bad, I'm serious now, if you do
anything bad, people are going to say, but he was an Eagle Scout. So, you
have to live up to being an Eagle Scout for the rest of your life. And I wish
you the best of luck, and I have no doubts that you'll carry on what you
started and I'm sure your family's very, very, proud of you. So, keep up the
good work.

Mr. Hertz: Yeah, congratulations. One of the fondest memories I've had
of growing up is my father was an Eagle Scout and listening to him tell me
the stories of when he was in Boy Scouts, I never did personally, but the
one thing I'll never forget is this trip they took with my grandfather to
New Mexico with the Boy Scouts. So, congratulations on a great
achievement.

Mr. Hall: Truth be told I was a Cub Scout for 30 minutes and then I realized that this is a lot of work. So, this is a quite a tribute to yourself and your family and congratulations.

Mr. Sipple: I was also a Cub Scout and Boy Scout, and I did last longer than 30 minutes, but I think everybody said congratulations, quite an accomplishment for you. I'm sure your parents are very proud of you. Congratulations.

Landen: Well, I didn't prepare a speech. Well, I don't really need the microphone, but I definitely wanted to thank my parents for, you know, being along with me through this entire journey and all the people who helped me along the way, including our scout master back there. He helped me a lot too in our past one as well, and that's pretty much it. I just wanted to thank everybody who's helped me get here so far.

Mr. Sweeney: So, the two Eagle Scout projects tonight, you'll notice either benefit or in honor of kids. And this is something I noticed. So, I get to sit on the Eagle review board, and I sat on the Eagle Review board for Dominic and for Landen when they presented and it's just impressive to me. Just real quick, I have one other story when I was working toward my Eagle before I quit, my troop went to the Petersburg CNR center back then, and we didn't have camps like they do now and there was about 25 of us there. And a friend of mine Will Middleton was chopping a tree and missed the tree and put the axe in his knee. Twenty-five of us got our medical badges that night, at the same time. So, Dominic's project was for the little league for...and I saw pictures of the bench, and it's absolutely amazing because there was a lot of initiative, a lot of intuitiveness and indoctrinating baseball into the bench was truly amazing. So, Dominic congratulations again.

Mr. Angel: Well, Dominic, I can't beat that story, but all I'm going to say is I do miss the scouts. It prepared me well from when I got into the service and some of my life experiences. So, congratulations, you have a great road ahead of you.

Mr. Scott: Dominic again congratulations and the same as I told Landen, it's quite an accomplishment, so, continue to set that path forward.

Mrs. Masten: Congratulations on your achievement. Once again, I'm happy to see you from Pack 135 and Smyrna. So, I'm pretty proud, and I know your parents as well as your Scout Master are very proud of you. Keep up the great job.

Mr. Pepper: Well, I hope you were listening to what I said before because it applies to you too. If you do anything wrong in your life from this point

on, it's going to be pointed out, but he was an Eagle Scout. So, you've got to keep the tradition alive and honor that position that you have and honor all those that came before you and behind you. So, congratulations, keep up good work. I know your parents are proud of you.

Mr. Hertz: Yeah, congratulations. That's a great accomplishment. I know it's a lot of hard work and it's great to see young people put out the effort to do something like what you did. Congratulations.

Mr. Hall: Yeah, and this is fantastic. Congratulations to you and to your parents and be careful with axes and hatchets.

Mr. Sipple: Again, Dominic congratulations on your award, well deserved.

Dominic: Scouts was like...one thing about scouts was the adversity it brought me. The story I have was I failed my swim test almost five times for a year and when I went to do it, I went through it in North Carolina, 17-degree water in the middle of a thunderstorm, sirens blaring, and I passed it and then it just steam rolled, so. I would like to thank all the leaders, my dad, Mr. Sam is a big part of it. Landen, thank you and two of my friends in PA who helped me push through it.

Mr. Sweeney: So, Mr. Hass just happens to be the true leader for 135 for both these young men, so, Mr. Haas.

Mr. Haas: Just both these boys bust their backside getting their projects done, pushing it to the last minute. Like Dom said, he's on a slow roll and once we went to Rescue Falls, the light bulb went off and it was nonstop. The day before he turned 18 was the day his book made it to Accourage. Landen's project, actually we just got done putting another one over there, another Gaga ball pit. So, there's two now, PCA, one for the upper school and the lower school, so all the kids can you know, take advantage of it and learn from it. And I'd like to say thank you to you guys for doing this for the boys. This is very nice. Appreciate it.

Presentation to Honorable Allan F. Angel

Mrs. Masten: The next item on our agenda is really, really, it's a huge accomplishment especially in today's world, but I am so honored and so humbled to be able to present a public service award for his 20 years of service to the Honorable Allan F. Angel.

The Levy Court of Kent County Delaware Proudly Recognizes and Honors:

Honorable Allan F. Angel

In Appreciation of his Twenty Years of Exemplary Public Service to the Residents of Kent County Delaware.

Through Steadfast leadership, Dedication, and Commitment to the Public Good, the Honorable Allan F. Angel has Faithfully Served as an Elected official, Demonstrating Integrity, Professionalism, and an Unwavering Devotion to the Principles of Public Service. His Contributions have Strengthened County Government and Positively Impacted the Community he Serves.

In Testimony Whereof, the Signature of the President of the Kent County Levy Court is Hereby Affixed this 13th Day of January 2026.

Mrs. Masten continued, "Congratulations, Allan on a job well done. My five years here, you've been a, a great mentor for me, and goodness knows we've shared many, many conversations about things and I look forward to the next three years of being able to work with you. So, in appreciation of everything, I'd like to present you with this public service award.

Mr. Pepper: Well, congratulations Allan. I know you put heart and soul into your position on Levy Court. I know you love Kent County, and you love Levy Court, and you've put ungodly hours in it and because we know that you're awake most of the night working, so, when you should be sleeping, you're doing Levy Court stuff. So, congratulations and I get through this year, 2026, I'll join the 20-year club, too.

Mr. Hertz: Yeah, congratulations Allan. It's been a great three years working with you and though we don't always agree, we always respect each other at the end of the day, and I enjoy the occasional dinner after Levy Court.

Mr. Hall: Congratulations, Allan. It's been an honor working with you and this is well deserved. So, congratulations.

Mr. Sipple: I agree too, Allan, I mean it's been a pleasure to work with you for 20 years. The history lessons that you give us of your tenure on Levy Court, things that newer employees don't know, we really appreciate all that you put in. And as they said, there's a lot of things that you do behind the scenes that people don't see dealing with a lot of storms, getting that tractor out there and doing the things for the for the public, it's, definitely well recognized.

Mr. Scott: So, let me tell the truth about you, Mr. Allan. No, honestly Allan, since the day I come on Levy Court, you put your hand out and, you know, you tried to do your best with showing us the path of Levy Court good and bad, pros and cons, but we've had many, many conversations, some we've agreed on, some we haven't, but at the end of

the day, we've still remained friends afterwards, so. I appreciate the years of service that you've given to your community and to Levy Court and I appreciate the three years that you've given Paul and I and Joanne for guidance, so thank you.

Mr. Sweeney: Congratulations Allan, and like President Masten said, in this here today and gone tomorrow world times are short. To put 20 years into something, that's pretty impressive, and all due respect, that one right there deserves a lot of credit as well. And our spouses, our wives, our husband, all deserve a lot of credit for what they have to go through as an elected official's spouse, especially a Levy Court spouse because we know how much this takes away from our daily lives and from our personal life, so Peggy and to Allan's family congratulations as well. Especially...I wouldn't recognize past US representative Nancy Wagner.

Mr. Angel: Wow. You know, this is great. I may have been missed during our time, but I wasn't forgotten, and I appreciate that. And yes, I am old, and I do have the history and, you know, I'm going to give you all what I always think I always have. But at the same time, if it wasn't for my family being here tonight and helping me through all this and with the things I couldn't do with them, and now they get to see exactly what you have said, and I appreciate that. And in the immortal words of Sally Field, the actress in 1985 when she got her second Academy Award, you really do like me, you do like me, was her statement. That's all I can think of but thank you. I really appreciate this, and this is a great honor and yes, I do love Levy Court and this county and anytime you need anything, just reach out and I will do what I can to help. I always have and always will. Even when I give up my three years, and I'm done. I will continue to work for you all. Thank you. Appreciate it.

Mrs. Masten: I'd like to take this opportunity to thank Chris for rallying everybody up in the family and friends to get them to come here because I think it was really important for Allan to have his family and friends here when he gets his 20-year certificate. So, thanks a lot Chris for doing this for us.

Mr. Angel's family and friends were invited to come to the front of the dais for commemorative photos.

Mrs. Masten: Mrs. Angel, would you like to speak?

Mrs. Angel: Absolutely not.

Mrs. Masten: Chris, would you like to?

Christina Angel-Murphy: Just super, super proud of my dad, you know, just again the kind of like what you guys touched on about the world's in a really crazy unsettled place right now and when we can come together for just little moments like this, it really is a big deal, it's a big thing. I'm completely and utterly amazed by both of my parents but getting...being able to stand next to my dad at a much older age than I would like to admit, you've taught me so much and you've both...you and mom have raised me to be the individual that I am and to never give up and to do everything with a lot of pride, with a lot of heart. And certainly, everything that we've been through, you know, everybody goes through a lot of different things in their life, a lot of different journeys, and, you know, whatever your path you're on, but to stay the course, stay strong, continue to be the individual, the strong person that you've developed me to be. That all comes from the foundation of what you've given. You've given all of us, our morals, our backgrounds, our faith. And I'm just incredibly proud, not just of you, but of mom too. It takes two, and I am honored to say that I get to stand up here and, you know, almost 49 years of marriage for the two of them, and that's a lot to be said in the lifetime...in the life that we see now, you know, with the divorce rates and things being so high. It just goes to show that you, you communicate, you talk to each other, you love each other, you work through everything, no matter how hard or how easy it might be. So, I can talk for hours, but I'll hand the mic back, but just thank you both for everything, everything that you've given me. I love you both.

PUBLIC HEARING

Mr. Angel:

Ordinance LC25-30, An Ordinance repealing the current Chapter 68, Personnel Policy and replacing it with a NEW Chapter 68, Personnel Policy

Trudena Horsey, Director, Human Resources: Good evening commissioners. In your packet tonight is the Chapter 68 revisions of the Personnel Policy ordinance that we workshopped a couple of weeks ago and that was brought to you on behalf of the department heads and row officers of the organization. They've had their chance to put their input in and suggest some things. Some things were included, some things weren't, but before you is the revised ordinance that we are asking for approval for. At this time, I would welcome any questions that you have, to give any further explanation, if you have any of those questions.

Mr. Hertz: And just to be clear that you did put in there that they're getting the three personal days without having to take a sick day?

Ms. Horsey: That is correct.

Mr. Hertz: That remained in there.

Ms. Horsey: That did remain.

Mr. Scott: Trudy, also just to validate that the vacation period becomes
*Inaudible from the person that starts here tomorrow morning, the same as
somebody that's been here eight and nine years, correct?

Ms. Horsey: That is correct. And that would be July 1.

Mr. Scott: Thank you.

Public Hearing Opened on Ordinance LC25-30

IN FAVOR – None

WebEx participants in favor of this application who wished to address
Levy Court were asked to press *3 on their mobile device or raise their
electronic hand on their computer. There was no response.

IN OPPOSITION – None

WebEx participants in favor of this application who wished to address
Levy Court were asked to press *3 on their mobile device or raise their
electronic hand on their computer. There was no response.

Public Hearing Closed on Ordinance LC25-30

M-26-003

Mr. Angel: Before I read the motion, I just want to thank the staff and
everybody in their hope, their due diligence and hard work in putting this
document together. I think the last one was done, what '75? It's been a
long time, so, it's definitely been well worth the effort, Trudy and your
people too. Thank you. I **Move** to approve ordinance LC25-30, an
Ordinance repealing the current Chapter 68 Personnel Policy and
replacing it with the new Chapter 68 Personnel Policy as presented;
seconded by Mr. Pepper.

Roll Call

Mr. Angel: As per my statement and no opposition, yes.

Mr. Hall: Yes.

Mr. Hertz: While I appreciate all the hard work that the staff put into this
and I agree with most of the changes, I do not agree with the three

personal days standing alone and not having to use sick days, so therefore I'm voting no.

Mr. Pepper: Yes, for the reasons outlined by Commissioner Angel.

Mr. Scott: Again, I also appreciate all the work that staff and the employee council put into this. My two biggest hang ups with this thing is the same as it was a year ago, and I think Miss Trudy was well aware of, it doesn't mean I'm right or wrong, it's just my feelings. I don't think that given more days when they don't use the days that they necessarily get at this time is the right answer, and I definitely disagree with the fact of somebody being able to start tomorrow morning and get the same vacation period as somebody that's been here eight, nine years is getting. I just don't think that shows a positive movement towards the employees. So, with that, my vote will be no.

Mr. Sweeney: All reasons stated in the positive, yes.

Mrs. Masten: Yes, for reasons stated.

Roll Call vote reveals five (5) yeas; two (2) nays. Ordinance LC25-30 has been approved.

CLOSE PUBLIC HEARING

OLD BUSINESS – None

NEW BUSINESS

Mr. Hertz:

Appointment to the Board of Adjustment

Mr. Hertz: I'd like to appoint Ethan Simpson to the Board of Adjustments. He'll be replacing a good longtime friend of mine Charlie Jones who has a lot going on, just didn't have the time to be to every meeting and felt that a change was needed and so did I. So, I think Ethan will do a fine job, he's a good young man, it'll be a good way for him to step into bigger and better things.

M-26-004 I make a **Motion** to put Ethan Simpson on the Board of Adjustments; seconded by Mr. Scott; carried by Roll Call vote seven (7) yeas.

Mr. Pepper:

Introduction of **Ordinance LC26-02** - FY26 Budget Amendment - An Ordinance to amend Ordinance 25-11, the FY26 Annual Operating Budget of Kent County, Delaware for the fiscal year beginning July 1, 2025, to

incorporate projected expenditures not included in the originally adopted budget for Emergency Medical Services (EMS) Staffing and (Full Time Employees) FTE's for EMS Division for Public Hearing on Tuesday, January 27, 2026, at 7:00 p.m.

OTHER BUSINESS - None

INFORMATION ITEMS

Mr. Angel: Yes, don't forget we have our Delaware County meeting on Thursday night at Roma's.

PUBLIC COMMENTS - None

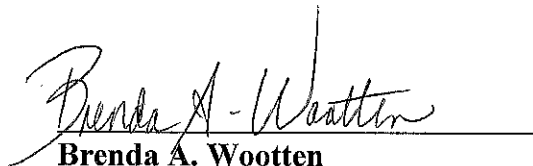
COMMISSIONER COMMENTS

Mr. Scott: I'd just like to say somewhere along the lines over the last few months, there seems to be a circulation of fabricated agendas that are supposed to take place at Levy Court such as farm animals. So, here's what I can assure you that when the event takes place that farm animals will be on the agenda at Levy Court, I can promise that we will give every possible notification that's available to us before that meeting. It's not anything that we're excited about or anything that we're trying to hide away from, but I know that there's been a lot of fabricated postings and stuff on social media in reference to these agendas that are supposed to be taking place. I know my phone blew up the last couple of days, which I don't have a problem people calling, please call me twice a day if you'd like, I'm okay with it. But the theory of...the way that it's been put out there on social media as if Levy Court is trying to be deceiving with an ordinance for farm animals is somewhat disheartening. So, what I ask is please pick up the phone, call your commissioner if you have any questions about anything on the agenda at any time. Your commissioners are always available to answer your questions. So, please take a couple minutes and do that. Thank you.

Mr. Angel: As I...tonight you heard I am old. But one of the things I've been trying to bring forth, gosh for many, many years is the history of Levy Court. I have been trying to get us to do something like an Old Dover Days for our history. It kind of gets out there and we have some interest, and it dies and can't get it restarted or jump started or whatever. But we are the first and last Levy Court in the United States. We have a history here that nobody else can look at, and not to do anything or to publicize it or make good on it for the people that are coming here, and they're moving here in droves, I think that we lose that history if we don't continue that venue. So, I just wanted to put it out there again, please, that I'd like to see us try and get something started. I believe August is our

anniversary month, what I was told, but I'm not 100% sure and to Commissioner Sweeney's thing of, we need to go to the Old Statehouse and have a meeting down there on a short night, just like they did it on The Green years ago. It'd be a perfect time to kick it off. So, just wanted to bring that up, old time's sake.

M-26-005 **Motion** to adjourn made by Mr. Scott; carried by seven (7) ayes. Meeting Adjourned.


Brenda A. Wootten
Clerk of the Peace
Kent County



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Lorri Tanaka, Community Services

ITEM TYPE: Consent Agenda

AGENDA SECTION: Consent Agenda 26-02

SUBJECT:

- Dump Truck RFQ Review

ATTACHMENTS:

[LC Workshop Memo Small Dump Truck 26.docx](#)
[Small Dump Truck QS 2026.pdf](#)



DEPARTMENT OF COMMUNITY SERVICES

Memo

Date: January 16, 2026

From: Jeremy Sheppard, Director

To: Kevin Sipple, County Administrator

Cc: Levy Court Commissioners, Susan Durham, Finance Director

Re: Requesting Additional Funding for Small Dump Truck - Parks

On Tuesday, January 20, 2026, I will be present at the Levy Court Workshop to present a request for additional funding for the purchase of a small dump truck for use in Kent County's parks.

History:

The small dump truck purchase was first approved in the FY25 capital budget by Levy Court. At that time \$50,000 was allocated in the first of a two-year funding plan, with a total funding goal of \$100,000. Last spring during budget meetings, it was determined to move the FY26 request out of the proposed budget and request that funding from Park Contingency instead. Staff were unable to complete the procurement process, and the project was put on the back burner over the grass cutting season and the request to add funding was never completed.

Now:

Staff have completed the required procurement steps for gathering written quotations for the small dump truck. However, we now need the additional funding to complete the process for a Purchase Order to be cut. To complete the purchase, staff are requesting \$35,270 of Park Contingency funding be added to capital project, bringing the total project fund to \$85,270.

Proposed Motion:

*Move to approve an additional \$35,270 to the Parks Small Dump Truck project from
PARK CONTINGENCY.*

QUOTATION SUMMARY

NAME OF PROJECT: **2026 Ford F450 4WD Small Body Dumptruck**

PROJECT NUMBER:

RECOMMENDED FOR APPROVAL BY:

KENT COUNTY DEPARTMENT OF COMMUNITY SERVICES - DIVISION OF PARKS AND RECREATION

AMOUNT: **\$85,270.00**

DATE RECOMMENDED FOR AWARD - *Immediate*

DESCRIPTION OF ITEMS (S): Purchase a 2026 Ford F450 4wd small body dumptruck. This truck will contain a 6.7 V8 diesel engine. The body will have an 11', 3-4 yard Eliminator Dump Body with electric/hydraulic hoist with aluminum arms and mesh cover.

PLEASE SO STATE: ONE TIME PURCHASE OR CONTINUOUS PURCHASEES (IF REPETITIVE, HOW FREQUENTLY) *One time purchase.*

VENDOR SELECTED: *Hertrch Fleet Services*

DATE: *January 12, 2026*

VENDOR(S) NAME & ADDRESSES	COMPLETE (YES/NO)	TIME OPENED	#W / P	CONTACT PERSON	DOLLAR AMOUNT QUOTED
1. Hertrich Fleet Services	Y		W	John Worrall	\$85,270.00
1427 Bay Road				equipment cost	
Milford, DE. 19963				shipping cost	
2. Winner Ford	Y		W	Jake Carr	\$92,208.05
250 Berlin Road				equipment cost	
Cherry Hill, NJ. 08034				shipping cost	
Pacifico Ford, Inc.	Y		W	Melanie Fox	\$98,374.49
6701 Essington Ave.				equipment cost	
Philadelphia, PA. 19153				shipping cost	

* TO BE ASSIGNED BY ACCOUNTING DEPT.

W = WRITTEN, P = PHONE

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963
 Ford - Chevrolet - Dodge - Jeep
 Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

December 19, 2025

Jason Courtney, CPSI
 Kent County Parks & Recreation
 Parks Supervisor/Operations Manager

We are pleased to provide a quote for, 2026 F450 Steel Dump 4x4 Regular cab

✓	Code	Description	Amount
✓	F4H	2026 Ford F450 REC Cab Chassis 4WD 193" WB 60" CA	
✓	Z1/1S	Oxford White Exterior /Cloth 40/20/40 Bench Seating - Medium Earth Gray	
✓	99T /44G	6.7 V8 Diesel Engine 10 Speed automatic	
✓	18B	Running Boards	
	41H	Engine Block Heater	
	41P	Skid Plates	
	43C	120V/400W Outlet	
✓	473	Snow Plow Prep Package	
	535	High Capacity Trailer Tow	
	67B	410 Amp Alternator	
	76C	Exterior Back up Alarm	
	86M	Dual Battery	
	872	Rear Camera Kit	
✓	52B	Integrated Brake Controller	
✓	650A	XL Preferred Equipment Package (includes but not limited to)	
		• (2) Front Tow Hooks	
		• Overhead Console w/ 6 Upfitter Switches	
		(See Attached for Dump Body Specs)	
		Suggested Item Not Included in Quoted Price:	
		(Under Body 2 Step fold out ladder and Grab Handle)	\$390
		(Back up Alarm)	\$225
		(DeJana Fabricated Steel Mud Flaps in Front of Rear wheels	\$365
		MSRP \$75,320	
		Hertrich fleet Disc	(\$3,658)
		Chassis Price	\$67,315
		DeJana Dump Body	\$16,975
		Completed Dump body	\$84,290

Please get in touch with any questions, changes, or to submit an order. We look forward to hearing from you. Or feel free to give us a call: 800-698-9825

\$85,270.00

"A Member of the HERTRICH Family of Automobile Dealerships"

Vehicle: [Fleet] 2026 Ford Super Duty

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Corrosion Years: 5
Corrosion Miles/km: Unlimited
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 27274. Data Updated: Dec 18, 2025 6:59:00 PM PST.

REFERENCE:	F.O. REQUIRED	QUOTE VALID UNTIL	SIG/CUSTOM
KENT COUNTY DE	No	1/18/2026	STD

MAKE:	FORD	MODEL:	F450	YEAR:	2026	SRW/DRW:	DRW
CAB TO AXLE:	84.0	WHEELBASE:	169.0	VIN:			
STOCK/ORDER NUMBER:	TT	TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS: 2736.21					

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	RUGBY 11' 3-4 YARD ELIMINATOR LP DUMP BODY, 94" O.D. WIDTH *SIDES DOUBLE WALLED: 10 GA INNER WALL AND 12 GA GRADE 50 OUTER WALL *10 GA SEAMLESS, ONE PIECE, STEEL FLOOR *17" HIGH SIDES *23" TAILGATE HEIGHT *RADIUSSED SIDE AND TAILGATE BRACING *FULLY BOXED PERIMETER TAILGATE-WITH TWO VERTICAL BRACES *LED OVAL RECESSED STOP/TURN/TAIL LIGHT ASSY IN REAR POSTS *LED MARKER LIGHTS *EASY LATCH (PATENTED) TAILGATE ACCESS *5" STRUCTURAL LONG SILLS *3" I-BEAM CROSSMEMBERS ON 16" CENTERS *INSTALLED AND PAINTED Price Reflects Single-Stage Paint only. An incremental up-charge will be assessed for solid colors that can be painted single stage and an additional charge will be added on all Base Coat / Clear Coat applications INCLUDED: 1 PAINT BODY STANDARD BLACK		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Price reflects Single-Stage Paint only. An incremental up-charge will be assessed on all Base Coat / Clear Coat applications"		
1	1/4 CABSHIELD FOR 2/3, 3/4 & 4/5 YARD RUGBY LP DUMP BODY 15" D		
1	RUGBY 4016 DOUBLE ACTING ELECTRIC/HYDRAULIC HOIST CLASS 40 HOIST, 5.5" BORE, 16" STROKE, 2" DIAMETER ROD 8.5T CAPACITY 11' BODY 9.4T CAPACITY 12' BODY HAND HELD CONTROLLER		
1	POWER UNIT CABLE FOR HOIST, REGULAR CAB, FORD, CHEVY, GMC		
1	DONOVAN BULLET ELECTRIC TARP MECHANISM WITH 14' TARP AND 30 DEG. ALUMINUM ARMS - DURABUILD SWITCH UPGRADE		
1	FULL PLATE COMBO HITCH WITH 2 5/16" BALL AND ICC BUMPER 10 TON CAPACITY		
1	36" X 18" X 18" STEEL UNDERBODY TOOLBOX MOUNTED ON THE CURB SIDE		
1	PLUG, 7 PRONG FLAT TRAILER		
1	MOUNT FACTORY BACK UP CAMERA SUPPLIED LOOSE IN CAB OF TRUCK TO REAR OF THE BODY AND ATTACH HARNESS		
1	DELIVERY TO DEALERSHIP		

KENT COUNTY

555 Bay Rd Dover, DE 19901



LEVY COURT

(302) 744-2300 www.kentcountyde.gov

DEPARTMENT OF COMMUNITY SERVICES

Please list the YEAR, MAKE/MODEL, DUMP BODY SIZE and availability along with a specification sheet, including warranty information on your company's letterhead and email back to me (Jason.courtney@kentcountyde.gov) no later than December 23 2025, if interested.

Pictures of Dump Truck & Dump Body are appreciated

YEAR	MAKE/MODEL	DUMP BODY SIZE	PRICE
2026	FORD F450	RUGBY 11' FT 3-4 Yard	\$84,290
			+ \$980.00

\$85,270.00

Additional Comments:

Availability:

Order 8-16 Wks

Winner Ford
250 Berlin Road
Cherry Hill, NJ 08034
856-214-0755

QUOTE

11/28/2025

QUOTE

Customer

Name Kent County Parks DE
City DE
Phone Jason Courtney

Misc

Date 11/28/2025
Order No.
Rep Jake
FOB

Qty	Description	Unit Price	TOTAL
	<u>Reference Contract GSS23014-VEHICLES</u>		
1	2026 Ford 450 Regular Cab Diesel specifications attached MSRP = \$76,385 Contract for 4% discount, actual discount is 7%	\$71,038.05	\$71,038.05
1	Hilltip HT10001 11' Steel Dump Body 11' Length x 96" Wide x 25" Sides x 25" Tailgate Rigid Sides Straight Back Posts 10 Gauge Steel Construction 6" Board Pockets (No Boards) Double Acting Manual Release Tailgate with 5/16" Chain Welded Cab Shield with Slotted Window Factory Painted Black CS615T-09 EMDA Hoist Bucher D/A Electric Hydraulics Hitch Plate, 7-Way Plug, 2-5/16 Combo Hitch Manual Roll Tarp System with Mesh Tarp Backup Alarm Mudflaps 18"X18"X24" Diamond Plate Underbody Toolbox Mounted Curbside Relocate Back up Camera	\$21,170.00	\$21,170.00

Credit

Tax Rate(s)

SubTotal **\$92,208.05**

Shipping

Payment

Comments

Name

CC #

Expires

Jake Carr

Office
Use
Only

TOTAL \$92,208.05

Serving the Public
Service Community

Pacifico Ford, Inc.

Fleet Group

6701 Essington Ave
Philadelphia, PA. 19153
Phone: 267.295.3590 Fax: 240.282.1478

Sold To:

KENT COUNTY
ATTN: JASON COURTNEY

**Quotation**

DATE 12/18/2025
Quotation # K141
Customer ID QS059

Quotation valid until: 30 DAYS

Prepared by: Melanie Fox

Comments or Special Instructions: **DE STATE CONTRACT # GSS23014-VEHICLES
TAX AND TAGS NOT INCLUDED**

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
M.Fox		LEAD TIME 6-8 WEEKS	Best Way	Destination	NET 30

QUANTITY	CODE	DESCRIPTION	MSRP	DISCOUNT	AMOUNT
1	F5H	2026 FORD F550 4X4 REG CHASSIS XL 169" WB CHAS VIN TBD PREFERRED EQUIPMENT PKG.660A 6.7L POWER STROKE V8 DIESEL 10-SPEED AUTO TORQSHIFT 225/70R19.5G TRACTION TIRES 4.30 RATIO LIMITED SLIP AXLE PAYLOAD PLUS PACKAGE UPGRADE FRONT LICENSE PLATE BRACKET PLATFORM RUNNING BOARDS 19500# GVWR PACKAGE ENGINE BLOCK HEATER SKID PLATES 50 STATE EMISSIONS SEE ATTACHED WINDOW STICKER	\$ 78,795.00	3%	\$ 76,431.15
1	Q-00045318-2	CRYSTEEL 11' 3/4 YD E-TIPPER DUMP BODY. 11' L X 96" OD (87" ID). ALL STEEL. SEE ATTACHED SPEC	\$ 20,679.00	3%	\$ 20,058.63
1	TOOL BOX	36" STEEL UNDERBODY BOX 18" h X 18" D X 36" L, 14GA W12 GA STEEL DROP DOWN DOOR W/SS T-HANDLE LATCH. PC BLACK INSTALLED CS	\$ 1,033.00	3%	\$ 1,002.01
1	KEY	EXTRA KEYS \$230/KEYS	\$ 460.00	3%	\$ 446.20
1	DEL	DELIVERY	\$ 450.00	3%	\$ 436.50

SUBTOTAL \$ 98,374.49

SALES TAX EXEMPT

DELIVERY FEE INCLUDED

DISCOUNT INCLUDED

TOTAL \$ 98,374.49

Accepted By: _____
Title _____
Date _____

If you have any questions concerning this quotation, Melanie Fox, 302.312.9851, mfox@pacificocars.com.

THANK YOU FOR YOUR BUSINESS!



Preview Order K141 - F5H 4x4 Reg Chas Cab DRW : Order Summary Time of Preview: 12/18/2025
13:25:25 Receipt: 12/18/2025

Dealership Name : Pacifico Ford, Inc.

Sales Code : F16077

Dealer Rep.	Melanie Fox	Type	Fleet	Vehicle Line	Superduty	Order Code	K141
Customer Name	Kent county	Priority Code	A4	Model Year	2026	Price Level	630

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X4 CHASSIS CAB DRW/169	\$59795	SKID PLATES	\$150
169 INCH WHEELBASE	\$0	50 STATE EMISSIONS	\$0
TOTAL BASE VEHICLE	\$59795	PRO POWER ONBOARD - 400W	\$225
OXFORD WHITE	\$0	SNOW PLOW PREP PACKAGE	\$350
VINYL 40/20/40 SEATS	\$0	TRAILER BRAKE CONTROLLER	\$300
MEDIUM DARK SLATE	\$0	HIGH CAPACITY TRAILER TOW PKG	\$580
PREFERRED EQUIPMENT PKG.660A	\$0	CENTER HIGH MOUNT STOP LAMP	\$100
.XL TRIM	\$0	JACK	\$55
.AIR CONDITIONING -- CFC FREE	\$0	40 GAL AFT OF AXLE FUEL TNK	\$0
.AM/FM STEREO MP3/CLK	\$0	350 AMP ALTERNATOR	\$0
6.7L POWER STROKE V8 DIESEL	\$10995	DUAL BATTERY	\$0
10-SPEED AUTO TORQSHIFT	\$0	REAR VIEW CAMERA & PREP KIT	\$515
225/70R19.5G TRACTION TIRES	\$190	CONN PKG: 1 YR INCL W/FORD APP	\$0
4.30 RATIO LIMITED SLIP AXLE	\$395	XL CHROME PACKAGE	\$425
PAYLOAD PLUS PACKAGE UPGRADE 2	\$1155	.FOG LAMPS	\$0
FRONT LICENSE PLATE BRACKET	\$0	.REMOTE START SYSTEM	\$0
VEHICLE INTEGRATION SYSTEM 2.0	\$400	SPECIAL FLEET ACCOUNT CREDIT	\$0
PLATFORM RUNNING BOARDS	\$320	FUEL CHARGE	\$0
19550# GVWR PACKAGE	\$0	PRICED DORA	\$0
SHIP-THRU READING EQUIP & DIST	\$0	ADVERTISING ASSESSMENT	\$0
ENGINE BLOCK HEATER	\$250	DESTINATION & DELIVERY	\$2595
		MSRP	
TOTAL BASE AND OPTIONS			\$78795
DISCOUNTS			NA
TOTAL			\$78795

SHIP TO : F88W02

Route 625 & Bowmansville Road , Bowmansville,
PA, 17507



Quotation Number: Q-00045318-2

11' DUMP

End User: UNKNOWN

Expires: 3/15/2026

readingtruck.com**Customer**PACIFICO FORD
ESSINGTON AVE AT 67TH

PHILADELPHIA, PA 19153

Phone:

Fax:

Ship ToPACIFICO FORD
ESSINGTON AVE AT 67TH

PHILADELPHIA, PA 19153

Phone:

Upfit Location: Columbus, OH
Lead Time: 8 WEEKS APPROX

Customer PO:

Chassis Location: COLUMBUS, OH

Dealer Code:

Dealer Name:

Customer Number: 405746

Terms: N30

Shipping Method: Wheels Up Delivery

CHASSIS SPECIFICATIONS

FO:	TBD	VIN:		Chassis Type	Chassis Cab	Pool Unit:	Yes
Year:	2026	Make:	FORD	Model:	F550	Cab Type:	Regular Cab
CA:	84"	WB:	169	Rear Wheels	DW	Drive:	4 x 4
Color:	WHITE	GVWR (lbs):	19500	Engine:	DIESEL	Fuel Tank Loc:	Single-Rear

CUSTOMER SUPPLIED CHASSIS: ANY MODIFICATION(S) REQUIRED DUE TO UNSPECIFIED EQUIPMENT, OPTIONS OR CONFIGURATIONS ORDERED FROM THE OEM AND NOT PROVIDED TO RTC AT THE TIME OF ORDER WILL BE THE FINANCIAL RESPONSIBILITY OF THE CUSTOMER AND MAY RESULT IN INCREASED LEAD TIME.

[Configuration: C-00098497]

ITEM NO.	DESCRIPTION	QTY
IDUB0100008	CRYSTEEL 11' 3/4 YD E-TIPPER DUMP BODY. 11' L X 96" OD (87" ID). ALL STEEL. 40" HIGH - 10 GA FRONT BULKHEAD W/9" X 35" TAPERED WINDOW. 1/2 STRAIGHT INTEGRAL CAB SHIELD. 16" HIGH, 12 GA STEEL RIGID SIDES WITH BOXED TOP RAILS AND VERTICAL SIDE BRACES. 22" HIGH, 10 GA STEEL DOUBLE PANEL MANUAL QUICK DROP TAILGATE. 7 GA STEEL FLOOR, 7" LONGBEAMS. WESTERN TUBULAR UNDERSTRUCTURE. FULL HEIGHT FRONT BOARD POCKETS. MODEL LB510, ELECTRIC DA HOIST. SINGLE CYLINDER, CLASS C, 10 TON CAPACITY. (CAPACITY BASED ON MOUNTING CONFIGURATION) LED REAR MARKER LIGHTS. FIVE (5) YEAR LIMITED WARRANTY, BODY/HOIST. PAINTED BLACK.	1
ITPG9900080	1/2" HITCH PLATE, 20,000# MGTW. W/(2) 5/8" FORGED D-RINGS, MULTIPLE PINTLE MOUNT POSITIONS. 7/4 WAY FLAT COMBO TRAILER RECEPTACLE. 10 TON COMBINATION HITCH 2-5/16 INCH BALL.	1
IBUC9900002	INSTALL BACKUP CAMERA, OEM SUPPLIED	1
IBUA9900007	FURNISH AND INSTALL BACKUP ALARM - 97 DB	1
IFET9900001	INSTALL FRAME EXTENSION AS NEEDED.	1
IFFK9900009	INSTALL FUEL FILL BRACKET	1
IDFK9900001	INSTALL DEF PLACARD	1
IBUI9900001	FURNISH AND INSTALL BODY UP INDICATOR LIGHT.	1
IMFS9900001	FURNISH AND INSTALL ONE (1) PAIR LOGO MUDFLAPS	1
ITRP9900003	CRYSTEEL MANUAL MESH TARP	1
IUHB9900001	UNDERHOOD ELECTRICAL MOUNTING BRACKET - FORD	1
IHPC9900003	INSTALL DUMP POWER CABLES	1

Quotation Number: Q-00045318-2

Printed: 12/15/2025 11:46:54 AM CST

Page 1 of 6



Quotation Number: **Q-00045318-2**

11' DUMP

End User: UNKNOWN

Expires: 3/15/2026

readingtruck.com

SPECENG01	RED/WHITE REFLECTIVE TAPE 3-M 983-32ES APPLIED TO BOTTOM SIDE RAILS & ALONG BOTTOM RAIL OF DUMP BODY TAILGATE	1
SPECENG02	X	1
UQCF9900006	GENERATE CERTIFICATION/ALTERATION LABEL AND/OR COMPLETE THE MSO WHEN APPLICABLE. GENERATE WEIGHT SLIP FOR COMPLETED UNIT.	1
UQCF9900005	ALL REQUIRED DOCUMENTATION FOR THE FINISHED UNIT IS TO BE SHIPPED TO CUSTOMER WITH VEHICLE.	1

Quote Total does not include any applicable taxes unless specifically noted herein: **TOTAL:** UNIT PRICE
\$ 20,679



Quotation Number: **Q-00045318-2**

11' DUMP

End User: UNKNOWN

Expires: 3/15/2026

readingtruck.com

OPTIONAL ITEMS [Not Included in Quote Total]

QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT	Add to Order
1/EA	36" STEEL UNDERBODY BOX 18" h X 18" D X 36" L, 14GA W12 GA STEEL DROP DOWN DOOR W/SS T-HANDLE LATCH, PC BLACK INSTALLED CS	\$ 1,033	\$ 1,033	☒



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Trudena Horsey, Human Resources Office

ITEM TYPE: Presentation

AGENDA SECTION: PRESENTATIONS:

SUBJECT: 1. Employee of the Month for February

ATTACHMENTS:
[EOMmemo0226JustinHurley.docx](#)



DEPARTMENT OF ADMINISTRATION

Division of Human Resources

INTEROFFICE MEMORANDUM

To: Levy Court Commissioners
VIA: Kevin Sipple, County Administrator
FROM: Trudena Horsey, Human Resources Director
SUBJECT: **February 2026** Employee of the Month
DATE: January 23, 2026



Justin Hurley

Kent County Department Heads have selected Justin Hurley from the Department of Public Works as the **February 2026** Employee of the Month.

Justin currently serves as a Maintenance Worker III in the Maintenance Section of the Wastewater Treatment Facility, having joined Kent County in October 2012. His strong background in fabrication welding, mechanical maintenance, and repairs led to his promotion to Maintenance Mechanic II in November 2014. More recently, Justin has demonstrated the ability to manage complex situations and provide effective oversight of maintenance staff, resulting in his promotion to Maintenance Worker III in October 2025.

In his current role, Justin serves as a team lead, providing guidance and support to maintenance staff, assigning tasks, and ensuring work is completed safely and efficiently. His responsibilities include troubleshooting mechanical issues; performing minor mechanical and electrical repairs; completing carpentry and plumbing projects; installing and maintaining equipment; and constructing maintenance components as needed.

Justin's fabrication skills are exceptional and consistently exceed expectations. Whether addressing complex problems, performing precision welding, or designing and building components from the ground up, he approaches every challenge with a high level of skill, creativity, and professionalism. Many vital systems continue to operate smoothly due to Justin's ability to quickly diagnose issues and fabricate durable, effective solutions, often under pressure and within tight timelines. Justin's reputation extends well beyond our department. He is frequently sought out by other County departments to assist with complex repairs and custom fabrication projects. His craftsmanship routinely restores equipment and infrastructure to like-new condition, saving significant time and resources.

According to Assistant Director of Public Works – Wastewater Facilities, Colby Harrington, *"Justin's dedication, technical expertise, quality workmanship, and reliability allow us to call upon him whenever complex or time-sensitive issues arise. These attributes make him an invaluable asset to the County, and we are fortunate to have him on our team."*

Congratulations Justin on a job well done!

Justin resides in Commissioner Hall's and Pepper's districts.



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Trudena Horsey, Human Resources Office

ITEM TYPE: Presentation

AGENDA SECTION: PRESENTATIONS:

SUBJECT: 2. Perfect Attendance Award 2025

ATTACHMENTS:
[2025 Perfect Attendance Meeting Presentation.pdf](#)



Kent County Employee Perfect Attendance Awards Calendar Year 2025

Levy Court Meeting presentation – January 27, 2026

Dept. of Public Works

Marie Betty Lafortune*
William Biddle
Devin DuPree
Joseph Hart
Craig Peed*
Robert Brooks
Jason Gary*
Timothy Jones
Patrick McPhail
Richard Mosley Jr.
Kaleb Pritchett-
Warncke
David Richter
Chrstopher Wallace
Eric Wharton*
Cynthia Messina

Dept. of Administration

Kelly Pitts
Lorraine Tanaka
Kevin Sipple
Trudena Horsey
Donna Barnes

Kent County Clerk of the Peace

Patricia Brown*
Sharon Staats*

* - Attending (not)
** - No Recognition

Dept. of Finance

Amy King-Waller*
Paula McPhail
Lisa Spence-Russ
Mary Karol
Susan Durham

Dept. of Planning Services

Aaron Andrews
Brian Costa
Jamie Fenske
Sarah Keifer**
Jill Johnson
William Morris

Dept. of Public Safety

Miguel Berrios
Justin Conrad
Caitlyn Fanelli
Colton Johnson
Kenneth Kelly
Rawlins McGinnis
Yaeger Oaks
Michael Porter
Madison Sargent
Ross Sheridan
Andee Sheridan
Nicole Skocik
Kayla Wiley
Dylan Carrar
Wendy Ebright*
Daniel McLaughlin
Jeffrey Outten
Delbert Ross
Robert Watts

Dept. of Community Services

Jason Courtney

Kent County Sheriff's Office

Kenneth Anderson Sr.*
Makiya Barnes
Katrina Brumble
Robert Daddio*
Marianne McTheny
Christian White*

Dept. of Facilities

Dana Breeding
Shawn Lovenguth
Elaine Monforte

Number of Employees Over the Years

2025 – 62 employees
2024 – 42 employees
2023 – 45 employees
2022 – 35 employees
2021 – 56 employees
2020 – 73 employees
2019 – 58 employees
2018 – 46 employees
2017 – 47 employees
2016 – 60 employees
2015 – 57 employees



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Trudena Horsey, Human Resources Office

ITEM TYPE: Presentation

AGENDA SECTION: INTRODUCTIONS

SUBJECT: New Employees



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Kathleen Andrews, Planning Services

ITEM TYPE: Public Hearing

AGENDA SECTION: Mr. Hall:

SUBJECT: 1. Ordinance **LC25-29**, An Ordinance to amend the Comprehensive Plan Map Designation and the Official Zoning Map of Kent County, Delaware pursuant to the provisions of Kent County Code, Vol. II, Chapter 205 Zoning, Article III, Section 205-8 and Section 205-9, and Article XXVIII (changes and amendments) effective December 01, 2000, as amended.

- **Ref: Application CZ-26-01 - King, Allen E & Amanda L.:**
Request to amend the Zoning Map from AR(Agricultural Residential) & IG(General Industrial) to AR(Agricultural Residential & BG(General Business) located outside the Growth Zone Overlay District. / ED-00-066.00-01-55.00-000

ATTACHMENTS:

CZ-26-01 RPC Rec Report
LC25-29 Ordinance
CZ-26-01 Data Sheet
CZ-26-01 Exhibits A-E REVISED
CZ-26-01 PLUS Waiver Exemption
CZ-26-01 Support Facility Response
CZ-26-01 RPC Public Hearing Testimony
CZ-26-01 Boundary Survey



DEPARTMENT OF PLANNING SERVICES

REGIONAL PLANNING COMMISSION

RECOMMENDATION REPORT

January 27, 2026

Ordinance	:	LC 25-29
Application Number	:	CZ-26-01 Allen E. & Amanda L. King
Present Zoning / Comp Plan Map Designation	:	AR (Agricultural Residential) & IG (General Industrial) / Low Density Residential & Industrial
Proposed Zoning Comp Plan Map Designation	:	AR (Agricultural Residential) & BG (General Business) / Low Density Residential & Highway Commercial
Area and Location	:	23.085± acres (Area of Petition: 1.3± acres) located on the west side of Maidstone Branch Rd., approximately 462 ft. north of Jeri Ln., west of Dover.

REGIONAL PLANNING COMMISSION RECOMMENDATION

The Regional Planning Commission voted unanimously to recommend **modified approval** of ordinance LC25-29, amending the Zoning Map from AR (Agricultural Residential) & IG (General Industrial) to AR (Agricultural Residential) & BG (General Business) located outside the Growth Zone Overlay District. This is based on Exhibit A – Staff Recommendation Report dated January 8, 2026, Exhibit B – Public Hearing Testimony dated January 8, 2026, revised Exhibit E reflecting 1.1 acres of BG zoning rather than the originally requested 1.3 acres, and the findings of the fact that:

- There was no mistake in the Zoning Map. A 0.7 acre portion of the property was rezoned in 1974 to IG.
- The applicant agreed to reduce the requested area of BG to 1.1 acres.
- Replacing Industrial Zoning with General Business will permit less intensive uses.
- The relatively small size of the area will limit the scope of any commercial use.

I. STAFF RECOMMENDATION:

Based on the information presented, the Kent County Code, and the Comprehensive Plan, Staff recommends **MODIFIED APPROVAL** of the request to amend the Zoning Map and Comprehensive Plan Future Land Use Map. Staff recommends that the portion of the property rezoned to BG (General Business) should be equal in acreage to the existing acreage of the property

that is IG (General Industrial). The boundary of the rezoned portion may still shift location, so that the BG portion more adequately encompasses the area used for the business. This modified proposal meets the conditions for approval of a zoning change under Kent County Code Section 205-408(B):

- A. *There was a mistake in the Zoning Map, or the character of the neighborhood has changed to such an extent that the Zoning Map should be changed.*

There was no mistake in the Zoning Map. The entire property was originally zoned AR (Agricultural Residential). In 1974, a 0.7± acre portion was rezoned to IG to enable the establishment of a facility for the fabrication of truck accessories. Since then, the character of the site has changed from industrial to commercial as the current use is for a tool and hardware store. While the general character of the surrounding neighborhood has remained agricultural and residential, there is also one other commercially developed property in the area. This parcel is approximately 0.24 miles south of the subject site and split zoned AR/BG. It is currently used for a woodworking business. This area of BG zoning paired with the commercial nature of the current use on the subject site supports a rezoning of the existing IG acreage to BG.

- B. *The new zoning classification conforms to the Comprehensive Plan for Kent County in relation to land use, number of dwelling units or type and intensity of nonresidential buildings and location.*

The proposed BG zoning does not conform to the 2018 Comprehensive Plan, as Map 7B designates the area of petition as Low Density Residential and Industrial. Additionally, the area is not designated on Map 7C as a future Highway Commercial area. However, the existing portion of the property that is Industrial does permit some of the same commercial uses as the proposed BG zoning. Additionally, the modified approval recommended by Staff would limit the rezoned portion to 0.7± acres. This acreage is small enough that a rezoning to BG would not have an impact on the overall goals and objectives of the Comprehensive Plan.

- C. *Transportation facilities, water and sewerage systems, storm drainage systems, schools and fire suppression facilities adequate to serve the proposed use are either in existence or programmed for construction.*

Transportation Facilities: The subject site is located on Maidstone Branch Rd., a local road, which serves as access between adjoining properties. Local roads are typically narrow, sometimes unimproved, and intended to support low levels of traffic.

Water & Sewage Systems: The parcel is not located within the Kent County Sanitary Sewer District. However, the district does include the properties across Maidstone Branch Rd. Information from the Public Service Commission indicates that the parcel is currently located within Tidewater Utilities' service area.

Storm Drainage Systems & Fire Suppression Facilities: Comments received from Kent Conservation District (KCD) indicate that they have no objection to the rezoning. Any new

project would need to be reviewed by the Kent Conservation District for stormwater impact and by the State Fire Marshall for fire suppression service.

D. There is compatibility between the uses of the property as reclassified and the surrounding land uses, so as to promote the health, safety and welfare of present and future residents of the county.

There is compatibility between the uses of the property as reclassified and the surrounding land uses. Although the area is predominantly agricultural and residential in nature, the existing IG zoning on the property already permits some commercial uses. The change to BG zoning would permit a wider variety of commercial uses. However, Staff's recommendation for a modified approval would still limit the potential for commercial uses by keeping the site at 0.7± acres in size. The property is also encumbered by environmental factors, including wetlands and floodplain, that will limit future expansions or redevelopment. The wooded wetland areas will also provide a buffer to neighboring properties on the northern, southern, and eastern sides.

II. BACKGROUND INFORMATION:

- The subject site is located outside the Growth Zone Overlay District and is currently improved with multiple residential and agricultural structures, as well as a building used for a tool and hardware sales business.
- The Office of State Planning and Coordination granted a waiver from the PLUS process for this application on December 5, 2025.
- There has been one previous rezoning application on the subject site.
 - Z-74-20 granted approval of the rezoning of 0.7± acres, from AR to IG on June 25, 1974.
- There has been one rezoning application of a similar nature in the immediate vicinity.
 - Z-74-34 approved the rezoning of 0.4± acres located 0.25 miles south of the subject parcel, from AR to BG in 1974.

III. AGENCY COMMENTS:

A. KENT COUNTY DEPARTMENT OF PUBLIC WORKS

Contact: Brian L. Hall, Engineering Project Manager II

Advisement:

1. N/A.

Comment:

1. The Engineering Division grants "Approval with No Objection to Recordation".

B. KENT CONSERVATION DISTRICT

Contact: Cullen Baker

Requirements: The Kent Conservation District has no objection to the proposed amendment of the comprehensive plan map and zoning map for the above referenced project.

Advisory Comments to the Applicant:

1. Any earth disturbance in excess of 5,000 square feet is subject to the Delaware Sediment and Stormwater Regulations and will require a Sediment and Stormwater Management Plan to be approved by the Kent Conservation District.

2. Most current forms, fee schedules, and checklists may be accessed from KCD's website <https://www.kentcd.org/services/sediment-stormwater/design-permitting/>

This recommendation is offered without the benefit of public testimony and is based on the information presented when the application was received by the Department of Planning Services. The Regional Planning Commission shall give considerable weight to public testimony received during public hearing in considering its recommendation to Levy Court in this matter.

ENC: Ordinance LC-25-29

Data Sheet

Exhibit A – Location and Zoning Map

Exhibit B – Comprehensive Plan Map

Exhibit C – Revised Rezoning Area

Exhibit D – Revised Comprehensive Plan Area

Exhibit E – Revised Zoning Request Area

PLUS Waiver Exemption dtd. Dec. 5, 2025

Support Facility Response dtd. Dec. 4, 2025

RPC Public Hearing Testimony

Boundary Survey

INTRODUCED BY: Jeffrey W. Hall
DATE INTRODUCED: December 9, 2025
PUBLIC HEARING DATE: _____
PUBLIC HEARING TIME: 7:00 P.M.
ADOPTION DATE: _____
EFFECTIVE DATE: Upon Adoption

ORDINANCE – LC25-29

An Ordinance to amend the Comprehensive Plan Map Designation and the Official Zoning Map of Kent County, Delaware pursuant to the provisions of Kent County Code, Vol. II, Chapter 205 Zoning, Article III, Section 205-8 and Section 205-9, and Article XXVIII (changes and amendments) effective December 01, 2000, as amended.

WHEREAS, on the 7th day of November 2025 an application was filed by property owner of record known as Allen E. & Amanda L. King, for rezoning of Tax Parcel; ED-00-066.00-01-55.00/000; which application has been designated as Application No. CZ-26-01 and,

WHEREAS, a Public Hearing will be scheduled before the Regional Planning Commission and

WHEREAS, a Business Meeting will be scheduled before the Regional Planning Commission beginning and

WHEREAS, a Public Hearing will be scheduled before the Levy Court.

NOW, THEREFORE, THE LEVY COURT OF KENT COUNTY, DELAWARE, HEREBY ORDAINS:

Section 1. The Comprehensive Plan Map for Kent County, Delaware is hereby amended by revising the land use designation for Tax Parcel; ED-00-066.00-01-55.00/000 from Low Density Residential & Industrial to Low Density Residential & Highway Commercial. The referenced Tax Parcel forms the area of 23.085 Acre +/- of land (Area of Petition: 1.3 +/- Acres) located on the west side of Maidstone Branch Rd., approx. 462' north of Jeri Ln., west of Dover.

Section 2. That the Official Zoning Map of Kent County, Delaware is hereby amended by rezoning Tax Parcel; ED-00-066.00-01-55.00/000; from AR (Agricultural Residential) & IG (General Industrial) to AR (Agricultural Residential) & BG (General Business). The referenced Tax Parcel forms the area of 23.085 Acre +/- of land (Area of Petition: 1.3 +/- Acres) located on the west side of Maidstone Branch Rd., approx. 462' north of Jeri Ln., west of Dover.

Section 3. The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of Delaware by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

ADOPTED BY THE LEVY COURT
OF KENT COUNTY, DELAWARE

President, Kent County Levy Court
This ____ Day of _____ 2025

ATTEST: _____
Clerk of the Peace

Synopsis: This ordinance revises the Comprehensive Plan Map land use designation, and the Official Zoning Map for Tax Parcel; ED-00-066.00-01-55.00/000 for Commercial development.



DEPARTMENT OF PLANNING SERVICES

DATA SHEET FOR COMPREHENSIVE PLAN ZONING MAP AMENDMENT

Regional Planning Commission Public Hearing of: **Thursday, January 8, 2026**

Regional Planning Commission Business Meeting of: **Thursday, January 15, 2026**

Levy Court Public Hearing of: **Tuesday, January 27, 2026**

Ordinance # / Application # and Name	:	LC 25-29 / CZ-26-01 Allen E. & Amanda L. King
Applicant/Owner	:	Allen E. & Amanda L. King 463 Maidstone Branch Rd. Dover, DE 19904
Additional Contact	:	Siteworks Engineering LLC c/o Dave Heatwole, P.E. 39 Commerce St. Harrington, DE 19952
Present Zoning / Comp Plan Map Designation	:	AR (Agricultural Residential) & IG (General Industrial) / Low Density Residential & Industrial
Proposed Zoning / Comp Plan Map Designation	:	AR (Agricultural Residential) & BG (General Business) / Low Density Residential & Highway Commercial
Relation to Growth Zone	:	Outside
Levy Court District	:	2 nd - Hall
School District	:	Capital
Fire District	:	Dover
Area and Location	:	23.085± acres (Area of Petition: 1.3± acres) located on the west side of Maidstone Branch Rd., approximately 462 ft. north of Jeri Ln., west of Dover.
Kent County Property Identification Number	:	ED-00-066.00-01-55.00-000



Kent County Levy Court

LOCATION & ZONING MAP

Exhibit A

Application: CZ-26-01
King

APPLICANT/OWNER:

Allen E. & Amanda L. King

**PRESENT COMPREHENSIVE
PLAN MAP DESIGNATION:**

Low Density Residential &
Industrial

**PROPOSED COMPREHENSIVE
PLAN MAP DESIGNATION:**

Low Density Residential & Highway
Commercial

PRESENT ZONING DISTRICT:

AR (Agricultural Residential)
IG (General Industrial)

PROPOSED ZONING DISTRICT:

AR (Agricultural Residential)
BG (General Business)

PRESENT USE:

Residential & Commercial

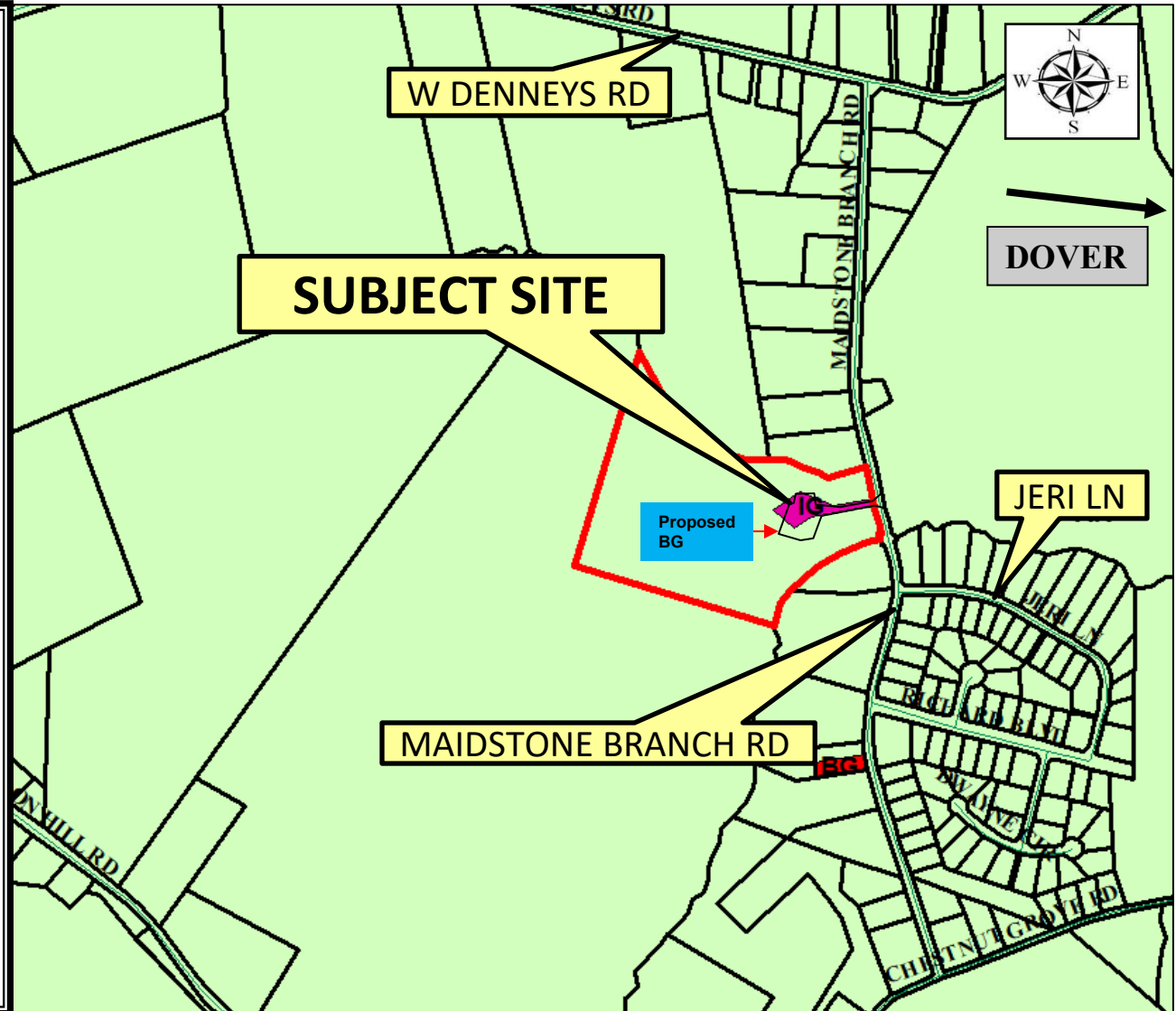
LEVY COURT DISTRICT:

2nd - Hall

TAX MAP NO:

ED-00-066.00-01-55.00-000

LOCATION: 23.085± acres (Area of
Petition: 1.3± acres) located on the west
side of Maidstone Branch Rd., approx.
462 ft. north of Jeri Ln., west of Dover.





Kent County Levy Court

COMPREHENSIVE PLAN MAP Exhibit B

Application: CZ-26-01
King

APPLICANT/OWNER:

Allen E. & Amanda L. King

**PRESENT COMPREHENSIVE
PLAN MAP DESIGNATION:**

Low Density Residential &
Industrial

**PROPOSED COMPREHENSIVE
PLAN MAP DESIGNATION:**

Low Density Residential & Highway
Commercial

PRESENT ZONING DISTRICT:

AR (Agricultural Residential)
IG (General Industrial)

PROPOSED ZONING DISTRICT:

AR (Agricultural Residential)
BG (General Business)

PRESENT USE:

Residential & Commercial

LEVY COURT DISTRICT:

2nd - Hall

TAX MAP NO:

ED-00-066.00-01-55.00-000

LOCATION: 23.085± acres (Area of
Petition: 1.3± acres) located on the west
side of Maidstone Branch Rd., approx.
462 ft. north of Jeri Ln., west of Dover.

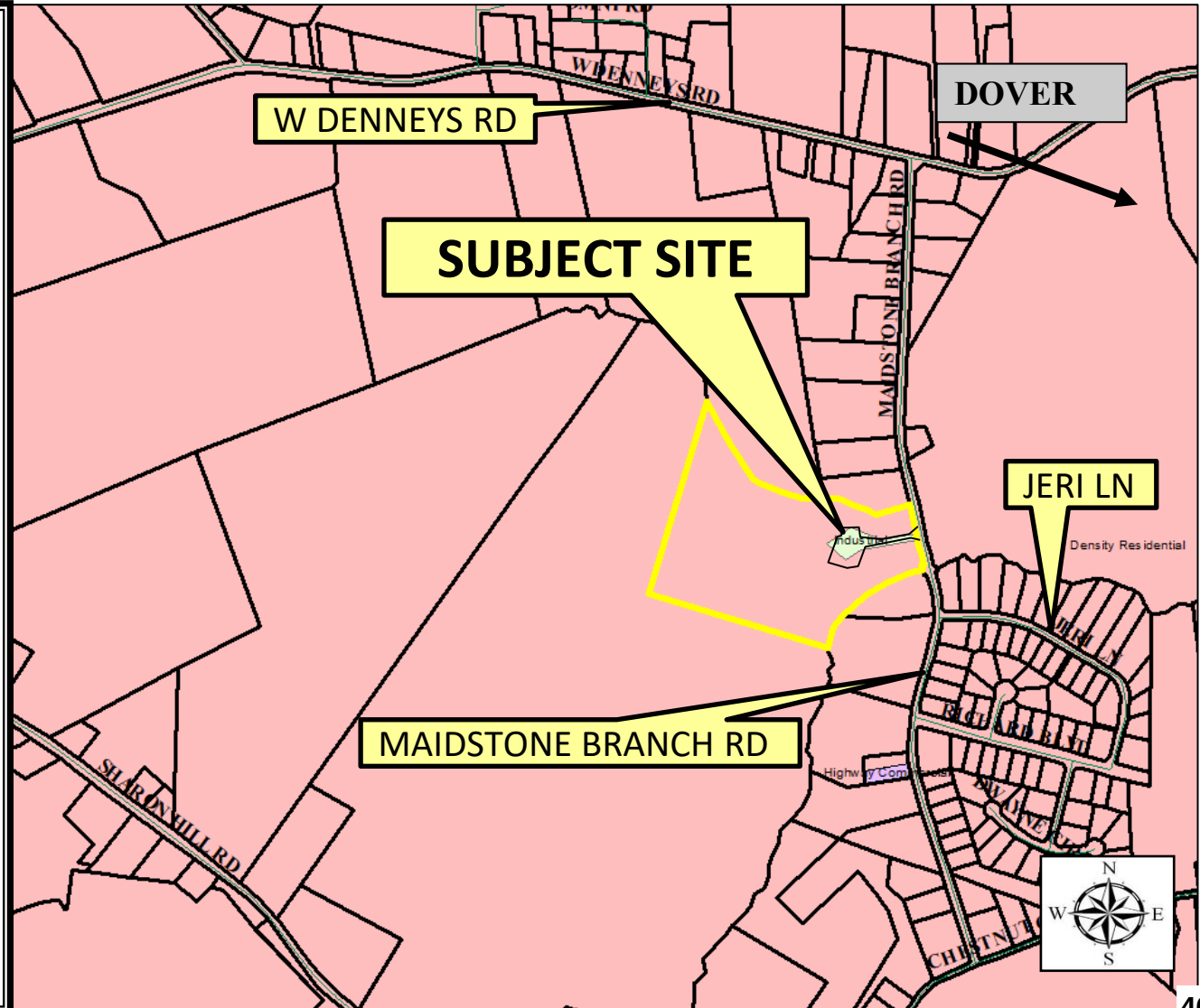
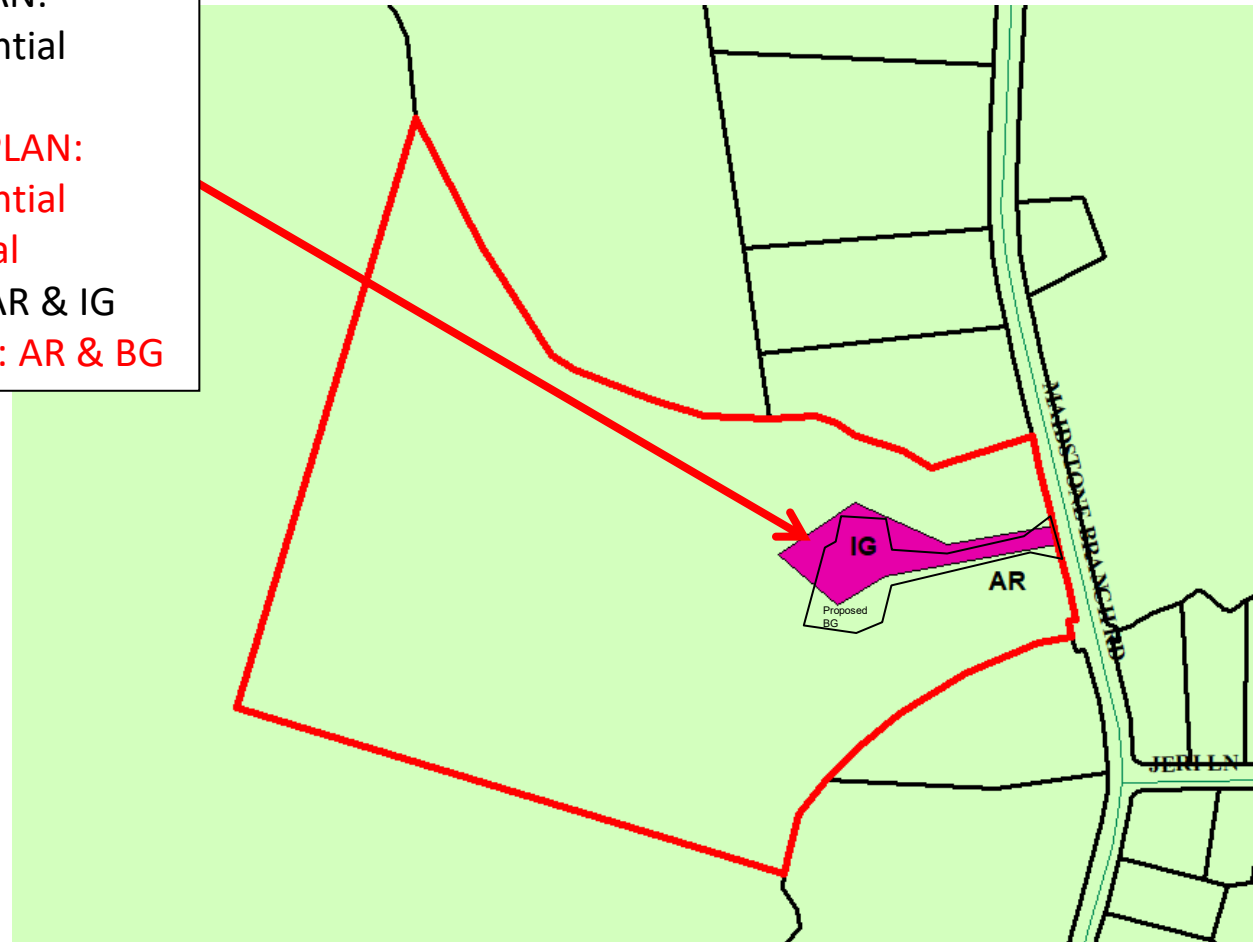


Exhibit C REVISED

Application: CZ-26-01
King

PRESENT COMP. PLAN:
Low Density Residential
Industrial
PROPOSED COMP. PLAN:
Low Density Residential
Highway Commercial
PRESENT ZONING: AR & IG
PROPOSED ZONING: AR & BG

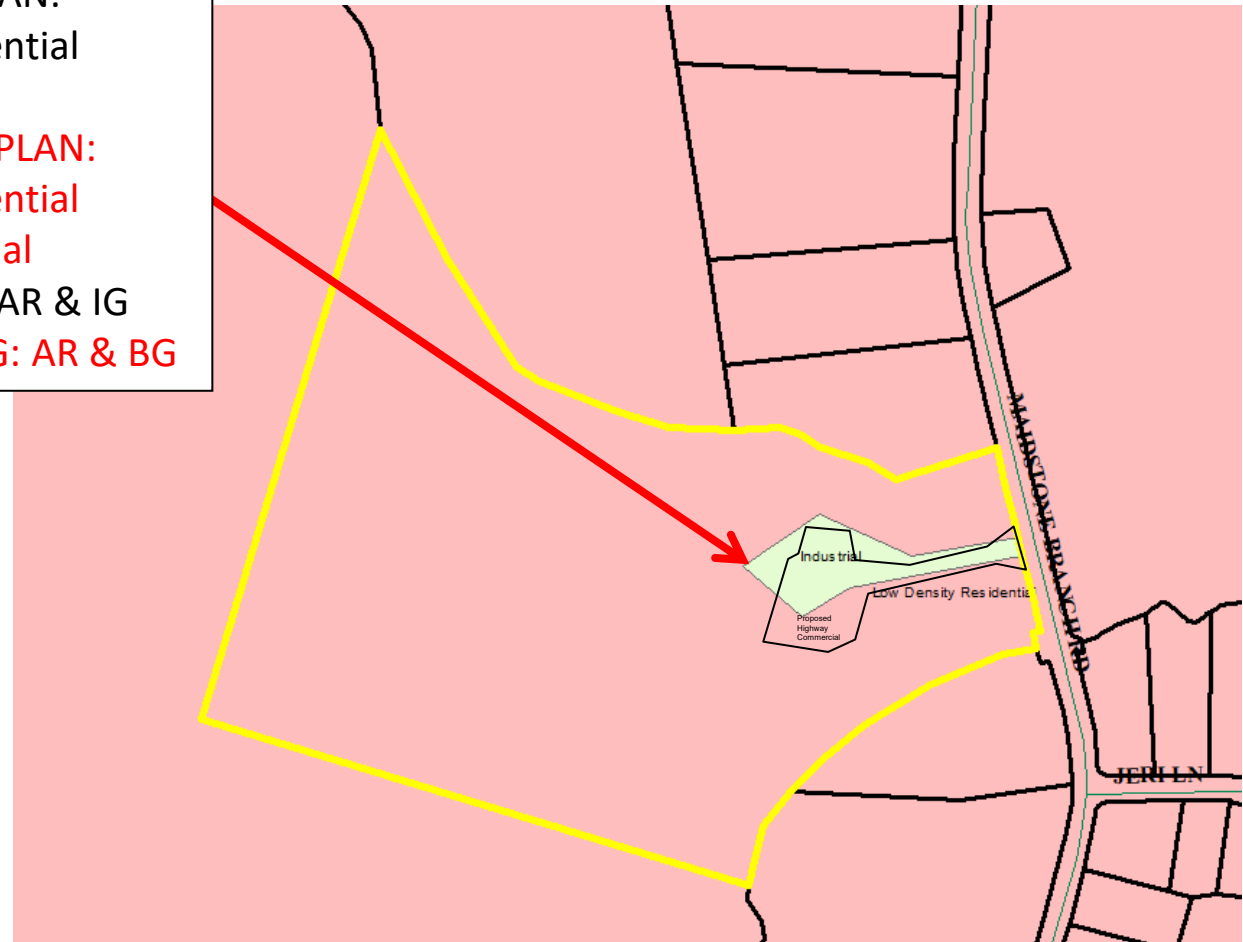


REZONING AREA

Exhibit D REVISED

Application: CZ-26-01
King

PRESENT COMP. PLAN:
Low Density Residential
Industrial
PROPOSED COMP. PLAN:
Low Density Residential
Highway Commercial
PRESENT ZONING: AR & IG
PROPOSED ZONING: AR & BG



REZONING AREA





STATE OF DELAWARE
OFFICE OF MANAGEMENT AND BUDGET
OFFICE OF STATE PLANNING COORDINATION

December 5, 2025

Jesse Lindenberg, AICP
Kent County
Department of Planning Services
555 Bay Road
Dover, DE 19901

RE: Minor Variation from Kent County Comprehensive Plan – King Property
Request: Future Land-Use Map amendment and associated rezoning of a 1.3±
acre portion of a 23.085± acre parcel.
Tax Parcels: 2-00-06600-01-5500-00001

Dear Jesse:

I have received your letter dated November 18, 2025, regarding the above referenced minor variation request for a property owner that wishes to submit for a rezoning. The request is to rezone a 1.3± acre portion of a 23.085± acre parcel from IG (General Industrial) and AR (Agricultural Residential) zoning to BG (General Business) and AR (Agricultural Residential) zoning. A PLUS review would normally be required, because the proposed rezoning requires amending the Future Land Use Map in the 2018 Comprehensive Plan to change the designation of the above referenced parcel from Industrial and Low-Density Residential to Highway Commercial and Low-Density Residential.

We concur with your determination that this proposed amendment, and rezoning constitutes a minor variation from the 2018 Comprehensive Plan, per Section C-4 of our Memorandum of Understanding (MOU). The property's current land-use is a mix of commercial and residential. The proposed future land-use amendment would bring the property into compliance with the Future Land-Use Map and fits the existing character of the area. Although the property is located outside the Growth Overlay Zone, the intensity of the current use is minor and appears to have minimal impact on surrounding residential land uses. In fact, we agree that a change from Industrial to Commercial is more compatible with surrounding residential land uses.

122 Martin Luther King Jr. Blvd. South - Haslet Armory· Third Floor · Dover, DE 19901
Phone (302)739-3090 · Fax (302) 739-5661 · www.stateplanning.delaware.gov

For the reasons stated above and in your request letter, a PLUS review is not required for this application. Please notify this office of the outcome of the amendment and rezoning application.

Please let me know if I can be of any further assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Edgell', with a stylized, cursive script.

David L. Edgell, AICP
Director, Office of State Planning Coordination



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

SHANTÉ A. HASTINGS
SECRETARY

December 4, 2025

Mr. Kris Connelly, Director
Kent County Planning & Zoning
P.O. Box 417
Dover, DE 19901

Dear Mr. Connelly:

The Department has completed its review of a Support Facility Report Request for the **Allen & Amanda King** (463 Maidstone Branch Road, Dover, Delaware 19904) proposed land use application, which we received on May 28, 2025. This application is for an approximate 23.085-acre parcel (Tax Parcel: 2-00-06600-01-5500-000). The parcel is located on the west side of Maidstone Branch Road (Kent County Road 160) and approximately 1,925 feet south from the intersection of West Denneys Road (Kent County Road 100) and Maidstone Branch Road. The parcel is currently zoned AR-1 (Agricultural Residential), with a proposed zoning of BG (General Business).

Per the 2024 Delaware Vehicle Volume Summary, the annual average daily traffic volumes along Maidstone Branch Road, where the subject land is located, which is from West Denneys Road to Chestnut Grove Road (Kent County Road 158), is 1,148 vehicles per day.

Our volume-based criteria for requiring a traffic impact study (TIS), addressed in Section 2.2.2.1 of the Development Coordination Manual, are that a development generates more than 500 trips per day or 50 trips during a weekly peak hour. While it seems that the above criteria could be met, we presently cannot predict the site's trip generation with enough accuracy to make a TIS useful. Thus, we recommend that this rezoning application be considered without a TIS and that the need for a TIS be evaluated when a subdivision or land development plan is proposed.

If the County approves this application, the applicant should be reminded that DelDOT requires compliance with State regulations regarding plan approvals and entrance permits, whether or not a TIS is required.

Mr. Kris Connelly
Page 2 of 2
December 4, 2025

Please contact Ms. Tijah Jones, at tijah.jones@delaware.gov, if you have questions concerning this correspondence.

Sincerely,



Sireen Muhtaseb, PE
TIS Engineer
Economic Development Coordination

SAM:tjm

cc: Allen & Amanda King., Applicant
Jesse Lindenberg, Kent County Planning & Zoning
Kent County Planning & Zoning
Jamie Fenske, Planner, Kent County Department of Planning Services
Kent County Department of Planning Services
David Edgell, State Planning Coordinator, Cabinet Committee on State Planning Issues
Steve McCabe, Central District Public Works Engineer, Maintenance & Operations
Jeff Steward, Central District Project Reviewer, Maintenance & Operations
Todd Sammons, Assistant Director, Economic Development Coordination, Planning
Will Mobley, Acting Kent Review Coordinator, Economic Development Coordination
Joshua Schwartz, Kent Subdivision Engineer, Economic Development Coordination
Brian Williams, Kent Subdivision Reviewer, Economic Development Coordination
Annamaria Fumato, TIS Review Engineer, Economic Development Coordination
Ben Fisher, TIS Review Engineer, Economic Development Coordination
Tijah Jones, TIS Review Engineer, Economic Development Coordination
DelDOT TIS Support

REGIONAL PLANNING COMMISSION
PUBLIC HEARING MINUTES
Conference Call Included
January 8, 2026

The following members were present:

David Peterman
Peter Servon
Denise Kaercher
Glenn Gauvry
Delbert Mills
Paul Davis (telephone)
Bill Jester

Also present:

Sarah Keifer - Director of Planning
Tanner Jameson - Attorney

CZ-26-01 / LC-25-29: King, Allen E & Amanda L: Request to amend the Zoning Map from AR (Agricultural Residential & IG(General Industrial) to AR(Agricultural Residential & BG(General Business) located outside the Growth Zone Overlay District / Parcel # ED-00-066.00-01-55.00-000

Applicant/Owner	:	Allen E. & Amanda L. King 463 Maidstone Branch Rd. Dover, DE 19904
Additional Contact	:	Siteworks Engineering LLC c/o Dave Heatwole, P.E. 39 Commerce St. Harrington, DE 19952
Present Zoning / Comp Plan Map Designation	:	AR (Agricultural Residential) & IG (General Industrial) / Low Density Residential & Industrial
Proposed Zoning / Comp Plan Map Designation	:	AR (Agricultural Residential) & BG (General Business) / Low Density Residential & Highway Commercial
Relation to Growth Zone	:	Outside
Levy Court District	:	2 nd - Hall
School District	:	Capital
Fire District	:	Dover
Area and Location	:	23.085± acres (Area of Petition: 1.3± acres) located on the west side of Maidstone Branch Rd., approximately 462 ft. north of Jeri Ln., west of Dover.

Mr. Jester: Is there someone here tonight to represent?

Alan King: So my name is Alan King. I'm at 4603 Maidstone Branch Road Dover Delaware 19904.

Tanner Jameson: Good evening, Mr. King, do you swear a firm that the testimony you're about to give will be the truth?

Alan King: I do affirm.

Taner Jameson: Thank you very much.

Mr. Jester: Thank you sir, for coming and give us a brief synopsis of what you're exactly trying to do.

Alan King: Sure, so back in 2022 we bought the I bought the business for my dad and I knew we had some kind of zoning out there. We didn't know what we had, so I didn't know where the business would go. My dad had it as a hobby, and when I came into it, I had to open it up to the public and we started selling some tools out of it, and which my dad was doing the same thing. It's just grown a lot bigger than what we had I never imagined it would grow this fast, this quick. So we're basically we're running out of room. We need some more room, so I came in and talked to Mr. Kris Chris Connelly and it's been three or four actually probably two or three months ago now. And we sat down and we talked and he was like, well, the 1st thing we need to do is change our zoning before we add on to the building. So that's kind of why we're here tonight to see what we can come up with.

Mr. Jester: Excellent explanation. I appreciate that. Any of the commissioners here or Mr. Davis online have any questions for the applicant?

Mr. Davis: No.

Mr. Gauvry: Did you have a chance to look at the staff recommendations for the parcel.

Alan King: I did not.

Mr. Gauvry: Okay, my question actually had to do with that, they were recommending a modified approval of your request based on mainly keeping, it wasn't the zoning as the issue. It was primarily the configuration. OK, so the configuration that. The zoning is would be easier to change if the volume of the property remained the same. The volume of what the initial, the existing code zoning code is to the one that you want to change it to. The configuration is not as important. So how you move that piece the parcel around isn't as important as the volume of it. So that's where it says the recommended, right now is propose 1.3 acres and we're recommending keeping the, what the, the IG and the BG to be identical, is that correct Sarah?

Mrs. Keifer: Yes, currently there's .7 acres of IG zoning. The proposal came in at 1.3 of BG highway commercial. So given the nature of the area and BG zoning being a fairly intensive zoning district, the staff took up more conservative approach and is suggesting certainly approving the BG zoning but keeping it at the same acreage, the .7 which I believe encompasses the business and allows for some growth.

Mr. Gauvry: So I guess the question would be that going to be an adequate amount of acreage for what you have intended?

Alan King: So my my biggest concern is gonna be my parking area, you know, not as not so much yes, that would be plenty of room for my building. For my parking area is what I'm concerned about on that. And, and another thing that Mr. Connelly had pointed out to me, I guess the industrial zoning is more is more intense than what we're asking for. And he said he thinks that would be ok, you know, we should be able to get the 1.3 acres. He said as long as we stay below the 1.5 is what he said recommended.

Mr. Jester: I think Sarah wants to say something.

Mrs. Keifer: I would simply suggest since the applicant hasn't seen this until this evening and the record stays open for two days. So perhaps if you have time, you can give Chris a call tomorrow and we can see if we can give you a hand laying it out and see if it works.

Alan King: Sure, like I said, the biggest part is right there in front of the building where it's at right now we're, we're a little tight on some of our s our parking with the big trucks coming in there and turning around and that's why we asked for a little bit more out the front and out the sides a little bit more for parking lot than for a building is what we're asking for.

Mr. Jester: And I also saw that you had a display on the side of your building there with like tires on it or so something colored stuff?

Alan King: Yes, it's pipe.

Mr. Jester: What you had there, I think with the recommendation of what, what Sarah and him are proposing, you need to call Kris in what we're trying to do is make it more feasible for you to use in the years to come.

That's right.

Mrs. Kaercher: My question is whatever either way goes, we vote on it next week. Now, if the gentleman says, oh, I really need to change not the amount, but the location a little bit, that doesn't have to come back to us, does it?

Mrs. Keifer: that it's a map, and it's a legal document, it would be better if we sorted it out and Kris in particular is very good at layout and given if since we've got until close of business Monday, if there is per perhaps we can make it all work with the .7 or maybe there's something else and that way we have time to get it to you before the record closes.

Mr. Jester: I think the larger amount will probably be more feasible for him to utilize after going to the location and looking at what you had. And I think we're trying to be as easy going with you as we can to make it better for you in the future because you probably got children too that won't take over the business.

Alan King: That's right.

Mr. Jester: Is there any other commissioners have any questions?

Mr. Servon: Yes, I was wondering if someone can just give a short explanation of the differences between the colored boundary lines.

Mrs. Keifer: The purple line is the existing IG zoning, the .7. The red line was the staff's recommendation, the orange line is what the applicant proposed.

Mr. Servon: And so why is there a reduced amount

Mrs. Keifer: Again the staff took a fairly conservative approach given the rural area and the rather intensive zoning districts to effectively match the acreage between the IG and the BG.

Mr. Servon: So, the IG and BG that's recommended sizes.

Mrs. Keifer: It is an existing .7 of an acre of IG on the property. The applicant is proposing 1.3 acres of BG. Highway commercial, which is arguably not entirely appropriate out in the country.

Mr. Jester: Would it be the time to make it all one zoning vs split zoning?

Mrs. Keifer: You can't go bigger than what was advertised.

Mrs. Kaercher: Again, Sarah. So it is possible that after discussion, it could be somewhere in between those two.

Mrs. Keifer: It's entirely possible, that's why I think it's very important the applicant give us a call tomorrow. We can be sure to accommodate what he needs for the business.

Mr. Jester: Do you have have anything else Mr. King.

Alan King: I don't.

Mr. Jester: I would go along with the larger proposal because after being up there and seeing where your parking area is at and your display area, you know, you're correct with the tractor trailers turning around and all like that. So that'd be my also thoughts too.

Alan King: And we greatly appreciate your consideration.

Mr. Jester: Does anybody else have anything? Mr. Davis, have any questions?

Mr. Davis: No, I agree with the, the chairman, I think he does need more space for the parking and I would definitely support that.

Mr. Jester: Thank you sir. Appreciate you. Yep, I appreciate you all your time tonight.

Alan King: OK, so you want me to get in contact with Mr. Connelly tomorrow?

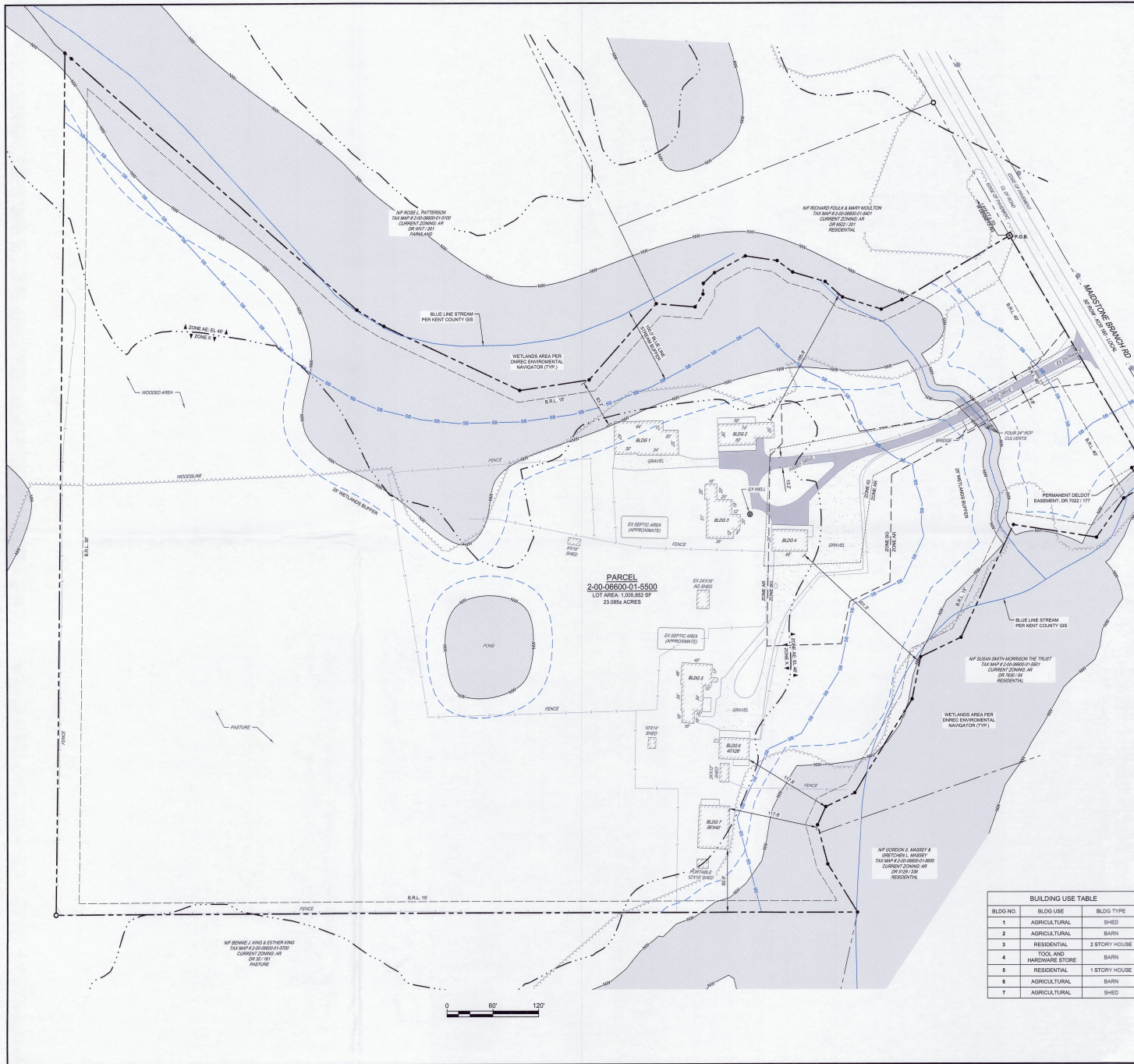
Mr. Jester: Yes, call the number tomorrow. 302-744-2701 Is there anybody else here in favor of this application. Anybody else here in favor of this application? Is there anybody on the phone in favor of this application that would like to speak?

Mr. Kennedy: If there is anyone join us online that wants to speak in favor of applications CZ-26-01, please indicate by raising electronic hand or pressing star three if you join us by phone. No hands raised online mr. chairman.

Mr. Jester: Thank you very much. Is there anyone opposed to this application? Anyone here on online that is opposed to this application?

Mr. Kennedy: Similarly, if you are online and would like to speak in opposition to application CZ-26-01, please indicate by raising electronic hand. Still no hands raised Mr. Chair.

Mr. Jester: Thank you, now we'll be taking this application up next week. Thank you for your presentation.



BOUNDARY LINE TABLE		
LINE #	BEARING & DISTANCE	LENGTH
L1	S76°18'00"W	15.00'
L2	S19°41'32"E	28.77'
L3	S79°32'22"W	29.30'
L4	S61°35'26"W	62.03'
L5	N64°37'14"W	110.41'
L6	S41°50'38"W	162.00'
L7	S81°11'11"W	58.93'
L8	S38°12'16"W	56.01'
L9	S48°34'19"W	143.22'
L10	S48°34'19"W	143.22'
L11	S41°15'38"W	43.20'
L12	S41°50'38"W	26.15'
L13	S02°00'29"W	62.49'
L14	S15°05'08"E	73.79'
L15	S33°02'19"E	11.21'
L16	S42°17'59"E	41.21'
L17	S81°42'38"E	91.88'
L18	N58°24'44"E	132.42'
L19	S68°34'37"E	51.42'
L20	N48°11'00"E	19.52'
L21	N18°55'49"E	14.14'
L22	N63°53'49"E	20.00'
L23	N78°39'57"E	45.00'
L24	S64°14'04"E	42.29'
L25	S37°20'10"E	25.19'
L26	S57°10'15"E	44.15'
L27	S31°34'57"E	30.50'
L28	S55°48'40"E	53.14'
L29	N82°29'37"E	29.97'

LOCATION MAP
SCALE: 1" = 1 MILE

NOTES

- LEVEL OF ACCURACY IS BASED ON "SUBURBAN SURVEY STANDARDS"
- PROJECT DATUM: NAD 83 / NAVD 88
- SURVEY DATES: 8/1/05 & 8/12/05
- THIS BOUNDARY SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A COMPLETE TITLE REPORT AND IS SUBJECT TO ANY ENCUMBRANCES, RESTRICTIONS, EASEMENTS AND/OR RIGHTS OF WAY THAT MIGHT BE REVEALED BY A THOROUGH TITLE SEARCH.

LEGEND

- IRON PIPE FOUND
- CONCRETE MONUMENT FOUND
- POINT
- UTILITY POLE
- EX PROPERTY LINE
- PROP. LINE ADJ.
- BUILDING SETBACK
- WETLANDS LINE
- 25' WETLANDS BUFFER
- 100' BLUE LINE STREAM BUFFER
- BLUE LINE STREAM
- EASEMENT LINE
- FLOOD ZONE LINE
- EX ZONING DISTRICT BOUNDARY LINE
- PROP. ZONING DISTRICT BOUNDARY LINE
- WOODLINE
- CONTOUR LINE

BUILDING USE TABLE		
BLDG NO.	BLDG USE	BLDG TYPE
1	AGRICULTURAL	SHED
2	AGRICULTURAL	BARN
3	RESIDENTIAL	2 STORY HOUSE
4	TOOL AND HANDWARE STORE	BARN
5	RESIDENTIAL	1 STORY HOUSE
6	AGRICULTURAL	BARN
7	AGRICULTURAL	SHED

- SITE DATA:**
1. TAX PARCELS AND OWNERS OF RECORD:
PARCEL 2-00-06600-01-5500 - ALLEN E. KING & AMANDA L. KING
DEED REFERENCE: BK 8614 PG 192
 2. SITE ADDRESS: 483 MAIDSTONE BRANCH RD, DOVER, DE 19604
 3. EXISTING & PROPOSED LOTS:
EXISTING LOTS = 1
PROPOSED LOTS = 1 (NO NEW LOTS CREATED)
 4. GOVERNMENTAL ENTITY RESPONSIBLE FOR LAND USE APPROVAL: KENT COUNTY
 5. HUNDRED/COUNTY: EAST DOVER HUNDRED / KENT COUNTY
 6. CURRENT ZONING: AR 10
 7. PROPOSED ZONING: AR 10
 8. ZONING AREA:
EXISTING: 22.41 AC
2 ZONING: 0.74 AC
8 ZONING: 0.64 AC
23.79 AC
GROSS PROPERTY AREA: 23.79 AC
 9. PRESENT USE: RESIDENTIAL / COMMERCIAL
 10. PROPOSED USE: RESIDENTIAL / COMMERCIAL
 11. REQUIRED SETBACKS (B.R.L.):
FRONT: 30 FEET
SIDE: 10 FEET
REAR: 30 FEET
EX SETBACKS: FRONT: 30 FEET
SIDE: 10 FEET
REAR: 30 FEET
 12. WATER AND SEWER: PRIVATE ON SITE WELL & SEPTIC SYSTEM
 13. LOT COVERAGE: WOODED AREA: 5.91 ACRES
IMPERVIOUS AREA: 1.108 ACRES
 14. THIS PROPERTY IS IMPACTED BY THE 100-YEAR FLOODPLAIN PER FEMA FLOOD MAP NUMBER 1000100101H, EFFECTIVE DATE: MAY 5, 2003
 15. POSTED SPEED LIMIT FOR MAIDSTONE BRANCH RD (KCR 160): 45 MPH
 16. 2020 STATE INVESTMENT AREA: LEVEL 4 / OUT OF PLAY
 17. PROXIMITY TO T.I.D.: APPROXIMATELY 1 MILE FROM THE CHEESWOLD AREA T.I.D.
 18. EASEMENTS: PERMANENT DEEDLOT EASEMENT - DR 7022 / 177
 19. RELATION TO GROWTH ZONE: OUTSIDE
 20. PERMANENT MONUMENTS: 3 MONUMENTS FOUND
0 MONUMENTS TO BE SET
 21. WETLANDS AND WATERS OF THE U.S. ARE PER DNR'S ENVIRONMENTAL NAVIGATOR.

ENGINEERS CERTIFICATION

IT IS HEREBY CERTIFIED THAT I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF DELAWARE. THAT THE INFORMATION SHOWN HEREON HAS BEEN PREPARED UNDER MY SUPERVISION, AND TO MY BEST KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE APPLICABLE LAWS OF THE STATE OF DELAWARE.

EDWIN TENNEFOS, P.E. (DE LICENSE NO. 41295) DATE: 11/7/25
30 COMMERCIAL STREET
PO BOX 2
HARRINGTON, DE 19952

SCALE: PROJECT # DRAWN BY
1" = 60' 25-720 EJT
DRAWING NUMBER
1
SHEET 1 OF 1

SITEWORKS ENGINEERING LLC
PO BOX 2139 COMMERCIAL ST. HARRINGTON DE 19952 PHONE: (410) 644-7901

BOUNDARY & LOCATION SURVEY PLAN

LANDS OF ALLEN E. & AMANDA L. KING
TAX PARCEL NO. 2-00-06600-01-5500
KCR 160 (MAIDSTONE BRANCH RD) LOCAL
HUNDRED, CITY, COUNTY, STATE

ISSUE / REVISION BLOCK
KENT COUNTY PLANNING DEPARTMENT: 11/05



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Kathleen Andrews, Planning Services

ITEM TYPE: Public Hearing

AGENDA SECTION: Mr. Hall:

SUBJECT: 2. **Application CS-26-01, DE State Fire School:** Request Conditional Use with Site Plan Approval of a Comprehensive signage package located inside the Growth Zone Overlay District. / ED-00-066.00-02-46.00-000

ATTACHMENTS:

[CS-26-01 RPC Rec Report](#)
[CS-26-01 Data Sheet](#)
[CS-26-01 Exhibit A](#)
[CS-26-01 Exterior Elevations & Signage Renderings](#)
[CS-26-01 PRC Public Testimony](#)
[CS-26-01 Site Plan](#)



DEPARTMENT OF PLANNING SERVICES

REGIONAL PLANNING COMMISSION
RECOMMENDATION REPORT

January 27, 2026

Application Number & Name	:	CS-26-01 Kent County Fire School
Present Zoning District	:	AR (Agricultural Residential)
Present Use	:	Fire School
Proposed Use	:	Same with Comprehensive Sign Package
Area & Location	:	28.0+ acres located on the north side of Chestnut Grove Rd., approximately 0.27 miles east of Stonewater Way., west of Dover.

REGIONAL PLANNING COMMISSION RECOMMENDATION

The Regional Planning Commission voted unanimously to recommend **conditional approval** of application CS-26-01, a conditional use site plan application for a comprehensive sign package located inside the Growth Zone Overlay District. This is based on Exhibit A - Staff Recommendation Report dated January 8, 2026, Exhibit B - Public Hearing Testimony dated January 8, 2026, and the findings of fact that:

- The use is within an institutional complex, professional office, medical or educational campus, or business park.
- The plan complies with the conditions of approval for the use.
- The application is compliant with the Comprehensive Plan.

Pursuant to Chapter 205 of the Kent County Code and pursuant to 9 Del. C. §§4802 and 4811, the Commission has reviewed the application and, furthermore as part of this approval, the applicant shall comply with all Staff and Agency Requirements and Planning Staff Recommendations as described in the January 8, 2026 Staff Recommendation Report.

I. APPLICATION SUMMARY:

The applicants have submitted an application for a comprehensive sign package for the existing Delaware State Fire School and Fire Commission Facilities. The proposed comprehensive sign package includes the following signage:

- Proposed attached sign - *Delaware State Fire Commission* (21.82 sq. ft.)
- Proposed attached sign - *Fire Commission Plaque* (19.64 sq. ft.)
- Proposed attached sign - *Delaware State Fire Service Center* (39.22 sq. ft.)

- Proposed attached digital sign – 14' x 5' (70 sq. ft.)
- Existing attached sign to be relocated – *Delaware State Fire School Louis J. Amabili Fire Service Training Center* (59.56 sq. ft.)
- Existing attached sign – *Office* (5.5 sq. ft.)
- Existing attached sign – *Training Entrance* (6 sq. ft.)
- Existing attached sign – *Delaware State Fire Marshal* (46.67 sq. ft.)
- Two proposed detached signs – (42.63 sq. ft. each)

The subject property is located inside the growth zone and is improved with two office buildings and accessory buildings. The surrounding properties to the north, south, east, and west are utilized residentially and agriculturally.

II. STAFF RECOMMENDATION:

The staff recommends **CONDITIONAL APPROVAL** of the proposed Comprehensive Sign Package based on the information submitted as the application demonstrates compliance with the conditions for approval as outlined in Kent County Code Section 205-231.1. Comprehensive signage for major subdivisions and complexes.

III. COMPLIANCE WITH THE CONDITIONS OF APPROVAL

The applicant has demonstrated compliance with the conditions of approval in Section 205-231.1. Comprehensive signage for major subdivisions and complexes as outlined below:

B. Qualifications. Comprehensive signage plans may only be submitted in conjunction with the following types of development projects:

- (1) Major subdivisions and residential developments involving more than one DelDOT approved entrance or involving 200 or more dwelling units, planned unit developments, and cluster subdivisions.*
- (2) Any shopping center, or group of three or more nonresidential principal structures under common management and located on one or more contiguous properties.*
- (3) Any institutional complex, professional office, medical or educational campus, or business park.*
 - ✓ The comprehensive sign package is within an institutional complex, professional office, medical or educational campus, or business park.

C. Standards. Comprehensive signage plans shall comply with the following standards:

- (1) Comprehensive signage plans may not be held to the size, height, number and area regulations for signs found in other sections of this article. However, the number, type and size of signs proposed shall not be excessive and must be in proportion to the scale of the buildings and the uses planned for the site.*
 - ✓ The applicant is proposing to install four new attached signs and two detached signs, relocate one existing sign, and keep three existing signs. The signage is in proportion and not excessive to the scale of the existing 43,136 sq. ft. and 9,474 sq. ft. buildings that they

will be located on. The detached signage will be located in front of the 43,136 sq. ft. building.

(2) *All proposed signage shall be designed and coordinated with the overall architectural concept for the buildings on the site. Sign type, color scheme, size, and illumination shall be coordinated and compatible with the architecture of the development so as to formulate a thematic sign plan for the site.*

- ✓ Proposed attached signage will be consistent with the existing attached signage being 6" – 12" white lettering. Also proposed to be attached is the State Fire Prevention Commission seal and a digital sign which are also compatible with the architecture of the complex. The detached signs are blue backgrounds and gold lettering 57'± from the front property line and are compatible with the sign plan for the site.

(3) *Wall-mounted signs shall be coordinated with the overall design theme of the site and designed as an integral component of the facades of buildings.*

- ✓ Proposed wall-mounted signs are essential to identify the different agencies that occupy the site.

(4) *Site landscaping shall be designed to complement and not conflict with sign placements.*

- ✓ The two proposed detached signs will not conflict with site landscaping.

(5) *No off-premises signage will be permitted as part of an application for a comprehensive signage plan.*

- ✓ No off-premise signage is proposed.

IV. AGENCY COMMENTS:

A. KENT COUNTY DEPARTMENT OF PUBLIC WORKS, Engineering Division

Contact: Brian L. Hall, Engineering Project Manager II

Requirement:

1. The direct sanitary sewer provider is the city of Dover (a Contract User).

Comment:

1. The Engineering Division grants "Approval, With No Objection to Recordation".

B. DOVER/KENT COUNTY METROPOLITAN PLANNING ORGANIZATION

Contact: Malcom Jacob, Transportation Planner

Comments:

Dover Kent MPO would like to make several comments regarding the site plan. First, note that Chestnut Grove Road is a Major Collector road with an annual average daily traffic (AADT) of 2,740. There are no shoulders on the sides of the roadway, leaving little room between road users and offering no separation for bicyclists. There is also a curve in the roadway immediately to the west of the parcel that could increase the risk for motorists.

The applicant should work with DelDOT to ensure Chestnut Grove Road is built to handle the needs of the Delaware State Fire School and the surrounding parcels. The Delaware State Fire

School would benefit from right-turn deceleration and acceleration lanes and a left-turn bypass lane at the site entrance, which would allow for safer turns into the property and improve the flow of traffic during peak hours. An example of these improvements can be found at the entrance to Stonewater Creek, which is located to the west of the property. To further the discussion of potential improvements to Chestnut Grove Road, please reach out to DelDOT and Dover Kent MPO.

It is also worth noting that the frontage of the property does not contain sidewalks. It would be beneficial to add these facilities to the site plan, so that pedestrians can safely walk along this portion of Chestnut Grove Road. These sidewalks would not initially connect to anything, but it would help create connections in the future as neighboring parcels are developed.

Aside from these two points, Dover Kent MPO has no major objections to the site plan. Transportation improvements such as accessible parking spaces and pedestrian walkways are included in the plan. Note that these measures should follow all of the necessary State and County requirements, including the use of ADA ramps.

**C. DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL,
Division of Fish & Wildlife**

Contact: Faith Garcia, Environmental Review Coordinator

Comment:

A review of our database indicates that there are currently no records of state-rare or federally listed plants, animals or natural communities at this project site.

V. OWNER/ APPLICANT:

The owner/developer shall be aware of and be prepared to comply with all the comments regarding this project stated in this report. All comments must be addressed in the final plan prior to final approval. Final approval of the plan must occur within 24 months from the date of preliminary plan approval. Failure to obtain final approval shall nullify the plan. Once the plan receives final approval, construction in accordance with the plan must occur within 18 months of final approval or the plan shall be deemed null and void. Letters of "No Objection to Final Approval" from the following agencies will be required prior to final approval:

A. DelDOT, Division of Highways

This recommendation was made without the benefit of public testimony and is based on the information presented when the application was received by the Department of Planning Services. The Regional Planning Commission shall give considerable weight to public testimony received during public hearing in considering its recommendation to Levy Court in this matter.

ENC: Data Sheet
Exhibit A- Location and Zoning Map
Exterior Elevations
Signage Renderings
RPC Public Hearing Testimony
Site Plan



DEPARTMENT OF PLANNING SERVICES

DATA SHEET FOR COMPREHENSIVE PLAN ZONING MAP AMENDMENT

Regional Planning Commission Public Hearing of: **Thursday, January 8, 2026**

Regional Planning Commission Business Meeting of: **Thursday, January 15, 2026**

Levy Court Public Hearing of: **Tuesday, January 27, 2026**

Application #/Title	:	CS-26-01 Kent County Fire School
Applicant/Owner	:	State of Delaware Delaware State Fire School 540 S. Dupont Hwy. Dover, DE 19901
Engineer	:	Becker Morgan Group, Inc. 309 S. Governors Ave Dover, DE 19904
Present Zoning / Comp Plan Map Designation	:	AR (Agricultural Residential) / Low Density Residential
Present Use	:	Fire School
Proposed Use	:	Same with Comprehensive Sign Package
Relation to Growth Zone	:	Inside
Levy Court District	:	2 nd - Hall
School District	:	Capital
Fire District	:	Cheswold
Area and Location	:	28.0 ± acres located on the north side of Chestnut Grove Rd., approximately 0.27 miles east of Stonewater Way., west of Dover.
Kent County Property Identification Number	:	ED-00-066.00-02-46.00-000



Kent County Levy Court

LOCATION AND ZONING MAP Exhibit A

Application: CS-26-01
DE State Fire School

APPLICANT/OWNER:

State of Delaware
Delaware State Fire School

ENGINEER:

Becker Morgan Group, Inc.

PRESENT ZONING

DISTRICT:

AR (Agricultural Residential)

PRESENT USE: Fire School

PROPOSED USE:

Same with Comprehensive sign
Package

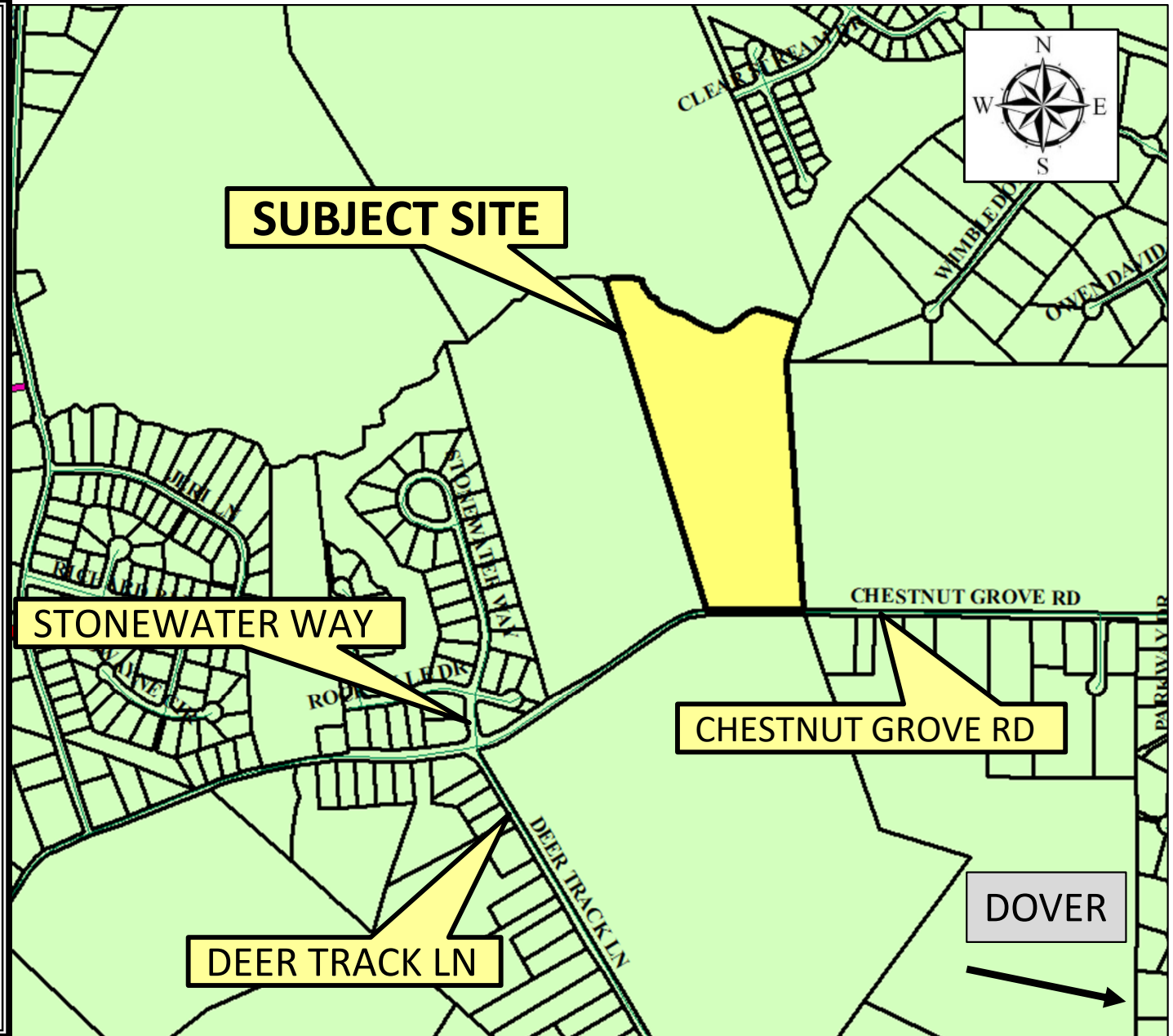
LEVY COURT DISTRICT:

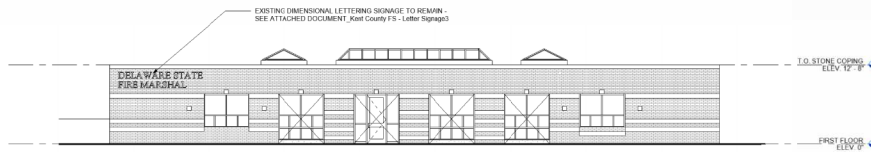
2nd - Hall

TAX MAP NO:

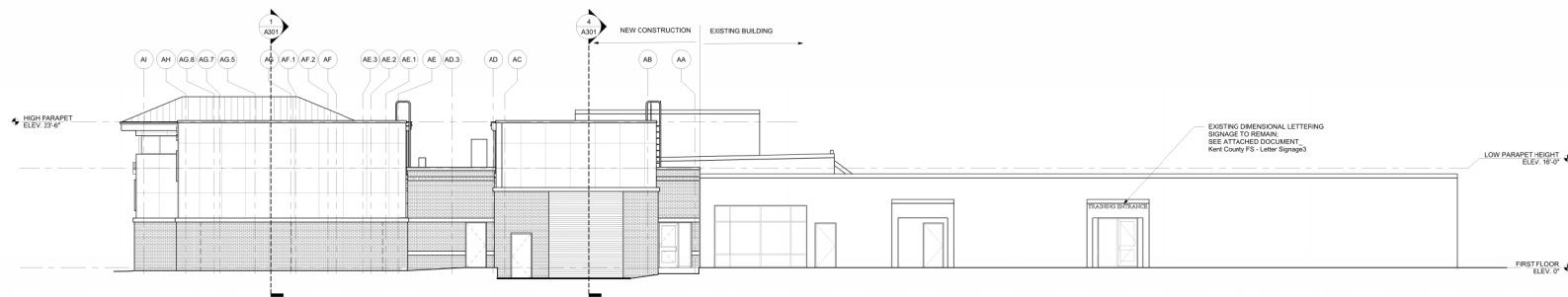
ED-00-066.00-02-46.00-000

LOCATION: 28.0 ± acres
located on the north side of
Chestnut Grove Rd.,
approximately 0.27 miles east of
Stonewater Way., west of Dover.

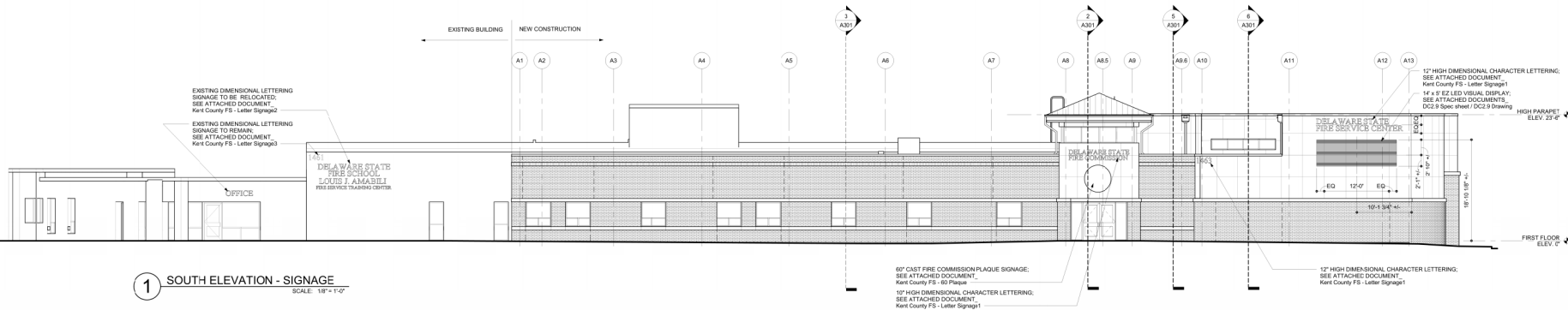




3 EXISTING DE STATE FIRE MARSHAL ELEVATION - SOUTH
SCALE: 1/8" = 1'-0"



2 EAST ELEVATION - SIGNAGE
SCALE: 1/8" = 1'-0"



1 SOUTH ELEVATION - SIGNAGE
SCALE: 1/8" = 1'-0"

LINE DRAWING ONLY - NOT PRODUCED

Please contact sales and reference this line drawing to create an order for production.

CAST METAL

TIMES NEW ROMAN 12", 10" (STND)
1" Depth Aluminum
--unspecified finish--
Stud Mount

28.1"

DELWARE STATE
FIRE SERVICE CENTER

12"201"

12"

1463

28.1"

23.4"

DELWARE STATE
FIRE COMMISSION

10"134.3"



LINE DRAWING

NO PRODUCT WILL BE PRODUCED

THIS PROOF IS FOR VISUAL PURPOSES ONLY.
 • A NEW ORDER WILL NEED TO BE PLACED TO MOVE FORWARD WITH PRODUCTION.
 • PLEASE DISREGARD ANY AUTOMATED EMAILS UNDER LINE DRAWING ORDER: 7043535
 ONCE YOU RECEIVE A NEW PROOF UNDER YOUR NEW ORDER NUMBER.

ORDER #: 7043535

CUSTOMER PO #: DE STATE FAIR LINE DRA

SALESPERSON: Dawn M.@ ext 1825

DATE: 12/18/2024

Page 2/2

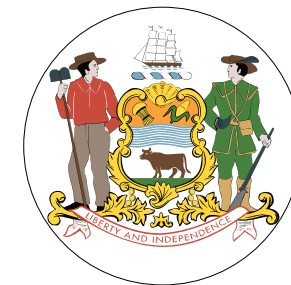


CAST PLAQUE

MATERIAL	-	Aluminum
SIZE	-	60" x 60"
QTY	-	2
DEPTH	-	Painted Edges-1"deep Cast
SHAPE	-	Custom Shape with insert
COPY	-	Raised Copy
FINISH	-	Unspec Texture-Painted Finish
BORDER	-	No Border
COLOR	-	More than 1 painted color
STYLE	-	Per artfile supplied
CLEAR COAT	-	Satin
MOUNT	-	Blind mount - prep face for attachment of insert

UV PRINTED INSERT

MATERIAL	-	Aluminum
SIZE	-	30.875" Diameter
DEPTH	-	1/4"
FINISH	-	0400 Brilliant Gold SATIN Ptd
RET FIN	-	Returns Painted-same as face
MOUNT	-	Countersunk holes on back to attach to base plaque



RAISED

Brilliant Gold

Yellow 2000

2025 Black

RECESSED

0400 Brilliant Gold

VERSION: 1

LINE DRAWING ONLY - NOT PRODUCED
Please contact sales and reference this line drawing to create an order for production.

CAST METAL

12" TIMES NEW ROMAN
1" Depth Aluminum
Finish/Color TBD
Stud Mount-Standard

6" TIMES NEW ROMAN
3/4" Depth Aluminum
Finish/Color TBD
Stud Mount-Standard

55.3"

DELAWARE STATE 12"
FIRE SCHOOL 12"
LOUIS J. AMABILI 12"
FIRE SERVICE TRAINING CENTER 6"
155.1"

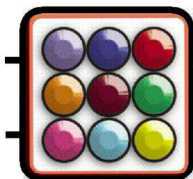


12"
1461
36"

12"
OFFICE
66"

8"
TRAINING ENTRANCE
108"

210"
12"
8"
12"
DELWARE STATE
FIRE MARSHAL
186"



A FULL SERVICE SIGN COMPANY

Rogers Sign Co., Inc.

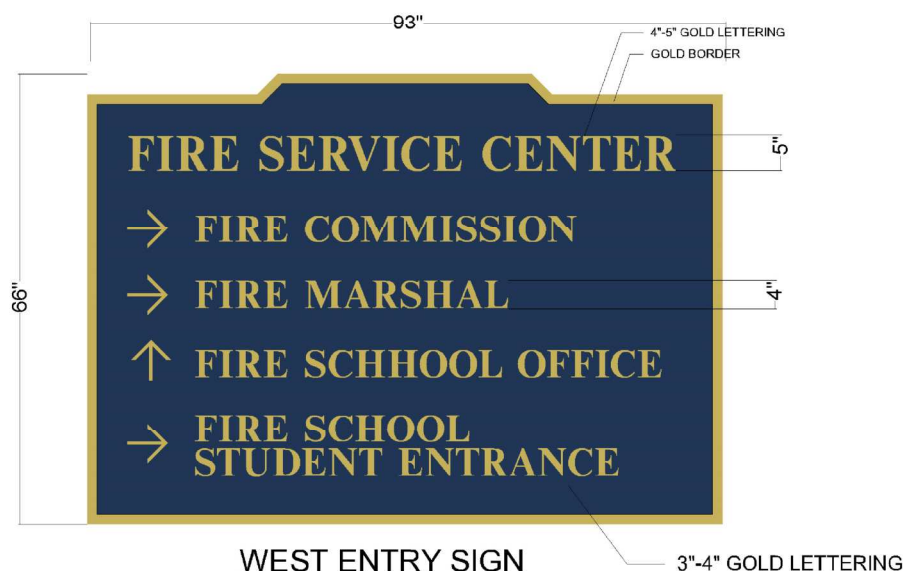
WE'RE FULL OF BRIGHT IDEAS...

110 Lavinia St., Milton, De 19968
www.rogerssign.com
302-684-8338 302-684-0700 Fax

Job Name INTELLIGENT SIGNAGE
Project Location DE STATE FIRE SCHOOL-DOVER
Client Contact JO BISBEE
order # 70080 Date 8/28/2025 Artist Name DEB BRENNEMAN

After deposit all projects include 3 free proof revisions, thereafter billed at our hourly design rate

Proof # 1/3



WEST ENTRY SIGN

2" THICK HDU FOAM(15LB.)
"V" CARVED LETTERS
ROUTED EDGES
BLUE BACKGROUND
23 KT. GOLD LETTERS & ARROWS
SINGLE FACE



EAST ENTRY SIGN

2" THICK HDU FOAM(15LB.)
"V" CARVED LETTERS
ROUTED EDGES
BLUE BACKGROUND
23 KT. GOLD LETTERS & ARROWS
SINGLE FACE

PRODUCT DETAIL:

FONTS: **TIMES BOLD**

MATERIALS USED:

VINYL MATERIAL:

PLEASE REVIEW CAREFULLY! Check all spelling, phone numbers, websites, addresses, dates, etc. Also check for any omissions. Rogers Sign Co., Inc., will not be held responsible for any errors once this design has been approved.

All Drawings, Renderings, and/or Details are sole property of Rogers Sign Co., Inc. and are not to be duplicated or to be shown to anyone unauthorized by Rogers Sign Co., Inc.

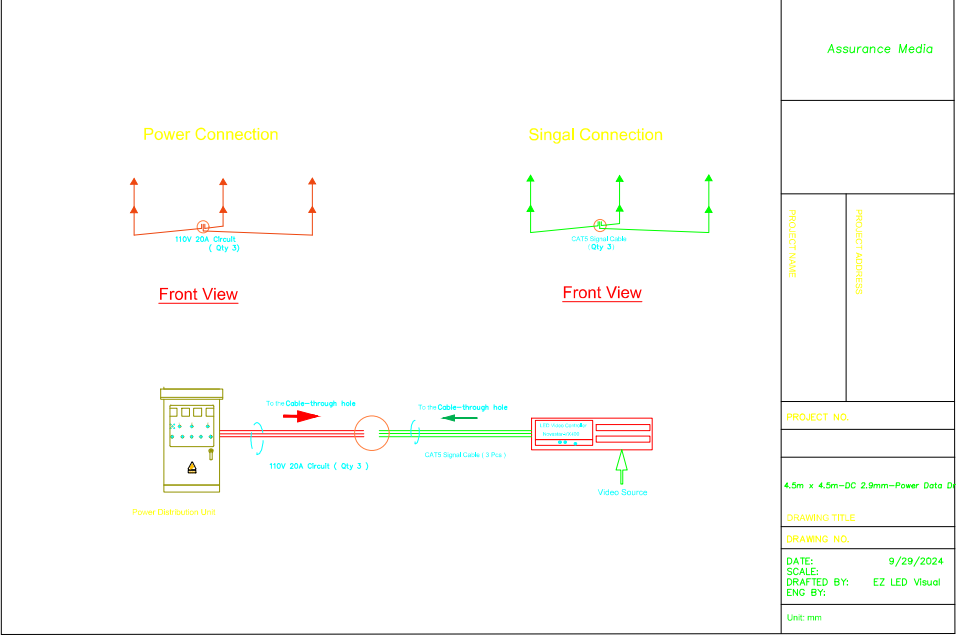
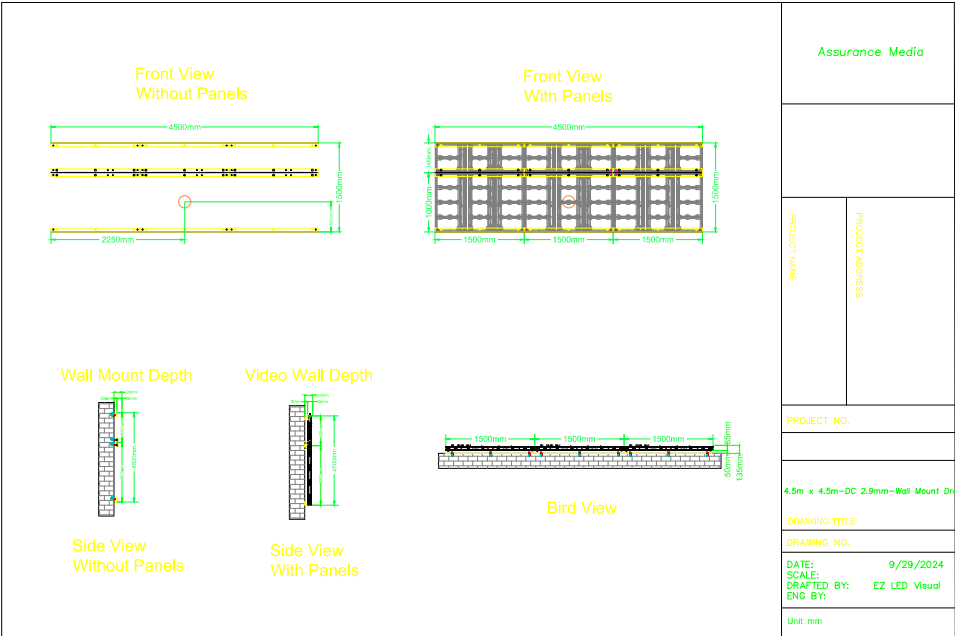
- ☐ **Approved**
☐ **Approved Pending Revisions**
☐ **Revise and Resubmit**

AUTHORIZED SIGNATURE

X

DATE

/ /



Dynamic Cube (DC) Series Brochure

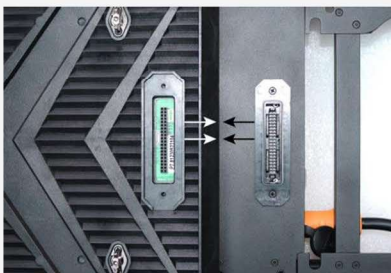
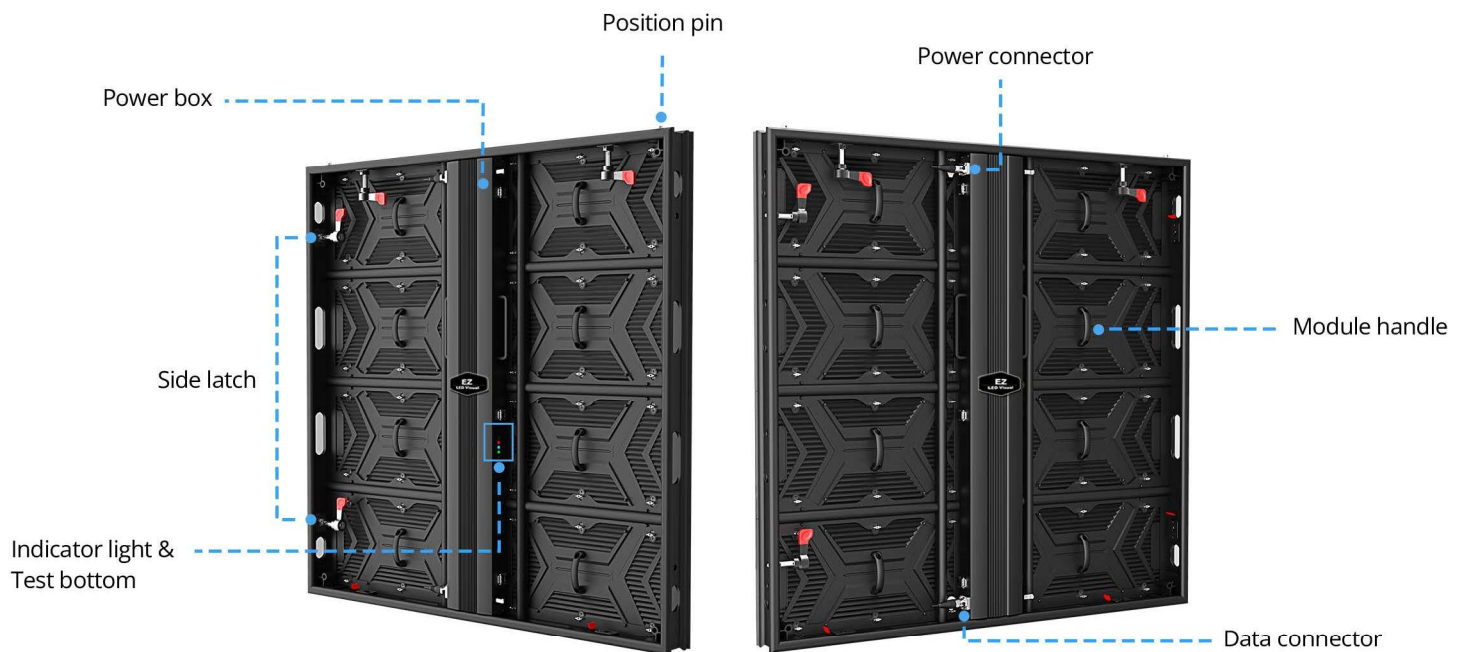
Powered by 16 years of manufacturing experience and robust supply chain resources, EZ LED Visual is dedicated to providing solid and stable LED video display products that enable our clients' designs to shine and amaze their audience. Whether it's information visualization, immersive experiences, mission-critical applications, or interactive display solutions, EZ LED Visual is ready to help you make it happen.

Product Features

- Pixel pitches: 3.9mm, 4.8mm, 6.25mm, 7.8mm, 10.4mm
- **Dynamic Pro Technology** supported by high brightness, high refresh, and high grayscale
- All-weather IP65 rated
- Light weight design
- Slim panel design (**ADA Compliant**)
- Energy-efficient design (30% lower than industry average)
- Quick locking system to enable fast install
- Wall mounting, floor standing, and hanging compatible
- Wall-mount-free install (LED wall size 60'x35' or below)
- Front serviceable and front installable
- Curvable for concave applications (panel-based faceted curve)
- Custom 90-degree corner solution available (optional)
- Naked eye 3D compatible



Product Overview



Hot-swappable

Hard connection supports hot-swapping without interrupting the rest of the LED wall

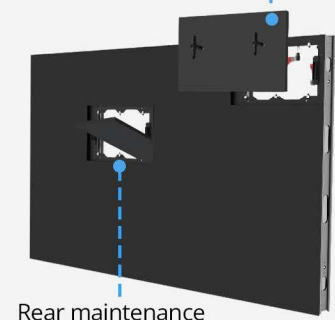
High-precision CNC side latch



Fast installation

Side latches featuring quick locking mechanism ensures fast install.

Front maintenance



Rear maintenance

Front and Rear maintenance

Dynamic Pro Technology

- High brightness



High brightness



Low brightness

- High refresh

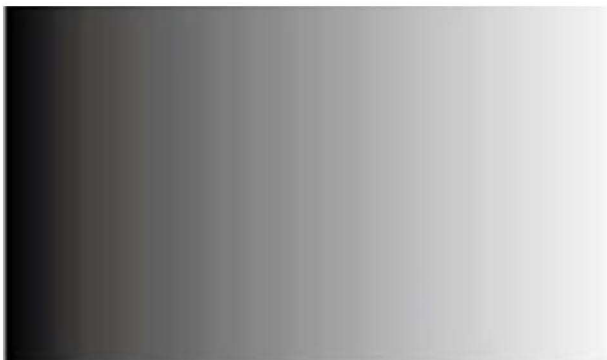


High refresh

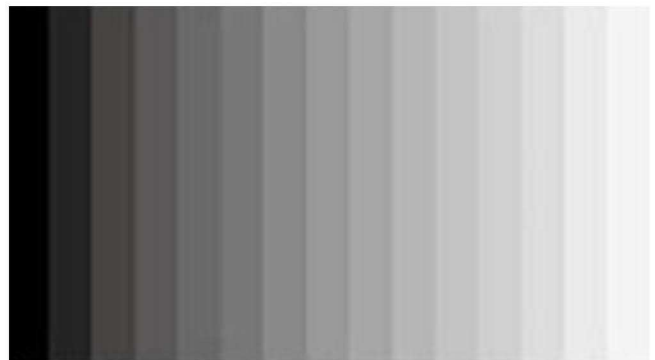


Low refresh

- High grayscale



High grayscale



Low grayscale



H/V 160° Wide View Angle



Weight is 35% lighter



IP65 for both front and back side



Energy saving up to
30%

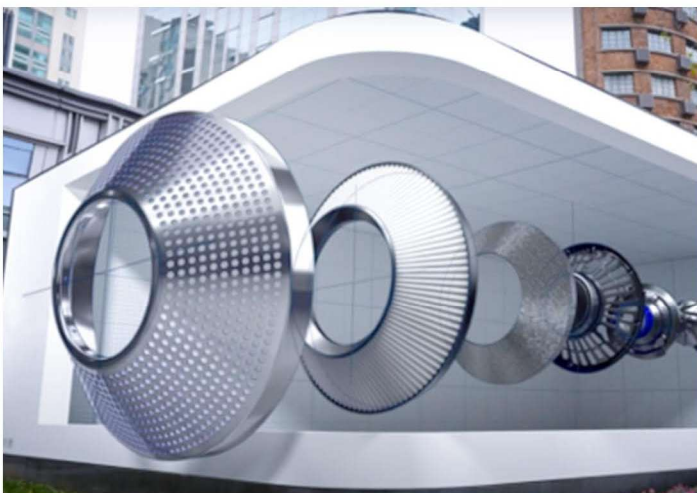


Dynamic Cube Series	1 sqm(w/m ²)
Average power consumption	100-200W
Max power consumption	650W

Industry average	1 sqm(w/m ²)
Average power consumption	425W
Max power consumption	1000W

Applications

- ① Digital Signage (DOOH)
- ② Commercial property
- ③ Naked eye 3D
- ④ Corporate
- ⑤ Entertainment
- ⑥ Hospitality
- ⑦ Education



Technical Specifications

EZ LED Dynamic Cube (DC) Series

Product Model	DC 2.9mm	DC 3.9mm	DC 4.8mm	DC 6.25mm	DC 7.8mm	DC 10.4mm
Per Panel Resolution	336*336	256*256	208*208	160*160	128*128	96*96
LED Type	3-in-1 SMD					
Panel Size (W*H*D)	1000x1000x83 mm / 39.37"x39.37"x3.27"					
Brightness	6000 nits (adjustable)					
Refresh Rate	2880-3840 HZ					
Grayscale	14-16 bit					
Contrast Ratio	5000 : 1					
View Angle	160° Horizontal / 160° Vertical					
Installation Access	Front Install / Rear Install					
Service Access	Front Service / Rear Service					
Panel Material	Aluminum					
Per Panel Weight	22.5KG / 49.5 LBS					
Per Panel Power Consumption (max)	650W					
Per Panel Power Consumption (typical)	200W					
Brightness Uniformity	>97.5%					
Color Uniformity	>97.5%					
Color Gamut	100% NTSC					
Color Temperature	3,000-10,000 K					
Service Life	100,000 Hours					
Working Voltage	100V-240V Auto-switching					
Operating Temperature (10-85% relative humidity, non-condensing)	-20° to 50° C / -4° to 122° F					
Alternative Panel Size (W*H*D)	1000x500 mm / 39.37"x19.69" 1500x1000 mm / 59.06"x39.37" 1500x500 mm / 59.06"x19.69"					

All rights reserved by EZ LED Visual Co.,Ltd.

REGIONAL PLANNING COMMISSION
PUBLIC HEARING MINUTES
Conference Call Included
January 8, 2026

The following members were present:

David Peterman
Peter Servon
Denise Kaercher
Glenn Gauvry
Delbert Mills
Paul Davis (telephone)
Bill Jester

Also present:

Sarah Keifer - Director of Planning
Tanner Jameson - Attorney

CS-26-01 DE State Fire School: Request Conditional use with Site Plan Approval of a Comprehensive signage package located inside the Growth Zone Overlay District. / Parcel # ED-00-066.00-02-46.00-000

Applicant/Owner	:	State of Delaware Delaware State Fire School 540 S. Dupont Hwy. Dover, DE 19901
Engineer	:	Becker Morgan Group, Inc. 309 S. Governors Ave Dover, DE 19904
Present Zoning / Comp Plan Map Designation	:	AR (Agricultural Residential) / Low Density Residential
Present Use	:	Fire School
Proposed Use	:	Same with Comprehensive Sign Package
Relation to Growth Zone	:	Inside
Levy Court District	:	2 nd - Hall
School District	:	Capital
Fire District	:	Cheswold
Area and Location	:	28.0 ± acres located on the north side of Chestnut Grove Rd., approximately 0.27 miles east of Stonewater Way., west of Dover.
Kent County Property Identification Number	:	ED-00-066.00-02-46.00-000

Mr. Jester: Is there someone here or online that would represent this application?

Jonathan Street: Becker Morgan Group.

Tanner Jameson: Good evening Sir, Do you swear from that the testimony you're about to give will be the truth?

Jonathan Street: I do.

Tanner Jameson: Thank you very much.

Jonathan Street: Mr. chairman, commission members, good evening. My name's Jonathan Street. I'm a senior associate with the Becker Morgan Group. I apologize. I can't be there in person tonight, but I locally I have more recently I found myself down in North Carolina so I can't be up there tonight to speak to you in person. The application in front of you tonight is a comprehensive sign plan, which you're aware of to accompany the new addition to what is the state fire commission. Many members, many members of the public may not realize that the fire school property actually houses three different entities. The fire commission. The fire marshal's office and the fire school itself. The fire commission is actually the one that is that's doing the current addition out of the building right now and the comprehensive signage package is really to mimic what's already out there. They're just redoing and updating the signage that's there. Because there's three different entities and two different buildings, two different separate buildings housing those entities, comprehensive signage plan is needed. The signage that's on the building will mimic what's already out there with a new seal that's over the cupola for the main entrance for the commission, but I believe a new digital sign that's gonna be out there as well. I'm here to answer any questions. Miss Sherry Lambertson is the executive director of the state Fire commissions in the audience representing the owner. I don't know that you have any questions for her, but I'm more than capable of answering what you might have. So I'm here. If you've got any questions, please let me know.

Mr. Jester: it looks like to me there, at the entrance there is a screen sign. Is there going to be a screen at the entrance in between the fire school itself and the fire marshal's office. Is that what I understand?

Jonathan Street: Yeah, there's a there's a digital sign that that they're putting up. It's that little rectangle that you see on the side of the building there.

Mr. Jester: What's the size of that? The digital sign is the size of it's 14 ft long and 5 ft tall.

Mr. Jester: Does Mr. Davis or anybody here on the commission have questions for this individual? I don't see anything here, Well, thank you sir for your presentation.

Jonathan Street: Thank you very much.

Mr. Jester: Is there anyone here that would like to speak in favor of this application may come to the mic either online or present to speak of this application?

Mr. Kennedy: If there's anyone else joining us online who would like to speak in favor of this application, please indicate by raising electronic hand. No hands raised online.

Mr. Jester: We'll know go over to the opposition. Is there anyone here in the hall or online that would like to speak in opposition to this application?

Mr. Kennedy: Similarly, if you are online and you would like to speak in opposition and would like to speak of this application, indicate by raising the electronic hand. Still NO hands raised online, Mr. chair.

Mr. Jester: So, we'll move on and take this application up next week.



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Lorri Tanaka, Finance Department

ITEM TYPE: Public Hearing

AGENDA SECTION: Mr. Pepper:

SUBJECT: 1. **Ordinance LC26-02 - FY26 Budget Amendment** - An Ordinance to amend Ordinance 25-11, the FY26 Annual Operating Budget of Kent County, Delaware for the fiscal year beginning July 1, 2025 to incorporate projected expenditure and revenues not included in the originally adopted budget

ATTACHMENTS:

[Ordinance LC26-02 - FY26 Bdget Amendment.pdf](#)
[EMS additional position funding.docx](#)

INTRODUCED BY:	<u>Terry Pepper</u>
INTRODUCTION DATE:	<u>January 13, 2026</u>
PUBLIC HEARING DATE:	<u>January 27, 2026</u>
PUBLIC HEARING TIME:	<u>7 P.M.</u>
ADOPTED DATE:	<u></u>
EFFECTIVE DATE:	<u>Upon adoption</u>

ORDINANCE LC26-02

An Ordinance to amend Ordinance 25-11, the FY26 Annual Operating Budget of Kent County, Delaware for the fiscal year beginning July 1, 2025 to incorporate projected expenditure and revenues not included in the originally adopted budget.

WHEREAS, the Kent County Levy Court deems it advisable to amend the Kent County Code relating to the Fiscal Year 2026 Annual Operating Budget of Kent County, Delaware to incorporate projected expenditure and revenues not included in the originally adopted budget

WHEREAS, on May 27, 2025, the Kent County Levy Court adopted the Annual Operating Budget for Fiscal Year 2026; and

WHEREAS, to be fiscally responsive to the needs of the citizens, the Kent County Levy Court desires to amend the Anticipated General Fund Revenues, the Anticipated General Fund Expenditures and the FTE (full time employee) count for the Department of Public Safety, Division of Emergency Medical Services.

NOW, THEREFORE, THE LEVY COURT OF KENT COUNTY, DELAWARE, HEREBY ORDAINS:

Section 1. The Fiscal Year 2026 General Fund Budget shall be amended as per the attached Budget Amendment #1.

Section 2. This Ordinance is adopted pursuant to the powers conferred upon the Levy Court of Kent County, Delaware, in the Delaware Code, Title 9, Section 4110.

Section 3. If any section, paragraph, sentence, clause, or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance which shall continue in full force and effect; and to this end, the provisions of this Ordinance are hereby declared to be severable.

ADOPTED BY LEVY COURT
OF KENT COUNTY, DELAWARE

PRESIDENT, KENT COUNTY LEVY COURT
THIS ____ DAY OF _____ 2025

ATTEST: _____
CLERK OF THE PEACE

SYNOPSIS

This Ordinance amends the Kent County Levy Court Fiscal Year 2026 Budget, for the fiscal year beginning on July 1, 2025, and ending June 30, 2026, to incorporate projected expenditure and revenues not included in the originally adopted budget.

Section 2. The Statement Of Anticipated General Fund Expenditures for the Fiscal Year ending June 30, 2026, is as follows:

General Fund Expenditures

	FY2026 Adopted Budget	FY2026 Levy Court Budget Amend- ment #1	FY2026 Amended Budget
Administration			
Administration	\$ 2,170,640	\$ -	\$ 2,170,640
Economic Development	70,950	\$ -	\$ 70,950
Information Technology	2,620,940	\$ -	\$ 2,620,940
Human Resources	815,040	\$ -	\$ 815,040
Facilities Management	1,345,100	\$ -	\$ 1,345,100
Legal Services	120,000	\$ -	\$ 120,000
Total Administration	\$ 7,142,670	\$ -	\$ 7,142,670
Finance			
Finance Administration	\$ 570,430	\$ -	\$ 570,430
Accounting Services	1,629,120	\$ -	\$ 1,629,120
Tax Division	1,562,950	\$ -	\$ 1,562,950
Assessment Division	2,166,100	\$ -	\$ 2,166,100
Total Finance	\$ 5,928,600	\$ -	\$ 5,928,600
Community Services			
Community Services Administration	\$ 432,630	\$ -	\$ 432,630
Library Services	\$ 907,350	\$ -	\$ 907,350
Library Standards Grant (Offset)	\$ 272,010	\$ -	\$ 272,010
Recreation	\$ 1,912,250	\$ -	\$ 1,912,250
Parks	\$ 1,295,180	\$ -	\$ 1,295,180
Suburban Parks	\$ 15,600	\$ -	\$ 15,600
Total Community Services	\$ 4,835,020	\$ -	\$ 4,835,020

General Fund Expenditures (Continued)**FY 2026****Planning**

Planning Administration	\$ 643,880	\$ -	\$ 643,880
Geographic Information Systems	\$ 813,930	\$ -	\$ 813,930
Inspections & Enforcement	\$ 2,853,740	\$ -	\$ 2,853,740
Land Use (formerly Planning)	\$ 2,001,050	\$ -	\$ 2,001,050
Total Planning	\$ 6,312,600	\$ -	\$ 6,312,600

Public Safety

Public Safety Administration	\$ 126,060	\$ -	\$ 126,060
Emergency Communications	\$ 4,696,510	\$ -	\$ 4,696,510
Mobile Command Center	\$ 42,400	\$ -	\$ 42,400
Emergency Medical Services (EMS)	\$ 9,997,010	\$ 400,000	\$ 10,397,010
EMS Special Events & Non-reimburse costs	\$ 1,105,940	\$ -	\$ 1,105,940
Emergency Management (EMPG)	\$ 394,290	\$ -	\$ 394,290
Emergency Management (LEPC)	\$ 93,710	\$ -	\$ 93,710
Total Public Safety	\$ 16,455,920	\$ 400,000	\$ 16,855,920

Row Offices

Clerk of the Peace	\$ 390,930	\$ -	\$ 390,930
Recorder of Deeds	\$ 979,150	\$ -	\$ 979,150
Register of Wills	\$ 818,250	\$ -	\$ 818,250
Sheriff's Office	\$ 1,051,370	\$ -	\$ 1,051,370
Total Row Offices	\$ 3,239,700	\$ -	\$ 3,239,700

Special Grants & Programs

Open Space Preservation	\$ 100,000	\$ -	\$ 100,000
Dog Control Support	\$ 787,030	\$ -	\$ 787,030
Volunteer Fire Companies	\$ 1,315,000	\$ -	\$ 1,315,000
Community Service Grants	\$ 430,000	\$ -	\$ 430,000
Total Special Grants & Programs	\$ 2,632,030	\$ -	\$ 2,632,030

General Fund Expenditures (Continued)**FY 2026****Other Expenditures**

Building Security	\$	120,000	\$	-	\$	120,000
Debt Service	\$	540,000	\$	-	\$	540,000
Interest Expense	\$	204,120	\$	-	\$	204,120
Benefits to Retirees	\$	70,000	\$	-	\$	70,000
Contingency	\$	1,000,000	\$	(280,000)	\$	720,000

Total Other Expenditures

\$	1,934,120	\$	(280,000)	\$	1,654,120
-----------	------------------	-----------	------------------	-----------	------------------

Operating Transfers Out

Transfer to CDBG	\$	613,475	\$	-	\$	613,475
Transfer to Capital Projects Fund	\$	3,925,800	\$	-	\$	3,925,800

Total Transfers Out

\$	4,539,275	\$	-	\$	4,539,275
-----------	------------------	-----------	----------	-----------	------------------

Sub Total Expenditures

\$	53,019,935	\$	120,000	\$	53,139,935
-----------	-------------------	-----------	----------------	-----------	-------------------

Less: Indirect cost allocation:

\$	9,391,060	\$	-	\$	9,391,060
-----------	------------------	-----------	----------	-----------	------------------

Total Expenditures

\$	43,628,875	\$	120,000	\$	43,748,875
-----------	-------------------	-----------	----------------	-----------	-------------------

Section 14. The Budget Narrative for the Fiscal Year Ending June 30, 2026, is as follows:

Fiscal Year 2026 Budget Narrative

1. Whenever a supplemental or program request is submitted to Levy Court during the current budget year and exceeds \$1,000, a fiscal note explaining how the request will impact the adopted budget and how it will be funded in the future must be included.
2. Department heads may redistribute monies within their respective budgets from one minor code to another within the 5100-5190 or 5200-5250 or 5300-5900 groups without the approval of the County Administrator. Transfers are permitted between the specified groups of up to 10 percent per annum of the group total with the written approval of the County Administrator.
3. No funds in minor codes 5375-5390 may be encumbered for equipment unless said purchase was detailed in the department's approved budget request. An exception request may be submitted to the County Administrator for approval. The exception request must give details regarding the need for the requested alternative,
4. The County Administrator may approve intra-fund transfers of up to 5 percent annum. Budget amendments exceeding these conditions shall be referred to Levy Court. The required forms are available on the Levy Court channel on Teams or from the Finance Department and must be properly submitted and entered into the budget software before any funds may be encumbered.
5. Financial allocations to other governmental agencies or jurisdictions contained in this budget are subject to separate approval by Levy Court of a written agreement containing the specific obligations of the parties. Such budgeted allocations are subject to adjustment and may not apply to Community Service Grants.
6. The County is committed to full compliance with all required provisions of the Patient Protection and Affordable Care Act, Women's Health, and Cancer Rights Act of 1988, HIPPA, COBRA, protected health information, Fair Credit & Reporting Act, among others, and exercises all the legal protections afforded therein. Summaries of Benefits & Coverage and other required notices are located in the Kent County Human Resources Office and/or the Employment & Human Resources page of the Kent County Levy Court website.
7. The County is committed to full compliance with all non-discrimination laws and wage and hour laws, including the Fair Labor Standards Act, and exercises all the legal protections afforded by it.
8. Employees shall be ineligible for reimbursement for any meals when on official County business or attending a training/educational program lasting no more than one day and located within the State of Delaware, unless said meal is included in the program registration cost. Employees attending such single-day programs or meetings outside the State of Delaware shall be eligible for reimbursement of actual meal costs, up to the amounts set by County policy, upon request and submission of actual receipts.
9. Mileage is computed at the prevailing U.S. General Services Administration (GSA) privately-owned vehicle mileage reimbursement rate for personal vehicle use on County business, with the primary work site or residence, whichever is closer to the destination, as the starting point. When a County vehicle is available, employees should use the County vehicle for such County business or receive the lower GSA reimbursement rate. The GSA rate in effect as of July 1, 2025, shall be used as the rate for reimbursement for the first six months of the County's 2026 fiscal year and the GSA rate in effect as of

Section 14. The Budget Narrative for the Fiscal Year Ending June 30, 2026, is as follows:

- January 1, 2026, shall be used as the rate for reimbursement for the last six months of the fiscal year.
10. Effective January 1, 2024, the approved legal fee for Levy Court-appointed County Attorneys is \$245/hour.
 11. Kent County was awarded funding under the American Rescue Plan Act (ARPA). The funding is reflected under the Special Revenue Grant section.
 12. All employees shall receive electronically deposited paychecks, except those persons without a checking account or other reason approved by the Human Resources Director. Employees are paid every two weeks on Friday. If the normal payday is a holiday, then payday is on the workday before the holiday. Employees are paid one week in arrears.
 13. The normal County work week is from 12 midnight on Sunday to 11:59 p.m. Saturday. The normal County office hours are 8:00 a.m. through 5:00 p.m. Monday through Friday except for Kent County approved holidays and emergency closings.
 14. The successor collective bargaining agreement approved by the members of CWA Local 13101 and Levy Court on December 20, 2022, provides that members of the bargaining unit located at Kent County Regional Resource Recovery Facility will receive the same pay/salary increase under the same conditions given to other County employees with a minimum 1% (one percent) general increase/COLA and advancement in the pay range of one-half step, 1% (one percent) if the other County employees receive no increase. In addition, the agreement provides for an annual individual performance award of \$500 to current members achieving perfect attendance or \$300 for achieving near perfect attendance (use of one excused day of sick leave) during the prior calendar year. The contract is in effect for the period from January 1, 2023, until December 31, 2026. Any minimum general increase/COLA under the specific terms of the agreement shall not be in addition to any pay/salary increase provided to other employees and shall not apply to or adjust the pay grade ranges (minimum or maximum) included in the approved pay classification system, unless or until Levy Court adopts a motion authorizing such application or adjustment.
 15. The successor collective bargaining agreement, approved on June 14, 2022, by the members of the AFSCME Council 81, Local 781, which represents non-supervisory paramedics, and Levy Court, provides that the members will receive the same pay/salary increases under the same conditions given to other County employees (1% increase if the other County employees receive no increase.) In addition, the agreement provides for an annual individual performance award of \$350 to current members achieving perfect attendance or \$250 for achieving near perfect attendance (use of one excused day of sick leave) during the prior calendar year. The contract is in effect for the period from July 1, 2020, until June 20, 2025. Any pay/salary increase which may be required under the specific terms of the agreement shall not be in addition to any pay/salary increase provided to the other employees and shall not apply to or adjust the pay grade ranges (minimum or maximum) included in the approved pay classification system, unless or until Levy Court adopts a motion authorizing such application or adjustment.
 16. Employees holding a position that is normally engaged in shift work (having to stay on post until replaced) and/or regularly scheduled to work the second shift (p.m. start time) shall receive a shift differential of 50 cents per hour for such covered hours physically worked during the shift. Starting work early (before 8:00 a.m.) or ending later (after 5:00 p.m.) does not qualify for a shift differential or increase amount. Any employee holding a

Section 14. The Budget Narrative for the Fiscal Year Ending June 30, 2026, is as follows:

position that is normally engaged in shift work and /or is regularly scheduled to work the third shift (no earlier than 12:00 a.m. and no later than 8:00 a.m.) shall receive a shift differential of 75 cents per hour for such hours physically worked. Any employee scheduled for a 12-hour or 14-hour shift should receive a shift differential of 85 cents per hour for hours physically worked during the second shift (between 6:00 p.m. or 7:00 p.m. and 7:00 a.m. or 8:00 a.m.) No shift differential is paid when an employee is absent from work. A different rate and different schedule may apply to members of a collective bargaining unit.

17. Any employee approved for on-call pay for a given week shall receive payment of \$150 for each week assigned. Any non-salaried Emergency Communications Division employee assigned on-call for a given day shall receive payment of \$30, to be available to report for duty during the assigned 24-hour period. If the assigned employee fails to report when called to work or is on scheduled vacation or lengthy FMLA-qualifying absence, the on-call pay will be forfeited. A different rate may apply to members of a collective bargaining unit.
18. Any elected County officers, including members of Levy Court and Row Officers, shall receive an annual salary of \$38,140, in addition to other employee benefits payable in such a manner as other Kent County employees. Appointed County officers (Chief Deputy and Deputy positions) shall be compensated in such a manner as prescribed by County policy. Members of Levy Court-appointed boards and commissions with approved by-laws providing for compensation shall receive \$150 per meeting, but no employee benefits. The chairperson, or in his/her absence the acting chairperson, of each board or commission shall be compensated \$175 per meeting. No board or commission member is permitted to spend more than 10 hours per week in preparation for or performing his/her official duties. After appointment, such member(s) shall promptly submit all employment-related forms to the Human Resources Office, or such appointment shall be considered voluntary service to the community without compensation. Compensation will generally be paid on a quarterly basis with appropriate documentation of attendance only when the board or commission transacts official business related to its purpose and the meeting is of notable duration.
19. As provided in County policy as amended from time to time and by applicable plan documents, each full-time employee shall be eligible for coverage under the County's approved health insurance program, dental insurance program, life insurance program(s), long-term disability insurance program and travel accident insurance program. Effective 7/1/2025, employees enrolling in offered health insurance coverage shall pay 7% per month of premium (phantom rate) in advance for individual coverage or as provided in County policy. Employees waiving health insurance coverage shall receive \$100 per month cash back for opting out of the health insurance plan, upon presentation and maintenance of evidence of comparable health insurance coverage provided by some other source. In addition to individual coverage rates, employees may purchase offered health insurance coverage for dependents at established rates, per month in advance or as established by motion of the Levy Court.
20. As provided by the Retiree Benefits ordinance as amended from time to time and applicable plan documents, participants all be eligible for coverage under the County's approved health insurance program, dental insurance program and retiree life insurance program. Effective 7/1/2025, non-Medicare-eligible retirees enrolling in offered health

Section 14. The Budget Narrative for the Fiscal Year Ending June 30, 2026, is as follows:

insurance coverage shall pay 7% per month of premium (phantom rate) or, as provided in County policy, one month in advance for individual coverage. Medicare-eligible retirees and dependents must be covered under the Medicare Supplement Plan and shall submit sufficient evidence of Medicare enrollment, including Part A and Part B, to the Human Resources Office at least 30 days before the effective date or eligibility for retiree/dependent benefits may be withdrawn. Participants waiving health insurance coverage shall receive \$100 per month cash back for opting out of the health insurance plan, upon presentation and maintenance of evidence of comparable health insurance coverage provided by some other source. In addition to the individual coverage rate, retirees may purchase offered health insurance coverage for dependents at established rates per month in advance, or as established by motion of the Levy Court.

21. Employees and retirees must pay the Levy Court-established nominal premium for dental benefits and may purchase dependent coverage at the Levy Court-established family rate, payable in advance as established by motion of the Levy Court or opt out of dental coverage completely.
22. This Adopted Budget reflects the Fiscal Year 2026 recommendation of \$4,539,411, based on the annual actuarial valuation report by Milliman Inc., in compliance with GASB 67/68, to the Kent County Employee Pension Fund for Fiscal Year 2025. The budgeted General Fund portion of the Fiscal Year 2026 pension contribution is \$3,518,044 and the budgeted Sewer Fund portion is \$1,021,367. Kent County will make contributions to the pension fund on behalf of its employees under the IRS employer pick-up provision. Eligible employees hired before December 21, 2010, have one percent (1%) of base salary deducted over 26 pay periods for this purpose. Eligible employees hired between December 21, 2010, and December 31, 2019, shall have three percent (3%) of base salary over \$6,000 deducted over 26 pay periods. Eligible employees hired on or after January 1, 2020, shall have five percent (5%) of base salary over \$6,000 deducted over 26 pay periods. Employees may not make direct contributions to the pension plan.
23. This Adopted Budget reflects the Fiscal Year 2026 recommendation of \$3,431,497 based on the biennial actuarial valuation report by Milliman Inc., in compliance with GASB 74/75, to the Kent County Other Post-Employment Benefit Fund for Fiscal Year 2026. The budgeted General Fund contribution for Fiscal Year 2026 is \$2,673,529 and the budgeted Sewer Fund contribution is \$757,968.
24. Funding has been included for anticipated career ladder promotions, longevity, other appropriate promotions and stipends or wage rate adjustment per policy, temporary/part-time and executive position employment agreements and approved expenses required to achieve, maintain, or comply with new, enhanced, or additional licensing or certification requirements due to State and/or Federal regulation/law or changes to Position Description. The tenure of employees shall, among other things, be subject to necessity for the performance of work and the availability of funds.
25. By County ordinance, any position that remains vacant for two consecutive fiscal years is considered eliminated.
26. Effective July 1, 2025, all classified and unclassified employees shall receive a two percent (2%) cost-of-living adjustment and the pay ranges contained in the approved pay classification system shall increase to reflect the two percent (2%) cost-of-living adjustment. Said increase to hourly and annual rates will be applied in a manner consistent with the personnel ordinance and payroll software capabilities.

Section 14. The Budget Narrative for the Fiscal Year Ending June 30, 2026, is as follows:

27. Retirees will receive a two percent (2%) cost-of-living adjustment in Fiscal Year 2026.
28. Effective July 1, 2025, as provided in the County employees' pay classification system, each classified and unclassified employee with at least one fiscal year, but not less than nine months of County service and not on an existing or pending Performance Improvement Plan, shall be eligible to advance one STEP (2%); each classified and unclassified employee with no more than one day less than nine months but not less than three months of County service and not on an existing or pending Performance Improvement Plan shall advance one half STEP (1%); each classified and unclassified employee with not more than one day less than three months of County service shall not receive any STEP advancement. Such STEP increases shall not exceed the maximum pay rate for the assigned grade, except for unclassified employees.
29. No pay increases have been budgeted for temporary, part-time, contracted hourly or seasonal employees except as required by minimum wage laws and such employees should not work more than 25 hours in any work week, except as approved by the Human Resources Director.
30. Funding is included for an ongoing Paramedic Trainee Program for up to six (6) students as provided by County policy when approved by Levy Court.
31. Funding has been included in the General Fund for the reclassification of the Administrative Assistant position in Public Safety, Planning and Community Services from grade 2116 to grade 2117, Wills Clerk II positions in the Register of Wills from grade 2111 to grade 2112, the Operations Supervisor position in Emergency Communication from grade 2121 to 911 Admin Officer grade 2123, the 911 GIS Analyst position in Emergency Communication from grade 2118 to 911 Operations Support grade 2121 and the Accounting Supervisor position in Finance from grade 2124 to grade 2125. Funding has also been included for two part-time contractual positions – an evening office assistant in Community Services and administrative support in Emergency Management.
32. Funding has been included for a career-ladder promotion for a Biosolids Plant Operator IV and two part-time temporary contractual positions in the Sewer Fund, Engineering Admin section.
33. The Sewer Fund budget for FY26 is based on the following rates:
 - Uniform rate; district users - \$114.72 per EDU
 - Uniform rate; contract users - \$3.82 per 1,000 gallons of flow
 - Hauler (septage) fee - \$87.14 per 1,000 gallons
 - DSWA Rate - \$21.10 per 1,000 gallons
34. Funding has been added in the Department of Public Safety, Emergency Medical Services Division for six (6) additional Paramedics making the total approved positions for Emergency Medical Services to be sixty six (66).

Chief John A. Tinger
Director
Department of Public Safety

Bryan Choi, MD
Medical Director
Division of Emergency Medical Services

Frank Mayer, MD
Associate Medical Director
Division of Emergency Medical Services



911 Public Safety Blvd.
Dover, DE 19901
(302) 735- 2200

Justin Conrad, Deputy
Asst. Director of Public Safety
Division of Emergency Medical Services

Robert Watts
Asst. Director of Public Safety
Division of Emergency Communications

Brandon Olenik
Asst. Director of Public Safety
Division of Emergency Management

MEMORANDUM

January 6, 2026

To: Levy Court Commissioners

Via: Kevin Sipple, County Administrator

From: Chief John A. Tinger, Director Dept of Public Safety

RE: Funding Request – Paramedic Positions

PURPOSE

The purpose of this memorandum is to request Levy Court's approval to create six (6) Paramedic positions within Kent County Emergency Medical Services (EMS).

BACKGROUND / RATIONALE

In Fiscal Year 2024 (FY24), Kent County EMS utilized American Rescue Plan Act (ARPA) funding to support Paramedic Trainee salaries. Those funds have since been exhausted. As a result, Kent County EMS is currently using available Paramedic full-time equivalent (FTE) funding to support trainee salaries, which has reduced the number of Paramedic FTEs available for hiring certified paramedics. This has been possible due to low staffing numbers.

Currently, Kent County EMS has four certified out-of-state paramedics and two paramedic students seeking employment. Additionally, because of active recruitment and retention efforts, Kent County EMS has only two (2) available Paramedic FTEs.

To address this issue, the Department of Public Safety is requesting to add six (6) Paramedic positions to the EMS Budget, which will allow Kent County EMS to hire certified paramedics and upcoming graduates while continuing to support trainees already in the pipeline.



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Austin Walls, Public Works

ITEM TYPE: Resolution

AGENDA SECTION: Mr. Hall:

SUBJECT:
1. **Resolution 4143**, A Resolution calling a Public Hearing
Upon a Proposal to extend Kent County Sewage Disposal
District No. 1, Twin Maples Mobile Home Park (Kenton Area)

ATTACHMENTS:

[RES #4143 Twin Maples- Kenton Area.pdf](#)

[Res #4144 Twin Maples- Kenton Area.pdf](#)

INTRODUCED BY: Commissioner Jeffrey Hall
INTRODUCTION DATE: January 27, 2026
ADOPTION DATE: January 27, 2026
EFFECTIVE DATE: January 27, 2026

RESOLUTION NO. 4143

**A RESOLUTION CALLING A PUBLIC HEARING UPON A PROPOSAL
TO EXTEND KENT COUNTY SEWAGE DISPOSAL DISTRICT NO. 1,**

**Twin Maples Mobile Home Park
(Kenton Area)**

This Resolution, dated January 27, 2026, calls for a Public Hearing upon a proposal to extend Kent County Sewage Disposal District No. 1, pursuant to Section 4606, Chapter 46, Title 9 of the Delaware Code, as amended.

WHEREAS, the preliminary reports, maps and plans regarding the extension of Kent County Sewage Disposal District No. 1 have been completed.

NOW, THEREFORE, BE IT RESOLVED by the Kent County Levy Court at its regular business meeting held on January 27, 2026, that

- (1) The preliminary report, maps, and plans, prepared by the County Engineer regarding the proposed extension of the Kent County Sewage Disposal District No. 1, are accepted.
- (2) A public hearing on the proposed extension of the Kent County Sewage Disposal District No. 1 shall be held at 7:00 p.m. prevailing time, on February 10, 2026, at 555 Bay Road, Dover, DE and via telephone conference call or via Webex.

To join the meeting by conference call or Webex, links are provided at:

<https://kentcountyde.webex.com/kentcountyde/j.php?MTID=mb5be1b37cbbf8809edf94daf921c9a4b>

- (3) A Notice of Public Hearing shall be posted and advertised in accordance with Sections 4604 and 4606, Chapter 46, Title 9 of the Delaware Code, as amended, in substantially the following form and as presented at this meeting.

NOTICE OF PUBLIC HEARING

PROPOSED EXTENSION OF KENT COUNTY SEWAGE DISPOSAL DISTRICT NO. 1

Twin Maples Mobile Home Park (Kenton Area)

Notice is hereby given that the Levy Court of Kent County, Delaware, will hold a Public Hearing at 555 Bay Road, Dover, DE and via telephone conference call or Webex, on **February 10, 2026**, at 7:00 p.m. prevailing time, to hear all persons interested in the proposed extension of Kent County Sewage Disposal District No. 1, located in Kent County, Delaware.

To join the meeting by conference call or Webex, information is provided below:

Join the meeting via Webex by going to:

<https://kentcountyclewebex.com/kentcountyclewebex/j.php?MTID=mb5be1b37cbbf8809edf94daf921c9a4b>

or by phone, by calling 1-408-418-9388

Meeting number (access code): 2342 429 6539

Meeting password: #

At said Public Hearing, all persons interested in the proposed extension of said district shall be entitled to object or to be heard generally as to the proposed extension of said district and as to whether any properties benefited directly or indirectly are omitted from said proposed extended district.

Said proposed extended district encompasses all lands, incorporated or otherwise, in Kent County served or to be served directly or indirectly by a central sanitary sewer, maintained in whole or in part by Kent County, as described and shown on Map No(s). 1 of 1 entitled "Kent County Sewage Disposal District No.1, Proposed Extension, "Twin Maples Mobile Home Park", Kenton Area", prepared by the Department of Public Works, dated January 27, 2026, located within the certain report mentioned above and generally listed below.

Kenton Area- Twin Maples Mobile Home Park

- | | |
|-----------------------------|------------------------------|
| 1. 3-00-04400-02-0200-00001 | Shaws Corner Road, Kenton DE |
| 2. 3-00-04400-02-0201-00001 | Shaws Corner Road, Kenton DE |

The previous described property is subject to any rights-of-way, easements, or restrictions as may be shown or noted in any public records, or any regulations or requirements of any public agency. Zones of assessment and the allocation of cost may be changed from time to time by resolution of the County government after public hearing and when the County government determines that same is in the public interest.

The resolution is subject to referendum upon petition.

BY ORDER OF THE KENT COUNTY LEVY COURT:

BRENDA WOOTTEN
CLERK OF THE PEACE, KENT COUNTY, DELAWARE

DATED: _____

Said Notice of Public Hearing shall be posted and published in accordance with the provisions of Section 4604 and 4606, Chapter 46, Title 9 of the Delaware Code, as amended.

ADOPTED BY THE LEVY COURT OF KENT COUNTY, DELAWARE

JOANNE MASTEN
PRESIDENT, KENT COUNTY LEVY COURT

THIS _____ DAY OF _____, 2026

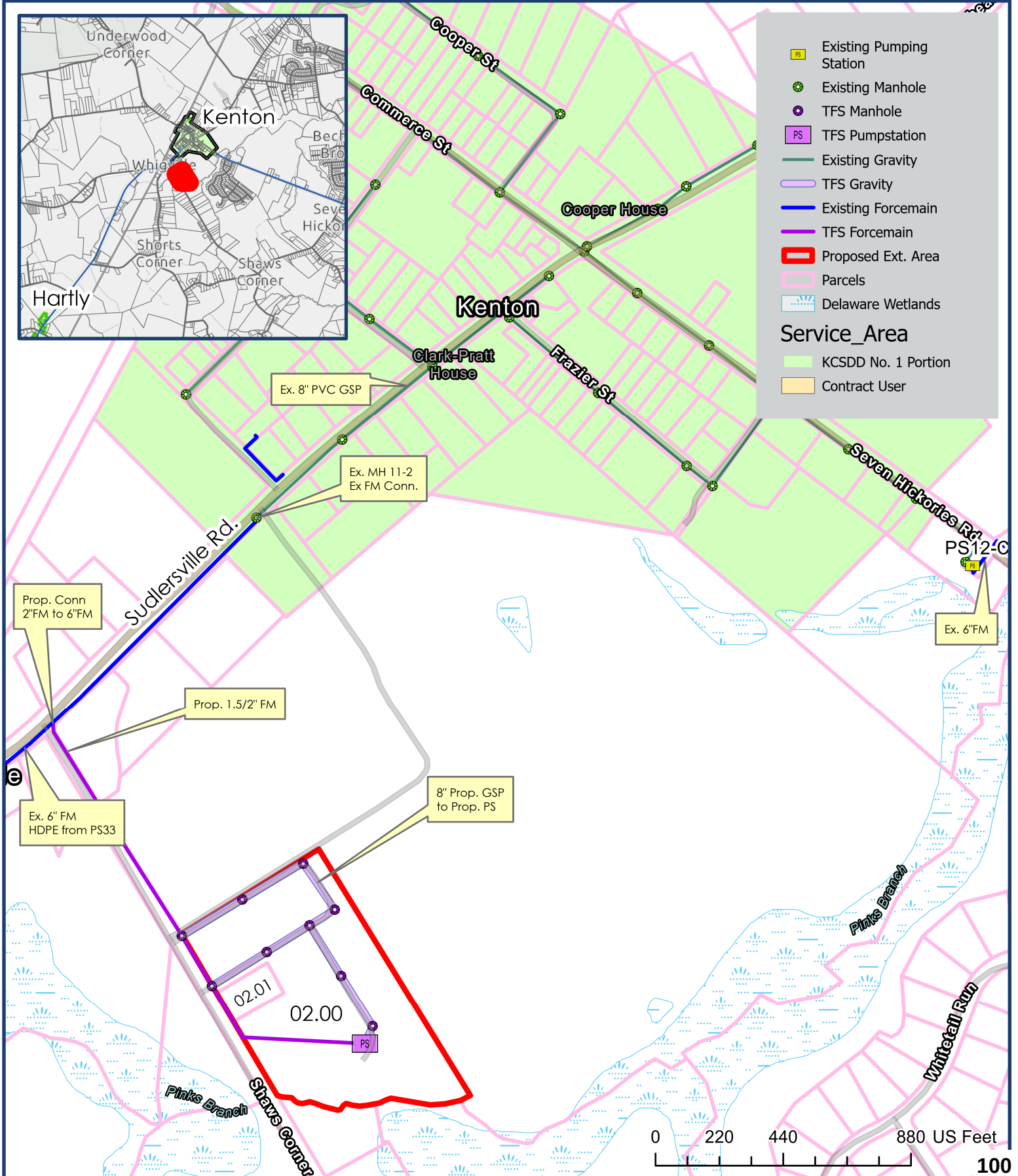
BRENDA WOOTTEN
CLERK OF THE PEACE, KENT COUNTY, DELAWARE



9/30/2025

Kent County Sewage Disposal District No. 1

Twin Maples MHP Kenton Area



INTRODUCED BY: Commissioner Paul Hertz
INTRODUCTION DATE: January 27, 2026
PUBLIC HEARING DATE: February 10, 2026
PUBLIC HEARING TIME: 7:00 p.m.
ADOPTION DATE: _____
EFFECTIVE DATE: _____

RESOLUTION NO. 4144

**A RESOLUTION UPON A PROPOSAL TO EXTEND
KENT COUNTY SEWAGE DISPOSAL DISTRICT NO. 1
PURSUANT TO SECTION 4606, CHAPTER 46, TITLE 9 OF THE DELAWARE CODE, AS AMENDED**

**Twin Maples Mobile Home Park
(Kenton Area)**

WHEREAS, Kent County Sewage Disposal District No. 1 was duly established pursuant to Section 4606, Title 9 of the Delaware Code, as amended, on October 1, 1968; and

WHEREAS, the Kent County Levy Court ("Levy Court"), pursuant to Section 4603, Title 9 of the Delaware Code, as amended, has assembled data, developed plans, made studies, and caused a report including maps and plans to be prepared for the extension of the Kent County Sewage Disposal District No. 1; and

WHEREAS, Levy Court adopted **Resolution No. 4143**, on **Tuesday, January 27, 2026**, accepting said report, maps and plans, and calling a public hearing upon the proposal to extend Kent County Sewage Disposal District No. 1 to be held on **Tuesday, February 10, 2026**, upon the proposal to extend said district to comprise the area defined in such maps and plans (attached hereto), and

WHEREAS, Levy Court pursuant to Section 4604, Title 9 of the Delaware Code, as amended, caused notices of said public hearing to be posted and published containing a description of the area to be included within the proposed extended district, and specifying the time and place where Levy Court would meet to consider the matter and hear all parties interested therein, and

WHEREAS, said public hearing was held on **February 10, 2026**, a full discussion of the matter was had, and all persons for and against the extension of Kent County Sewage Disposal District No. 1 were heard.

NOW, therefore, upon the evidence assembled and developed by the Levy Court and upon the evidence given at such hearing, and after due consideration of the maps and plans, reports, recommendations, and other data,

BE IT RESOLVED as follows:

- A. That the proposed county sewer district extension is satisfactory and sufficient, and adequate and appropriate,
- B. That all of the property and property owners within the proposed district are benefited directly or indirectly thereby,
- C. That all of the properties and property owners so benefited are included within the limits of the proposed extended district, and
- D. That it is in the public interest to extend the district in the manner proposed.

BE IT FURTHER RESOLVED:

- A. That Kent County Sewage Disposal District No. 1 is hereby extended and shall be limited, bounded, and described as all lands, incorporated or otherwise, in Kent County currently served or to be served directly or indirectly by central sanitary sewer maintained in whole or in part by Kent County as described and shown on Map No(s). 1 of 1 entitled “Kent County Sewage Disposal District No.1, Proposed Extension, “Twin Maples Mobile Home Park”, Kenton Area”, and “Kent County Sewage Disposal District No.1 prepared by the Department of Public Works, dated **January 27, 2026**, attached hereto and incorporated herein by reference.
- B. That this resolution is subject to referendum upon petition pursuant to Section 4607, Title 9 of the Delaware Code, as amended, and
- C. That granting this extension of Kent County Sewage Disposal District No. 1 does not constitute a guaranty of wastewater treatment capacity at the time of the actual development of the properties located within this extension, or at any time prior to the County’s acceptance of all the applicable fees, including but not limited to the Sanitary Sewer District Expansion Fee and/or the Main System Capital Improvement Fee or such other standards as may be imposed by Kent County Levy Court or the Department of Public Works, and
- D. That the assessment rolls imposed by Kent County Levy Court for said extension be based on the debt service of the Kent County Sewage Disposal District No. 1 area infrastructure serving the anticipated wastewater discharges.
- E. That granting this extension of Kent County Sewage Disposal District No. 1, based on an estimated number of equivalent dwelling units, does not constitute a step in the land use approval process as administered by the Kent County Planning Department, and
- F. That granting this extension of Kent County Sewage Disposal District No. 1 does not limit the discretion in the land use approval process as administered by the Kent County Planning Department, and
- G. That this resolution shall become effective thirty days from the date of Adoption thereof or upon the date of approval of the resolution by the eligible voters in the district if a referendum is held.

ADOPTED BY THE LEVY COURT OF KENT COUNTY, DELAWARE

JOANNE MASTEN
PRESIDENT, KENT COUNTY LEVY COURT

THIS _____ DAY OF _____, 2026

BRENDA WOOTTEN
CLERK OF THE PEACE, KENT COUNTY, DELAWARE

**PRELIMINARY REPORT ASSESSING THE EXTENSION OF
KENT COUNTY SEWAGE DISPOSAL DISTRICT NO. 1 (KCSDD1) FOR
KENTON AREA- TWIN WILLOWS MOBILE HOME PARK**

DATE: November 5, 2025

This report was prepared by the Kent County Department of Public Works in accordance with Title 9 of the Delaware Code, Section 4619, "Extension of the (sewer) district". Kent County Sewage Disposal District No. 1 (KCSDD1) was created by resolution on October 1, 1968, in accordance with Title 9 of the Delaware Code.

Property Name:	TWIN MAPLES MOBILE HOME PARK
Estimated EDU's:	45 RESIDENTIAL EDU's
Parcel Map Nos:	KH-00-044.00-02-02.00 & 02.01
Site Addresses:	SHAWS CORNER ROAD, KENTON, DE

The Engineering Division received a request for County sanitary sewer service from Mr. John Gallagher, Jr. (WHAG Partnership), legal owners of Parcel Nos. KH-00-044.00-02-02.00 & 02.01, which are located outside the boundaries of the Kent County Growth Zone. The proposed service would involve (45) existing EDU's consisting of (44) mobile homes and (1) single family home. The properties are located on the east side of Shaws Corner Road and would be part of the Kenton Area. Please refer to the attached map.

The proposed sanitary sewer service requires connection to the existing 6in. force-main (FM) located in the right-of-way (ROW) of Sudlersville Road, via proposed gravity collection mains, one central pump station (PS), and small diameter FM system. There is adequate capacity in the existing downstream County sewer systems to support this proposal. Since this would be a septic elimination project, the existing on-site systems must also be removed and/or abandoned in place.

If this SSD Extension is legally approved, then Kent County would apply for project funding from DNREC-EF. The funding to be secured would be used for the design, permitting, and construction of the proposed sewer systems, including payment of the Main System impact fees for the existing EDU's. It is anticipated the District impact fees would be waived by the Levy Court Commissioners for the existing EDU's. The owner would be required to obtain the Commercial sewer permit.

Staff suggests the following motion: "I move that the Sewer Advisory Board recommend approval of the extension of KCSDD1 (Kenton Area) for Parcel Nos. KH-00-044.00-02-02.00 & 02.01, as depicted on the attached map."



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Lorri Tanaka, Administration

ITEM TYPE: Resolution

AGENDA SECTION: **Mrs. Masten:**

SUBJECT: **Resolution 4145**, A Resolution Adopting an Amendment to the Business Meeting Rules of Procedure of the Kent County Levy Court



Item Cover Page

LEVY COURT BUSINESS AGENDA ITEM REPORT

DATE: January 27, 2026

SUBMITTED BY: Joel Gartner, Administration

ITEM TYPE: Resolution

AGENDA SECTION: **Mrs. Masten:**

SUBJECT: Executive Session Motion and Adjournment Procedures

ATTACHMENTS:

[Executive Session Motions and Adjournment Procedure.pdf](#)
[Resolution Amending Rules of Procedure.pdf](#)
[2023 Levy Court Business Meeting Rules of Procedure.pdf](#)



DIRECTOR OF ADMINISTRATION

January 13, 2026

TO: Levy Court Commissioners

Via: Kevin Sipple, County Administrator

FROM: Joel Gartner, Director of Administration

RE: Executive Session Motion and Adjournment Procedures

Max Walton and Tanner Jameson from Connolly Gallagher in an email to the County Administrator "have discussed the council rule's prohibition against going into executive session at a workshop meeting." They "also believe that the current way Kent County goes into an executive session at a workshop meeting is problematic."

Connolly Gallagher drafted a resolution that amends Section 17.4 of the Rules and allows the Commissioners to enter into executive session at workshop meetings. A copy of the current Rules of Procedures has also been added to this January 20, 2026 Workshop agenda item.



KENT COUNTY

LEVY COURT

Resolution # _____

A RESOLUTION ADOPTING AN AMENDMENT TO THE BUSINESS MEETING RULES OF PROCEDURE OF THE KENT COUNTY LEVY COURT

WHEREAS, the Kent County Levy Court is authorized pursuant to the laws of the State of Delaware to adopt, amend, and enforce rules governing its proceedings; and

WHEREAS, the Kent County Levy Court has previously adopted Rules of Procedure to ensure the orderly, efficient, and transparent conduct of its meetings and legislative business; and

WHEREAS, from time to time it is necessary and appropriate to amend the Rules of Procedure to reflect changes in law, operational needs, best practices, or policy considerations; and

WHEREAS, the Kent County Levy Court finds that adoption of the proposed amendment allowing for executive sessions to be conducted at workshop meetings is in the best interests of Kent County and will promote effective governance and the proper administration of public business; and

WHEREAS, the Kent County Levy Court hereby amends Section 17.4 of the Rules of Procedure by adding the underlined language as follows:

No official action of Levy Court may be taken at workshops or committee meetings. However, at any workshop meeting, the Commissioners may, by majority vote, enter executive session if an executive session is on the agenda. A vote to hold an executive session must be taken at the workshop meeting prior to the executive session, and the purpose for the executive session shall be announced publicly.

NOW, THEREFORE, BE IT RESOLVED that the Kent County Levy Court does hereby adopt and amend the Rules of Procedure on this the ____ day of January 2026.

Joanne Masten,
President

Robert J. Scott, Vice President

Allan F. Angel, Commissioner

Jeffrey W. Hall, Commissioner

Paul Hertz, Commissioner

Terry L. Pepper, Commissioner

George "Jody" Sweeney, Commissioner

BUSINESS MEETING RULES OF PROCEDURE
FOR THE LEVY COURT OF KENT COUNTY, DELAWARE
January 3, 2023

These rules shall govern the procedures in the Levy Court of Kent County, Delaware.

Definitions

"Agenda" includes but is not limited to a general statement of the major issues expected to be discussed at a public meeting, as well as a statement of intent to hold an executive session and the specific ground or grounds therefore.

"Chairperson" means the chairperson of a standing committee of the Levy Court.

"Commissioner" means a commissioner of the Levy Court.

"Committee" means a standing committee of the Levy Court, unless otherwise specified.

"Consent agenda" means a group of routine, non-controversial business items approved en mass by a single vote, usually unanimously.

"County" means Kent County, Delaware, unless otherwise specified.

"Levy Court" means the Levy Court of Kent County, Delaware.

"Meeting" means the formal or informal gathering of a quorum of the Commissioners of Levy Court for the purpose of discussing or taking action on public business.

"President" means the President of the Levy Court.

"Public business" means any matter over which the Levy Court has supervision, control, jurisdiction, or advisory power.

"Public comment" means brief statements by a member of the public not exceeding five minutes on matters appropriate to the responsibilities of Levy Court.

"Public record" is information of any kind, owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected by the Levy Court or its committee, relating in any way to public business, or in any way of public interest, or in any way related to public purposes, regardless of the physical form or characteristic by which such information is stored, recorded or reproduced. Records not deemed public under 29 De1.C. Section 10002(d) are not deemed public under the Rules of the Levy Court.

"Vice President" means the vice president of Levy Court.

Rule 1 - Order of Business

- 1.1 The Order of Business at each regular meeting of the Levy Court shall be as follows:

- Call to Order
- Invocation
- Pledge of Allegiance
- Moment of Silence for our Troops
- Roll Call and Determination of Quorum
- Adoption of Agenda
- Consent Agenda
- Approval of Minutes
- Presentations, Tributes, and Resolutions honoring individuals or groups
- Introductions
- Public Hearings
- Old Business
- New Business
- Information Items
- Public Comments
- Commissioners' Comments
- Adjournment

- 1.2 The order of business can be altered at any duly constituted meeting by an affirmative vote of a majority of the Commissioners present. The privilege of the floor may be granted to the public at any time by the affirmative vote of a majority of those Commissioners present.
- 1.3 During public hearings, the presiding officer may set reasonable time limits on public comments. An individual may submit a written statement in lieu of or in addition to verbal comments.
- 1.4 Every attempt will be made to complete all business scheduled. In the event that the presentation of a scheduled agenda item takes longer than reasonably anticipated, the presentation may be suspended by approval of a majority of the Commissioners present. A motion to suspend a presentation should include the date by which the remainder of the presentation will be heard.
- 1.5 Once closed by the presiding officer, the presentation of public comments and/or the submission of testimony and evidence for any public hearing shall not be reopened, except by suspension of these rules.

Rule 2 - Meetings of Levy Court

- 2.1 Regular meetings shall be held in the Kent County Administrative Complex.
- 2.2 Regular business meetings shall normally convene at **7:00 P.M.** on the second and fourth Tuesday of every month. If such day is a legal holiday, the day before or after a legal holiday, or if there is no business to conduct, the President may designate some other meeting day, or omit that meeting.
- 2.3 Standing committee meetings shall normally convene, as needed, at **7:00 P.M.** on the first or third Tuesday of every month. If such day is a legal holiday, the day before or after a legal holiday, or if there is no committee business to conduct, the President or the committee chairperson may designate some other meeting day, or omit that meeting.
- 2.4 Special meetings may be held in any public location in Kent County, provided that at least 24 hours advance public notice is given. The notice shall include an explanation as to why the notice required by Rule 3 could not be given.
- 2.5 The President may call a special meeting; the President shall specify the time and place of the special meeting. A majority of the Commissioners may call a special meeting by motion made and adopted at a regular meeting. The motion shall specify the time and place of the special meeting.
- 2.6 Emergency meetings may be called without notice to address any emergency regarding the immediate preservation of the public peace, health or safety.
- 2.7 Except for executive sessions, all meetings shall be open to the public
- 2.8 On the affirmative vote of those Commissioners present at any duly constituted meeting, an executive session may be closed to the public for the following reasons:
 - (a) Discussion of an individual's qualifications to hold a job or pursue training, unless the individual requests that such a meeting be open;
 - (b) Preliminary discussions on site acquisitions for any publicly funded capital improvements;
 - (c) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation, but only when discussion at an open meeting would

have an adverse effect on the bargaining or litigation position of the Levy Court;

- (d) Discussions which would disclose the identity of a contributor of a bona fide and lawful charitable contribution to the county whenever public anonymity has been requested of the Levy Court with respect to said contribution by the contributor;
 - (e) Discussion of the contents of documents excluded from the definition of "public record" in 29 De1.C. Section 10002(d) where such discussion may disclose the contents of such documents;
 - (f) Hearings on employee disciplinary or dismissal cases, unless the employee requests a public hearing; and
 - (g) Personnel matters in which the names, competency and abilities of individual employees are discussed, unless the employee requests that such a meeting be open.
 - (h) Any reason authorized pursuant to 29 De1.C. Chapter 100.
- 2.9 A vote to hold an executive session must be taken at a public meeting prior to the executive session, and the purpose for the executive session shall be announced publicly. The results of the vote shall be made public and shall be recorded in the minutes.
- 2.10 Discussions in executive session shall be limited to the purposes for which an executive session was called. No vote shall be taken in an executive session.
- 2.11 A written report of executive sessions shall be kept. At a minimum, the report shall include a record of attendance. Such report, or portions thereof, may be withheld from public disclosure in those cases where such disclosure would defeat the lawful purpose for the executive session, but no longer.
- 2.12 The President shall be the presiding officer at all meetings. In the absence of the President, all power and duties of the President enumerated herein shall be assumed by the Vice President. In the absence of both, the Commissioner with the longest serving tenure on Levy Court shall preside.
- 2.13 The County Attorney or a designee shall serve as parliamentarian and the legal advisor to Levy Court during all meetings. The County Attorney or a designee shall be responsible for swearing in persons giving testimony at public hearings.

Rule 3 - Posting of Meeting Notices

- 3.1 Public notice of all meetings shall be posted on the County webpage and available at the Kent County Administrative Complex building except as noted in 3.4 below.
- 3.2 Notices of regular meetings shall be posted at least 7 days in advance thereof.
- 3.3 Notices of special or rescheduled meetings shall be posted at least 24 hours in advance thereof.
- 3.4 Public notice is not required for any emergency meeting which is necessary for the immediate preservation of the public peace, health and safety.
- 3.5 Meeting notices shall include the agenda, if such has been determined at the time, and the dates, times and places of such meetings. However, the agenda shall be subject to change to include or delete items. A reasonable number of copies of meeting agenda shall be available to the public.
- 3.6 When the agenda is not available at the time of the initial posting of the public meeting notice, it shall be added to the notice at least 6 hours in advance of said meeting. The reasons for the delay in posting shall be briefly set forth on the agenda.

Rule 4 - Agenda

- 4.1 The agenda, including supporting informational material and correspondence, for regular and special Levy Court meetings shall be available to Commissioners at least one day prior to the scheduled meeting.
- 4.2 Agenda preparation:
 - (a) Proposed agenda items shall be submitted to the County Administrator, who in turn shall advise the President and Vice President of the request, at or before the weekly leadership meeting, which is normally held on Tuesdays.
 - (b) The President of the Levy Court, or in the President's absence the Vice President, shall determine what is or is not on the agenda and shall direct the preparation of the meeting agenda. The agenda shall include any item offered for introduction only by any Commissioner.

- (c) In accordance with subsection (a) hereof, a Consent Agenda may be proposed whereby multiple matters having the same vote requirements shall be read and voted upon as a single group.
 - (d) Any matter shall be removed from a Consent Agenda if any Commissioner objects to its inclusion thereon.
- 4.3 During the meeting, items may be deleted from the agenda by the majority vote of all Commissioners elected to Levy Court.
- 4.4 Once the agenda is posted, no additions shall be made to the agenda except in accordance with the Freedom of Information Act.
- 4.5 Any item, except an item for introduction only, requiring review pursuant to Kent County Policy Manual, Chapter 22, FINANCE, §22-4, Contracts/Agreements for services/products, shall have documentation showing compliance with said policy.
- 4.6 Any item, except an item for introduction only, requiring a fiscal note pursuant to Kent County Policy Manual, Chapter 22, FINANCE, §22-1, Fiscal Note, shall have documentation showing compliance with said section.
- 4.7 Matters not requiring a public hearing that achieve consensus from a majority of the Levy Court at a standing committee meeting shall be referred for formal action at a future business meeting to be held no more than two months after the committee meeting.

Rule 5 - Attendance of Commissioners at Meetings; Quorums

- 5.1 No Commissioner shall be absent from scheduled meetings or from other official duties without cause. When unable to attend a scheduled meeting, a Commissioner shall be responsible for notifying the President, the County Administrator, another Commissioner or a staff member of the Levy Court. The reason, if any, given by a Commissioner for being absent from a meeting shall be announced and included in the official minutes.
- 5.2 The presence of no less than four Commissioners shall constitute a quorum.
- 5.3 When a quorum is not present at any properly called meeting, the Commissioners present may adjourn.
- 5.4 If no Commissioner is present, the Clerk of the Peace may adjourn the meeting.
- 5.5
 - (a) Four affirmative votes shall be required to pass any motion.

- (b) Five affirmative votes shall be required to approve a matter which the Regional Planning Commission has recommended to be denied.
- (c) Five affirmative votes shall be required to reject a recommendation of the Sewer Advisory Board concerning an increase or decrease in the total amount of any cost center in any proposed annual budget for the Kent County Sewer Fund.
- (d) Should one or more Commissioners be unable to vote on a matter subject to Rule 5.5(b) and/or (c) because of conflict of interest, then four affirmative votes shall be required.

Rule 6 - Roll Calls

- 6.1 At each meeting of Levy Court and before the consideration of any business, staff shall call the names of the Commissioners in alphabetical order, except for the name of the President, whose name shall be called last. Staff shall record the names of those present and those absent.
- 6.2 On each motion duly made and seconded, staff shall call the roll in the order provided in 6.1 above, or determine the vote in some other manner, and announce the results to the President.
- 6.3 A written record shall be made by staff of the vote of each Commissioner on each vote taken. Said record shall also reflect the names and number of "yes" votes, the names and number of "no" votes, the names and number of "not voting" or "abstaining" votes, and the names and number of Commissioners absent.

Rule 7 - Record Keeping

- 7.1 A record shall be maintained in the County Administrator's Office and in the Office of the Clerk of the Peace of all Levy Court business meetings. The record shall at a minimum include copies of meeting notices (including the time, date and place where they were posted), the agenda and the minutes of the meeting.

Rule 8 - Minutes of the Levy Court Meeting

- 8.1 Minutes shall be taken of each meeting of the Levy Court, and shall reflect the following:
 - a. Kind of meeting.
 - b. Date and place of meeting if other than the regular meeting place.
 - c. Name of presiding officer.

- d. Commissioners present.
 - e. Whether the minutes of the previous meeting were approved.
 - f. The proceedings of the Levy Court, briefly and accurately stated, including titles of ordinances and titles of resolutions considered. However, a Commissioner may request that a statement or written material be attached to the minutes and made a part of the journal.
 - g. All motions voted upon and the results of said motions.
 - h. Names of Commissioners making motions-
 - i. A record, by individual Commissioner, of each vote taken and action agreed upon.
 - j. Time of convening and adjournment.
- 8.2 Minutes of Levy Court business meetings and special meetings shall be taken, prepared and presented by the Clerk of the Peace, to the Levy Court in written form for approval as written or as amended. The minutes as approved shall be filed in the journal of the proceedings of the Levy Court. Copies of the approved minutes shall be made available to the general public.
- 8.3 Recordings will be made of all Levy Court business meetings at which County business is transacted. Such recordings shall be maintained in accordance with the Local Government General Records Retention Schedule. The recordings shall be under the custody of the County Administrator and may be inspected and copied in accordance with the rules and regulations established by the Levy Court regarding access to public records.
- 8.4 A written report of all Levy Court committee meetings and executive session meetings shall be prepared by staff and retained in accordance with the Local Government General Records Retention Schedule.

Rule 9 - Journal

- 9.1 The approved minutes of each business or special meeting, together with a copy of each ordinance or resolution introduced at the meeting which is not set forth in full in the minutes thereof and a copy of each communication presented at the meeting, shall be filed in a journal which shall be kept in the office of the Clerk of the Peace and shall be made available for inspection by the public.

Rule 10 - Ordinances

- 10.1 All ordinances shall be introduced at a business meeting. A proposed ordinance may be introduced in writing by any Commissioner at any duly constituted business meeting, subject to Rule 4.2(b).

- 10.2 The proposed ordinance shall contain no more than one subject, which shall be stated in its title, and shall be assigned a Levy Court Introduction number.
- 10.3 When a proposed ordinance is introduced, the Clerk of the Peace shall:
- a. Publish the proposed ordinance by title in at least one newspaper of general circulation in Kent County, together with notice of the date, time and place of the hearing to receive public comment on said ordinance and the date, time and place where copies may be obtained. This public notice will be published at least 7 calendar days in advance of the public hearing. At least 7 calendar days shall transpire between the last publication date and the date of the public hearing.
 - b. Provide upon request a copy of the proposed ordinance(s) to interested persons.
- 10.4 The President or other presiding officer shall schedule a date, time and place for the public hearing for a proposed ordinance. The date shall not be more than 2 calendar months from the date introduced, unless duly continued in accordance with Kent County Code, Vol. I, §139-2 Continuance requests.
- 10.5 Following the public hearing the Levy Court may:
- a. Adopt the ordinance as introduced;
 - b. Adopt the ordinance with amendments;
 - c. Reject the ordinance; or
 - d. Make any procedural motion permitted.
- 10.6 If the ordinance is amended in any substantial manner not included in the title of the ordinance, the amended portion thereof shall be introduced by the procedures set forth in Rules 10.1 - 10.5.
- 10.7 Upon adoption of an ordinance, a permanent ordinance number shall be assigned to the ordinance for publication along with the title and date of its adoption.
- 10.8 Unless the effective date is included in the body of the ordinance, the ordinance shall become effective upon adoption.

Rule 11 - Resolutions

- 11.1 All resolutions shall be in writing and submitted to the Commissioners prior to consideration by the Levy Court.

- 11.2 Any Commissioner may request that a resolution be placed on the Levy Court agenda by submission of the resolution to the County Administrator or the President, in accordance with Rule 4.
- 11.3 No resolution shall contain more than one subject which shall be clearly expressed in its title.
- 11.4 Each resolution shall bear a title which shall clearly express its subject matter. At the time of its consideration and prior to a motion for its adoption, a resolution may be read by title only.
- 11.5 A resolution may be amended without resubmission unless such resubmission is desired by a majority of the Commissioners present.

Rule 12 – Public Hearings

- 12.1 Public hearings shall normally be held on the second and fourth Tuesday of each month. If such day is a legal holiday, the day before or after a legal holiday, or for any other reason, the President may designate some other hearing day or reschedule the hearing as provided in these Rules.
- 12.2 At a public hearing, testimony shall be given by the applicant, if any, and then by members of the public in favor of the adoption of the proposal without change, followed by persons opposed. A person may only testify once during a public hearing. Commissioners may at any time ask questions of a speaker, a member of the audience, or member of staff. Once the hearing record is closed, no additional testimony shall be permitted.
- 12.3 A scheduled hearing may be continued or rescheduled to another time and date by the President, presiding officer, or upon an affirmative vote of a majority of Levy Court, whenever additional information is needed, an emergency prevents the conduct or continuation of the hearing, a quorum is lost, or the hearing(s) will or have exceeded the allotted time for such hearing(s). The date shall not be more than 2 calendar months from the date originally scheduled.
- 12.4 Persons giving testimony shall publicly state his or her name and address for the record. Persons representing another shall state whom he or she represents along with their professional firm or business name.
- 12.5 Commissioners voting in the majority shall give specific reasons for their vote on any issue requiring a public hearing. Commissioners voting in the minority may also give reasons, although not required.

Rule 13 - Motions

13.1 When a main motion is pending, no motion shall be received except a motion:

- a. To adjourn;
- b. To adjourn to a certain day;
- c. To recess;
- d. To lay on the table;
- e. To postpone indefinitely;
- f. To postpone to a certain day;
- g. To commit;
- h. To amend; or
- i. To suspend.

These motions shall have precedence as they stand arranged herein. Motions to adjourn, to recess and to lay on the table shall be decided without debate.

Rule 14 - Conduct During Meetings

- 14.1 When a Commissioner desires to speak, that Commissioner shall address the presiding officer and shall not proceed until recognized and granted the privilege of the floor. The presiding officer shall recognize the Commissioner who is the first to address the presiding officer.
- 14.2 No Commissioner shall interrupt another in debate without the consent of the other, and to obtain such consent, the Commissioner shall first address the presiding officer.
- 14.3 If any Commissioner, in speaking or otherwise, transgresses the rule of the Levy Court, the presiding officer shall, or any Commissioner may, call errant Commissioner to order. When a Commissioner is called to order, that Commissioner shall not proceed without the permission of the presiding officer. The decision to proceed or not shall be upon motion that the errant Commissioner be allowed to proceed in order. Such motion shall be determined without debate.

Rule 15 - Change or Suspension of Rules

- 15.1 Any rule of the Levy Court may be changed or suspended by approval of majority of all the elected Commissioners of the Levy Court.

Rule 16 - Rules of Order

- 16.1 All rules of parliamentary procedure not covered or provided for by the BUSINESS MEETING RULES OF PROCEDURE FOR THE LEVY COURT OF KENT COUNTY, DELAWARE, or by the laws of the State of Delaware shall

be decided in accordance with MASON'S MANUAL OF LEGISLATIVE PROCEDURES.

Rule 17 - Committees

- 17.1 There shall be six standing Levy Court Committees which shall be:
- a. Administration Committee
 - b. Community Services Committee
 - c. Finance Committee
 - d. Planning Services Committee
 - e. Public Safety Committee
 - f. Public Works Committee
- 17.2 Each Standing Levy Court Committee shall be a committee of the whole presided over by a Commissioner appointed by the President. Matters discussed in each Committee shall generally relate to the County department or area for which it is so named. Unrelated issues or non-defined matters shall be assigned to a committee by the President.
- 17.3 The President may establish other special or temporary committees as deemed necessary.
- 17.4 No official action of Levy Court may be taken at workshops or committee meetings.

Rule 18 - Appointments

- 18.1 The President, or in the President's absence, the majority of the Commissioners may appoint any Commissioner to represent the Levy Court on any external or internal committee, subcommittee, task force, board or commission or at any event.
- 18.2 A Commissioner so appointed shall inform the Levy Court of issues discussed at any meetings or events which may impact county government.
- 18.3 Citizen members of Levy Court established Boards, Committees, and Commissions shall be nominated by each Commissioner to represent his/her respective Levy Court District and confirmed by a majority vote of the Levy Court. Any board, committee, or commission established by statute or with fewer than seven (7) members shall have its membership filled as required by law, or nomination by any Commissioner and approval by a majority of Levy Court.

Rule 19 - Standards of Conduct

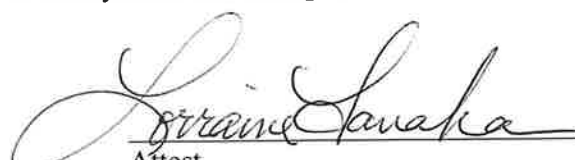
- 19.1 Persons attending Levy Court meetings shall observe appropriate dress standards and standards of conduct. Attire that may distract from the proceedings shall not be permitted.
- 19.2 Persons attending Levy Court meetings may wear one "cause supporting sign" affixed to their clothing. The size of such "sign" may not exceed 5 inches by 8 inches. Signs offensive to the Commissioners or to participants, and signs that may distract from the proceedings shall not be permitted. No placards shall be permitted at any meeting of the Levy Court.
- 19.3 The County Administrator shall, from time to time, prescribe by policy reasonable and appropriate attire and conduct for persons attending meetings of the Levy Court.
- 19.4 Persons attending the Levy Court meetings shall at all times conduct themselves in an orderly manner and follow the direction of the presiding officer. The Kent County Sheriff or other person designated by the presiding officer shall be responsible for ensuring that reasonable and appropriate dress standards and standards of conduct are observed at meetings of the Levy Court.

Rule 20 - Publications

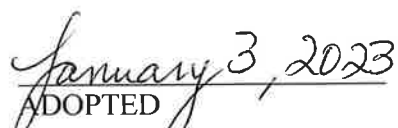
- 20.1 Whenever a change in membership or leadership occurs on Levy Court, all publications and other information resources that include a listing of the Levy Court membership and/or leadership shall be promptly updated to reflect the change(s), but in no case longer than 90 days after the change occurs.



President



Attest



ADOPTED



EFFECTIVE DATE