



**Kent County Levy Court Workshop
Meeting Notice and Agenda
555 Bay Road , Dover, DE 19901
Caucus - Room 230
Tuesday, January 20, 2026**

6:00 PM, WORKSHOP

Location: Caucus Room

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

to join via WebEx go to: [https://kentcountyde.webex.com/kentcountyde/j.php?](https://kentcountyde.webex.com/kentcountyde/j.php?MTID=mb5be1b37cbbf8809edf94daf921c9a4b)

[MTID=mb5be1b37cbbf8809edf94daf921c9a4b](https://kentcountyde.webex.com/kentcountyde/j.php?MTID=mb5be1b37cbbf8809edf94daf921c9a4b)

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

CALL TO ORDER

DETERMINATION OF QUORUM

WORKSHOP ITEMS:

Dover Kent County Metropolitan Planning Organization (MPO) Update, Exec. Dir. Marilyn Smith

Dump Truck RFQ Review

America 250

Legislative Lunch Call for Topics

Executive Session Motion and Adjournment Procedures

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

ADJOURN

Posting Info:

Posted: 1/13/26

Revised:

Posted by: L. Tanaka

Time: 5:00 PM

Take down: Upon Replacement or on 1/21/26

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



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: January 20, 2026

SUBMITTED BY: Lorri Tanaka, Administration

ITEM TYPE: Presentation

AGENDA SECTION: WORKSHOP ITEMS:

SUBJECT: Dover Kent County Metropolitan Planning Organization (MPO)
Update, Exec. Dir. Marilyn Smith

ATTACHMENTS:
[Levy Court presentation 012026.pdf](#)



<https://doverkentmpo.delaware.gov/>

Kent County Levy Court

January 20, 2026

Marilyn J. Smith – Executive Director

marilyn.smith@doverkentmpo.org

What is an MPO?

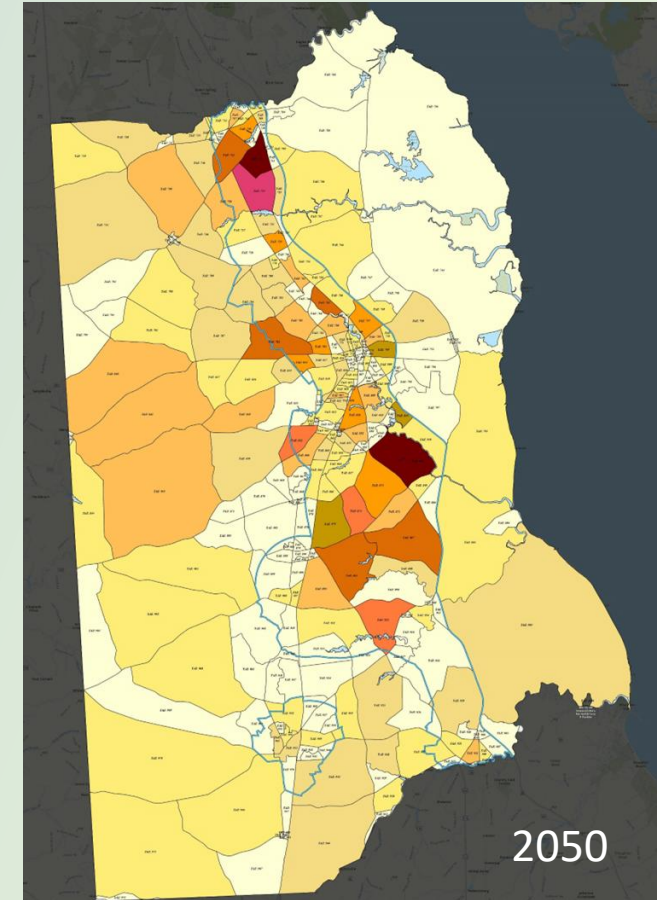
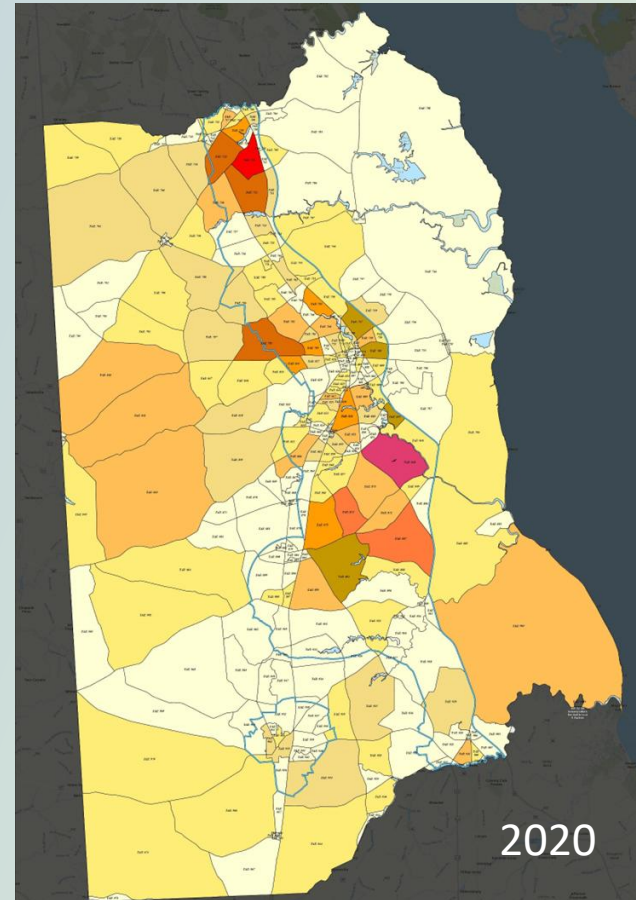
(Metropolitan Planning Organization)

- MPOs are federally mandated and mostly federally funded (80% federal, 20% state and local)
- All urban areas over 50,000 in population are required to have an MPO **if federal funds will be spent on transportation improvements**
- Transportation planning and policy-making organizations
 - We're all about transportation infrastructure planning
 - Everything that needs to be in place to get you from point A to point B, regardless of which mode of transportation you're using
 - Which projects are coming up that need federal funding
- Coordinate with DelDOT, DART and municipalities to **prioritize projects and set spending levels for federal funds designated for transportation projects**
- Work with partners on issues such as air quality, environmental justice, safety, economic growth, public mobility
- **Focused on public input and participation**
- **Dover Kent MPO is your transportation planning partner**

Dover Kent County MPO

- Dover Kent MPO has existed since 1992
- Planning and programming in Kent County – 586 square miles, 3 cities and 17 towns
- Population – 181,497, 12% increase since 2010, 44% increase since 2000
- Projected population increase by 2050 is 16.3%

Metric	2020	2030	2040	2050	% increase
Population	181,497	196,709	205,139	211,150	16.3%
Households	68,224	77,683	82,151	84,615	24.0%
Employment	66,246	74,416	77,965	81,136	22.5%



Source: US Census Bureau – 2020 Census (adjusted to remove Group Quarters Population)

Source: Delaware Population Consortium Projections Series – 10/26/23 (adjusted to remove Group Quarters Population)

Innovations 2050 – MTP (long-range plan)

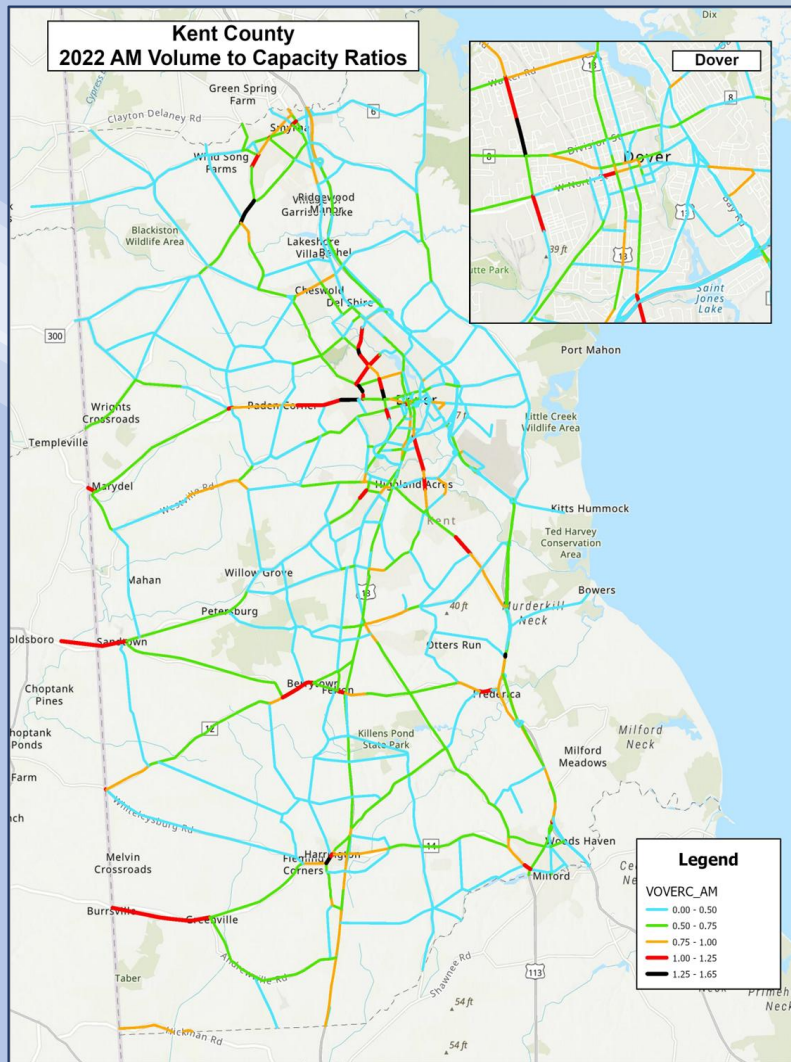
- Vision - *“The future transportation system in the Dover Kent County Metropolitan region is safe, resilient, and sustainable, supports economic development, allows easy access and mobility for all people and goods to reach their destinations, and serves desired growth patterns in a manner that is fair and just to all people and respectful of community character and our natural environment.”*

- **What’s in the Plan?**

- Long Range Plan (25-year Horizon) – updated every 4 years
- Our Vision for Transportation Services in Kent County
- Goals and Objectives: Near- and Long-Term
- Growth and Travel Demand Forecast
- Operations and Management Plan
- Financing Plan for Implementation

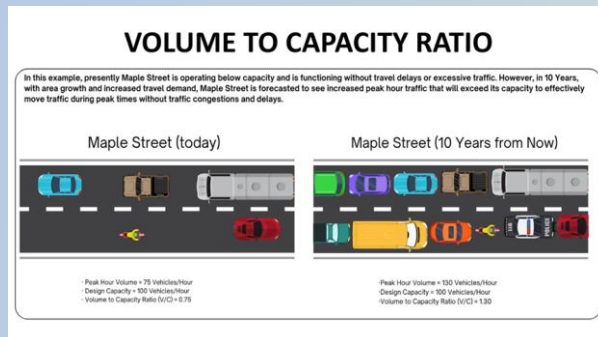
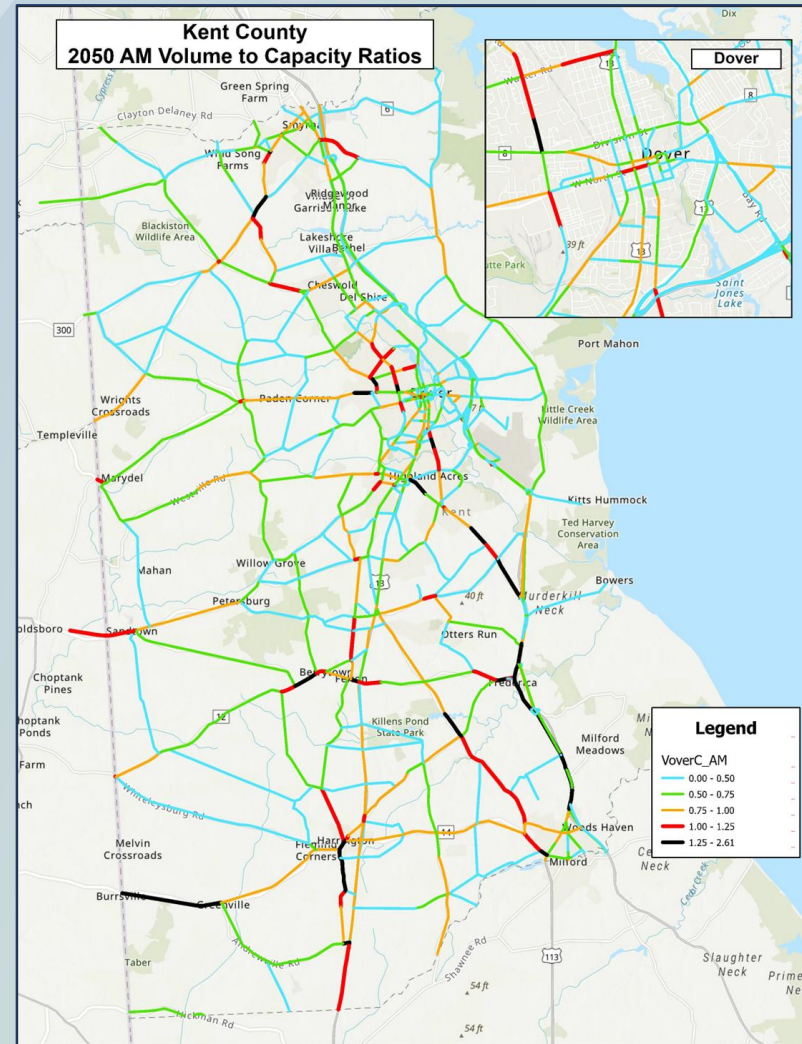
- **Primary Themes**

- Enhanced Mobility – Network Continuity
- Inter-Jurisdictional Coordination and Concurrency
- Economic Vitality
- Social Equity
- Resiliency and Sustainability
- User Experience



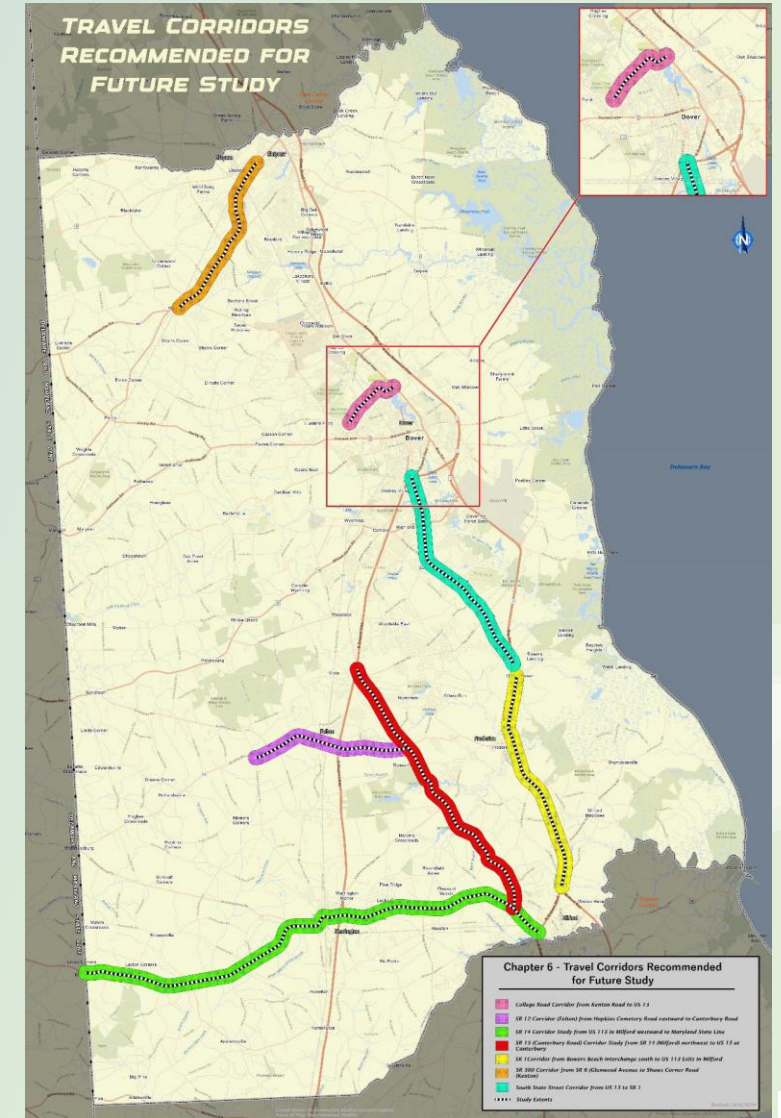
Travel Demand Modeling & Future Needs

- Improve wholistic travel in Kent County
- Analyze future motor vehicle traffic volumes and resultant impacts to the existing roadways system
- VC = capacity of the existing roadway to accommodate traffic volume
- 2022 existing traffic volume vs. 2050 projected traffic volume
- **Red** exceeds existing capacity now (2022), **red** and **black** reflect those segments that will exceed existing capacity in the future without improvement interventions



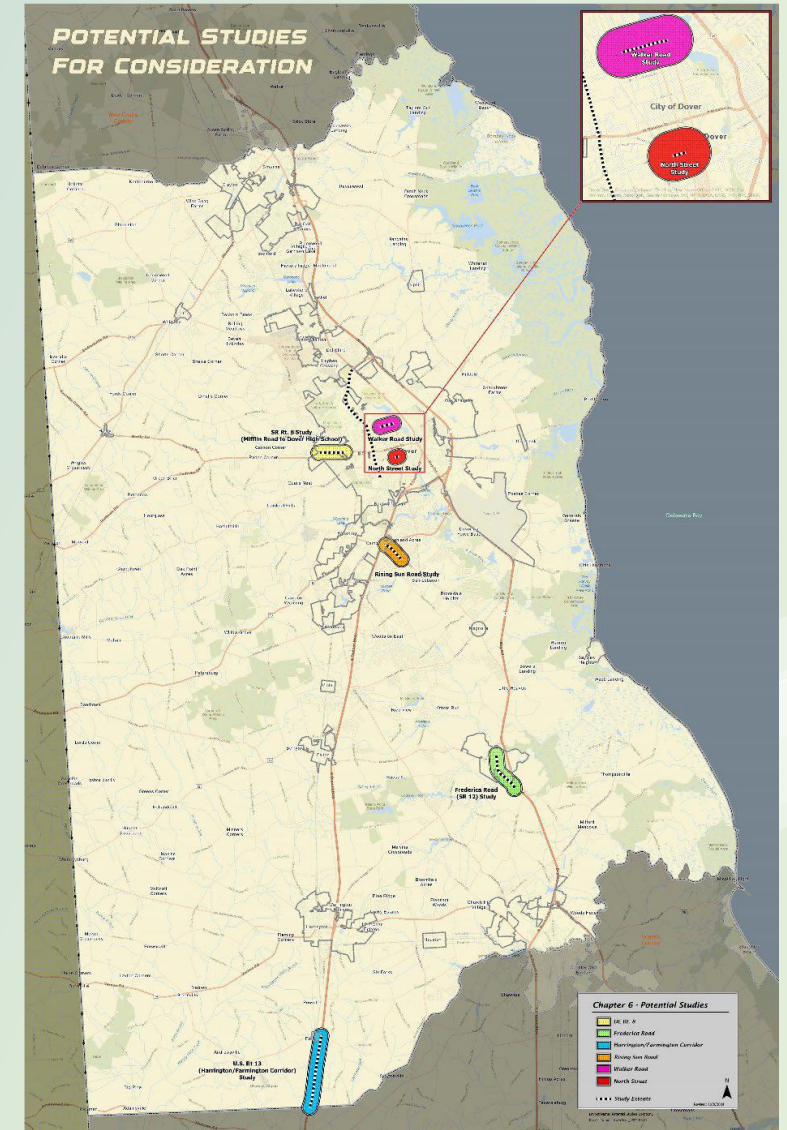
Travel Demand Modeling & Future Needs

- Based on our analysis, most impacted corridors:
 - SR300 Corridor from SR 6 (Glenwood Ave) south to Shaws Corner Road (Kenton)
 - South State Street Corridor from US13 south to SR1
 - College Road Corridor from Kenton Road to US13
 - SR1 Corridor from Bowers Beach Interchange south to US113 exits in Milford
 - SR12 Corridor (Felton) from Hopkins Cemetery Road eastward to Canterbury Road
 - SR14 Corridor from US113 in Milford westward to the Maryland State Line
 - SR15 (Canterbury Road) Corridor from SR14 (Milford) northward to US13 at Canterbury



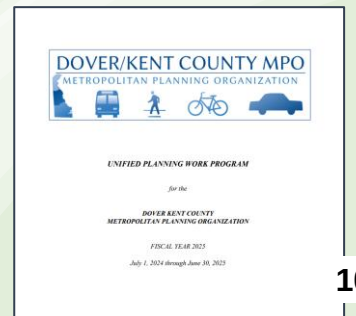
Travel Demand Modeling & Future Needs

- Based on our analysis, most impacted locations:
 - Rising Sun Road (SR10 to Old Mill Road)
 - SR8 from Mifflin Road to Dover High Drive
 - Frederica Road/SR12
 - Walker Road (Pear Street to North State Street, Dover)
 - North Street (South Queen Street and South Governors Avenue, Dover)
 - US13 Harrington/Farmington Corridor (to Sussex County line, Dorman Street south to SR14)
 - US113 North/South (Milford)



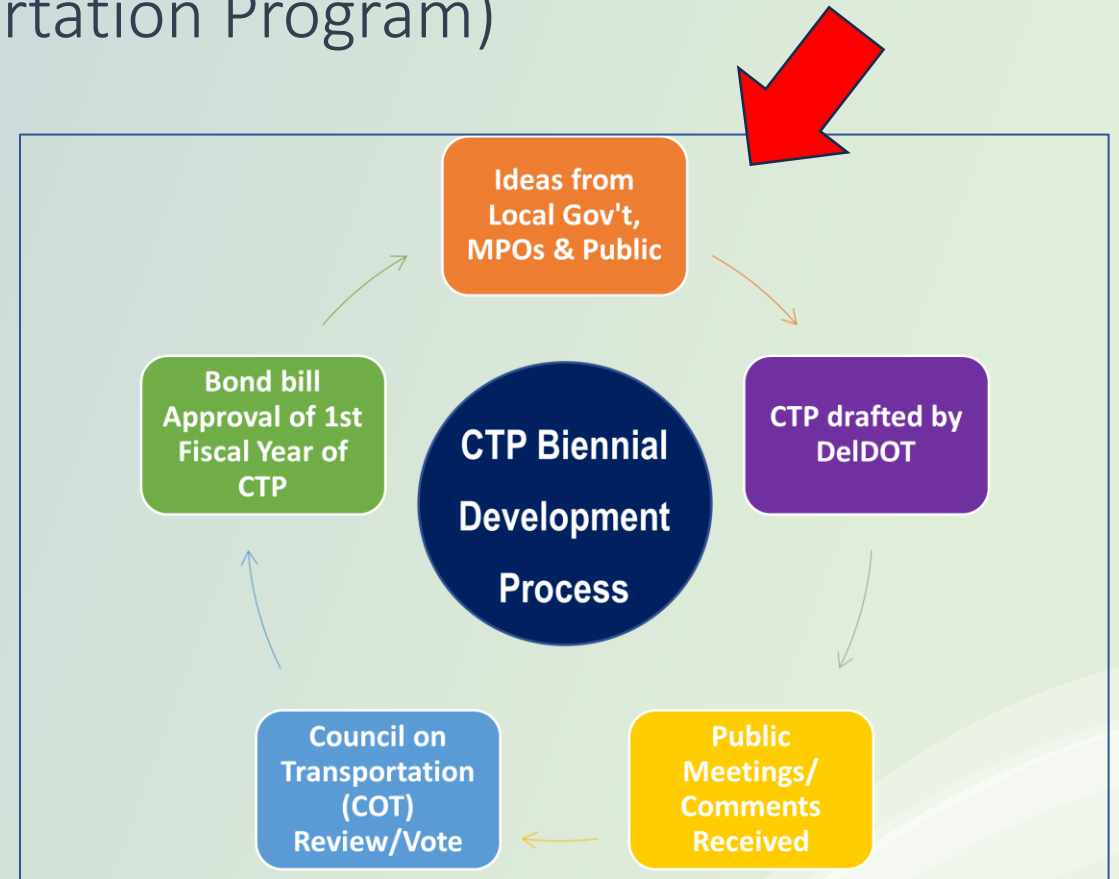
FY27 Project Development

- Municipalities and partners **submit planning project ideas and study requests** for consideration in the FY27 UPWP
- MPO partners typically contribute 10-20% to any selected transportation study contract, specifically negotiated at the time a project is selected for inclusion in the FY27 UPWP
- Project solicitation began in December, the deadline was January 15
- MPO evaluates and prioritizes all submitted requests, with attention toward supporting the goals and objectives articulated in our long-range plan



Projects in the draft FY27-FY32 CTP (DelDOT Capital Transportation Program)

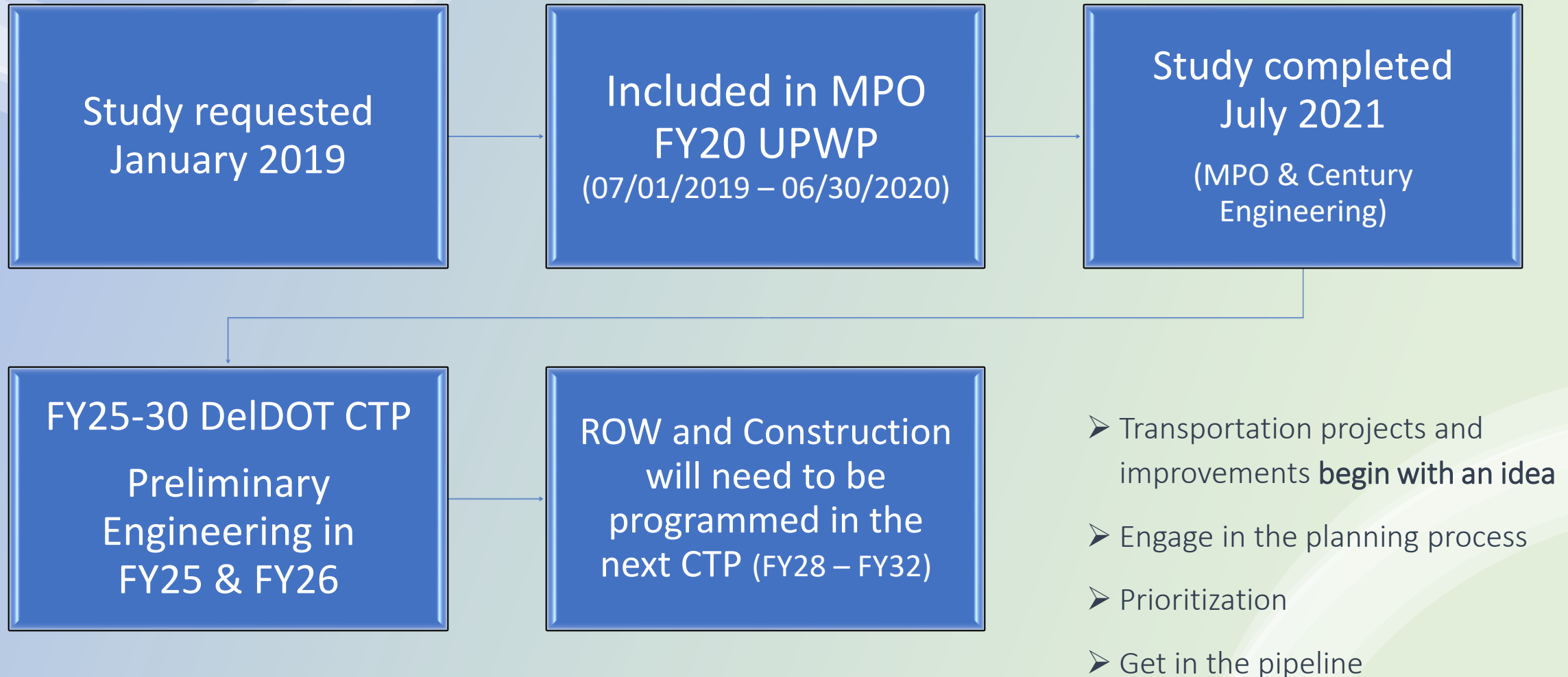
- Every two years DelDOT develops a 6-year Capital Transportation Program (CTP) that identifies anticipated capital investments
- Dover Kent MPO submit projects from our TIP, which is the near-term projects in our long-range plan (MTP)
- The draft FY27-FY32 CTP Project Implementation document provides a schedule by phase for the projects that fall under DelDOT's prioritization process
- 15 Kent County projects in the draft CTP
- McKee Road/Saulsbury Road Corridor Improvements between US13 North and US13 South – **THE ONLY NEW project added to the CTP statewide**
 - Programmed for project development FY29, FY30 and FY31



<https://deldot.gov/Publications/reports/CTP/>

Garrison Oak Connector Example

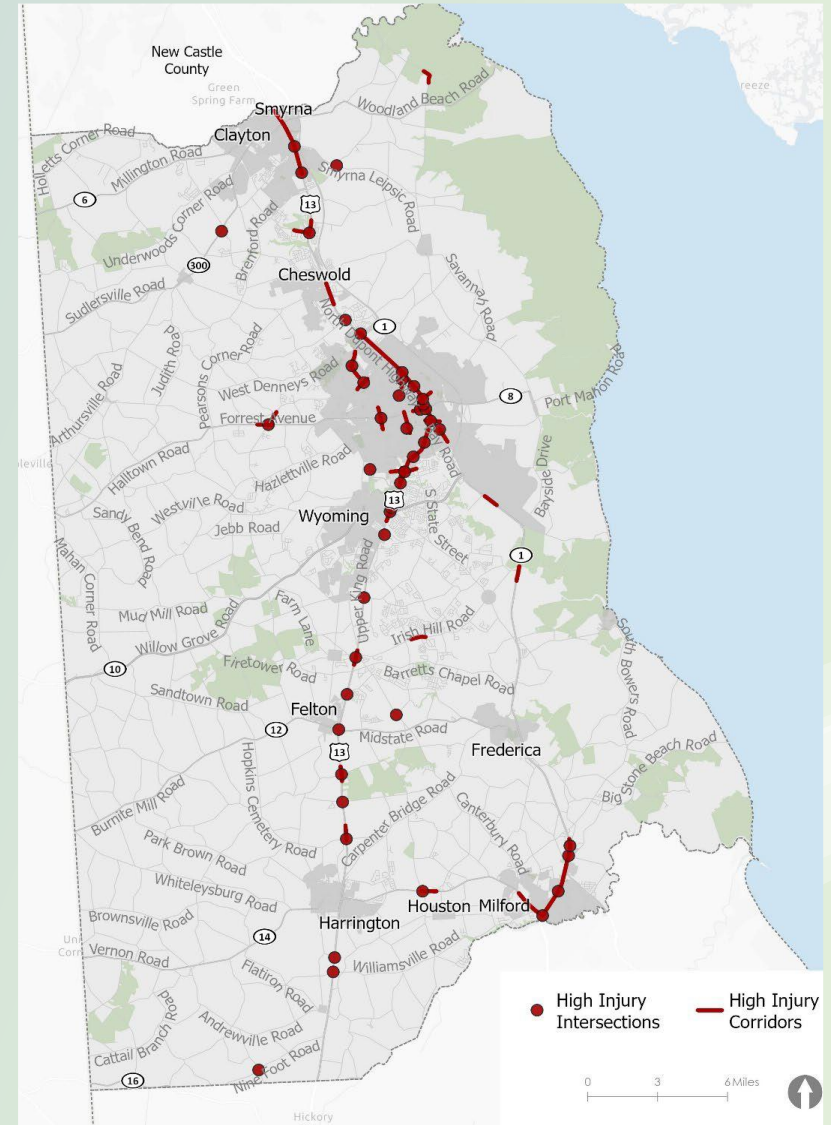
(Garrison Oak Industrial Park, Dover)



Kent County Comprehensive Safety Action Plan

- SS4A was established by the IJA to identify and fund initiatives to prevent roadway fatalities and serious injuries
- Identify a High Injury Network (highest frequency & severity of crashes)
- Toolkit of Proven Safety Countermeasures
- Can be used to apply for SS4A implementation funding

<https://doverkentmpo.delaware.gov/files/2025/06/Kent-County-Safety-Action-Plan-FINAL-June-2025.pdf>



Transportation Planning Supports Economic Development

- Reliable transportation allows people and businesses to **access resources more efficiently**
- A well-connected transportation network allows businesses to **expand their market reach** and **reduce the cost of transporting goods**
- A sound transportation system allows people to **access jobs, education, health care, and social connections**
- Interregional transportation infrastructure can **determine where cities grow and emerge**
- Transit-oriented development (TOD) can help **create walkable communities** by bringing transportation, housing, employment, and entertainment options close together
- Land use decisions matter

Placemaking through Transportation and Land Use



- Creating, developing, or enhancing public spaces to make them more inviting and engaging
- Land use and transportation are inextricably linked
- Better integrate transportation into the public realm – user experience

Recently Completed Studies

- Bay Road Path & Walking Trail Connections (Dover)
- Camden Sidewalk Improvements (Camden)
- Cheswold Railroad Crossing Improvements (Cheswold)
- Cheswold US13 Pedestrian Safety & Connectivity (Cheswold)
- DAFB Compatible Use Study Implementation (DelDOT)
- Dover High School Walk Zone Sidewalk Study
- Dover Municipal Freight Plan (DelDOT)
- Dover SR9 / SR1 Improvements (DelDOT)
- Dover State Street / South Dover Elementary School Intersection Improvements (Dover)
- Downtown Dover Pathways, Expanded Modes/Amenities & Loockerman Streetscape (DDP)
- East/West Freight Routes Phase 2 (KEP)
- Kent County Airports Inventory (KEP)
- Kent County Rail Corridor Land Use Study (KEP)
- Little Creek Pedestrian Improvements (Little Creek)
- McKee / Saulsbury Road (Dover)
- Milford / Slaughter Beach Shared Use Path
- N. Rehoboth Blvd/N. Walnut St Corridor (Milford)
- NW & NE 10th St/N. Church St/N. Rehoboth Boulevard/ N. Walnut Street Intersection Study (Milford)
- Rail Corridor Land Use (KEP)
- Smyrna-Clayton Boulevard Study (Smyrna)
- South Central Kent County Circulation & Sufficiency (DelDOT)
- Town of Bowers Bicycle and Pedestrian Improvements (Bowers)
- Trap Shooters Interchange Study (DelDOT)
- Truck Parking Amenities Study (KEP)
- US13 North Corridor Plan (Dover)
- US13 Sidewalk Gap Identification Study (Dover)
- Wheatley's Pond Rd & School Lane Intersection Improvements (Clayton)

<https://doverkentmpo.delaware.gov/projects/>

Current Projects

- Airport Road Corridor Improvement Study (Milford)
- Clayton to Marydel Rail Trail
- Diamond State Line Passenger Rail
- Expanded Rail Corridor Land Use (southern New Castle & Sussex Counties)
- Hickory Ridge Road Improvements
- Milford US113 Corridor
- School District Walk Zone Inventory & Analysis
- Statewide Freight Plan Update
- Statewide Rail Plan Update
- Wheatley's Pond / Underwoods Corner Road Intersection



<https://doverkentmpo.delaware.gov/current-study-pages/>

Thank you for your interest
and continued support

Connect with Us - #doverkentmpo





Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: January 20, 2026

SUBMITTED BY: Lorri Tanaka, Community Services

ITEM TYPE: Funding/Grant Request

AGENDA SECTION: WORKSHOP ITEMS:

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.*

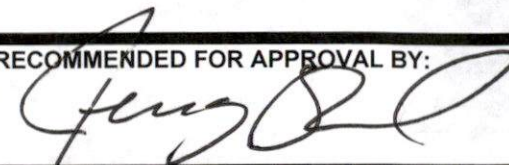
QUOTATION SUMMARY

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

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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 *RADIUSED 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 Yrd	\$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 WORKSHOP AGENDA ITEM REPORT

DATE: January 20, 2026

SUBMITTED BY: Joel Gartner, Administration

ITEM TYPE: Discussion/Direction

AGENDA SECTION: WORKSHOP ITEMS:

SUBJECT: America 250

ATTACHMENTS:
[America 250 Workshop Discussion.pdf](#)



DIRECTOR OF ADMINISTRATION

January 14, 2026

TO: Levy Court Commissioners

Via: Kevin Sipple, County Administrator

FROM: Joel Gartner, Director of Administration

RE: America 250

The United States of America celebrates its 250th anniversary by celebrating the signing of the Declaration of Independence on July 4, 2026. Numerous public and private organizations from the federal, state and local levels are planning events to commemorate the historic milestone.

This workshop topic solicits input and direction from the Commissioners on appropriate ways for the County to pause and reflect about the nation's journey and look forward to future contributions to the country.

An idea that has been discussed includes holding the July 7, 2026 Business Meeting at The Green. In addition, the County could consider linking the employee appreciation picnic with the event on that Tuesday.



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: January 20, 2026

SUBMITTED BY: Joel Gartner, Administration

ITEM TYPE: Discussion/Direction

AGENDA SECTION: WORKSHOP ITEMS:

SUBJECT: Legislative Lunch Call for Topics

ATTACHMENTS:
[Legislative Lunch Call for Topics.pdf](#)



DIRECTOR OF ADMINISTRATION

January 13, 2026

TO: Levy Court Commissioners

Via: Kevin Sipple, County Administrator

FROM: Joel Gartner, Director of Administration

RE: Legislative Lunch Call for Topics

The 2026 Legislative Luncheon has been scheduled for Tuesday, February 24 at 12pm here at the Administrative Complex.

In order to facilitate open and constructive conversations with the invited legislators from across Delaware, we are asking for legislative topics that will directly impact the county.

Some of topics discussed at the last lunch (January 24, 2025) included:

- Senate Bill 35 Ag Building Extensions
- Funding for Paramedics
- DE Code Change for Trash & Street Light Districts
- Trash to Steam
- Expansion of Frederica Sewer Plant
- Grants for Electric Cars
- Referendum Enabling Legislation (Fire Study)



Item Cover Page

LEVY COURT WORKSHOP AGENDA ITEM REPORT

DATE: January 20, 2026

SUBMITTED BY: Joel Gartner, Administration

ITEM TYPE: Information / Discussion Item

AGENDA SECTION: WORKSHOP ITEMS:

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

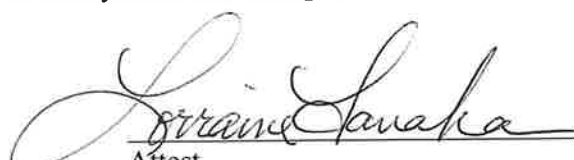
- 19.1 Persons attending Levy Court meetings shall observe appropriate dress standards and standards of conduct. Attire that may distract from the proceedings shall not be permitted.
- 19.2 Persons attending Levy Court meetings may wear one "cause supporting sign" affixed to their clothing. The size 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

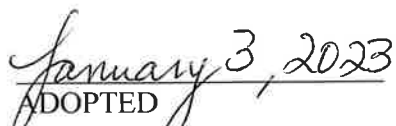
- 20.1 Whenever a change in membership or leadership occurs on Levy Court, all publications and other information resources that include a listing of the Levy Court membership and/or leadership shall be promptly updated to reflect the change(s), but in no case longer than 90 days after the change occurs.



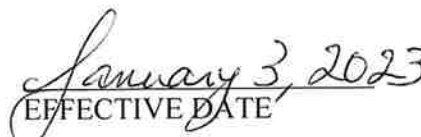
President



Attest



ADOPTED



EFFECTIVE DATE