

# **Sussex County Council Public/Media Packet**

**MEETING:  
MAY 12, 2020**

**\*\*DISCLAIMER\*\***

**This product is provided by Sussex County government as a courtesy to the general public. Items contained within are for background purposes only, and are presented 'as is'. Materials included are subject to additions, deletion or other changes prior to the County Council meeting for which the package is prepared.**

**Sussex County Council  
2 The Circle | PO Box 589  
Georgetown, DE 19947  
(302) 855-7743**

## COUNTY COUNCIL

MICHAEL H. VINCENT, PRESIDENT  
IRWIN G. BURTON III, VICE PRESIDENT  
DOUGLAS B. HUDSON  
JOHN L. RIELEY  
SAMUEL R. WILSON JR.



# Sussex County

DELAWARE  
sussexcountyde.gov  
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## SUSSEX COUNTY COUNCIL TELECONFERENCE MEETING\*\*

### A G E N D A

MAY 12, 2020

10:00 A.M.

**PLEASE NOTE – AS PERMITTED BY GUBERNATORIAL AUTHORITY, IN ORDER TO LIMIT THE RISK OF POTENTIAL COVID-19 EXPOSURE, THE PUBLIC SHALL BE DENIED ENTRY TO THE COUNTY COUNCIL MEETING.<sup>1</sup> THE PUBLIC IS ENCOURAGED TO PARTICIPATE IN THE COUNCIL MEETING ELECTRONICALLY. FURTHER INSTRUCTIONS ARE LISTED AT THE BOTTOM OF THIS AGENDA.**

### Call to Order

### Approval of Agenda

### Approval of Minutes

### Public Comments

### Todd Lawson, County Administrator

1. County Update and Discussion Related to COVID-19
2. Administrator's Report

### Gina Jennings, Finance Director

1. Fiscal Year 2021 Budget Preparation Discussion

### Brandy Nauman, Housing Coordinator and Fair Housing Compliance Officer

1. Sussex County Habitat for Humanity Lease Amendments



**Hans Medlarz, County Engineer**

1. **Robinsonville Road Core Infrastructure, Project S19-16**
  - A. **Change Order No. 1**
2. **South Coastal Regional Wastewater Facility (SCRWF) Treatment Process Upgrade No. 3 and Rehoboth Beach Wastewater Treatment Plant Capital Improvement Program, Phase 2**
  - A. **General Construction, Project C19-11, Change Order No. 2**
  - B. **Electrical Construction, Project C19-17, Change Order No. 4**
  - C. **Materials – Forcemain Consolidation at SCRWF, Project 20-11, Final Balancing Change Order and Final Acceptance**

**Grant Requests**

1. **Delaware Community Foundation for Georgetown-Millsboro Rotary Club's Flags for Heroes**
2. **Just a Hand Up Community Navigation to provide low to moderate income individuals with cleaning supplies**
3. **Georgetown Little League Baseball for security equipment**

**Council Members' Comments**

**Executive Session – Personnel and Land Acquisition pursuant to 29 Del.C.§10004(b)**

**Possible Action on Executive Session Items**

**Adjourn**

In accordance with 29 Del.C. §10004(e)(2), this Agenda was posted on May 5, 2020 at 4:00 p.m., and at least seven (7) days in advance of the meeting.

This Agenda was prepared by the County Administrator and is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting.

Agenda items may be considered out of sequence.

Further meeting access instructions are listed below.

-MEETING INSTRUCTIONS-

\*\* The Sussex County Council is holding this meeting under the authority issued by Governor John C. Carney through Proclamation No. 17-3292. The meeting will be conducted using teleconference technology.

To join the meeting via phone, please dial:

Conference Number: 800-988-0494

Passcode: 1695792

Members of the public joining the meeting on the phone will be provided an opportunity to make comments under the Public Comment section of this agenda only.

The County will stream this meeting using the same technology it uses for its Chamber Broadcast that can be viewed at <https://sussexcountye.gov/council-chamber-broadcast>. This stream will broadcast the meeting materials and audio only, the public will not be able to comment or speak using this broadcast. This stream will experience a 30-second delay.

The Council meeting materials, including the “packet”, are electronically accessible on the County’s website at: <https://sussexcountye.gov/agendas-minutes/county-council>.

If any member of the public would like to submit comments electronically, please feel free to send them to [rgriffith@sussexcountye.gov](mailto:rgriffith@sussexcountye.gov). All comments shall be submitted by 4:30 P.M. on Monday, May 11, 2020.

# # # #

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<sup>1</sup> These restrictions are being implemented to limit the exposure and risk related to “COVID-19” for County personnel and members of the public who seek to attend the County Council Meeting. These decisions are being made under the authority issued by Governor John C. Carney through Proclamation No. 17-3292. See: <https://governor.delaware.gov/proclamation-173292-03132020/>.

**SUSSEX COUNTY COUNCIL - GEORGETOWN, DELAWARE, APRIL 28, 2020**

A regularly scheduled meeting of the Sussex County Council was held on Tuesday, April 28, 2020, at 10:00 a.m., by teleconference with the following present:

<b>Michael H. Vincent</b>	<b>President</b>
<b>Irwin G. Burton III</b>	<b>Vice President</b>
<b>Douglas B. Hudson</b>	<b>Councilman</b>
<b>John L. Rieley</b>	<b>Councilman</b>
<b>Samuel R. Wilson Jr.</b>	<b>Councilman</b>
<b>Todd F. Lawson</b>	<b>County Administrator</b>
<b>Gina A. Jennings</b>	<b>Finance Director</b>
<b>J. Everett Moore, Jr.</b>	<b>County Attorney</b>

The Invocation and Pledge of Allegiance were led by Mr. Vincent.

**Call to  
Order**

Mr. Vincent called the meeting to order.

**Virtual  
Meeting  
Explanation  
and  
Instruction**

Mr. Lawson welcomed everyone to the virtual County Council meeting. He stated that this Council meeting was being conducted electronically by means of a teleconference under the authority of Governor John C. Carney's Declaration of a State of Emergency and Proclamation No. 17-3292. County Council members and staff were connected by phone and/or the internet and participating in real-time. Members of the public were able to connect using the telephone conference calling number that was advertised on this week's agenda and were also able to access the packet materials on the County's website. During the public comment period of the meeting, the teleconference moderator provided instructions for any member of the public who wanted to speak. Public comments shall be given under the Council's Rules of Procedure. Also, members of the public may listen and view this meeting using the regular County Council broadcast found on the County's website.

It was confirmed that all members were present and connected to this virtual meeting.

**M 160 20  
Amend  
and  
Approve  
Agenda**

A Motion was made by Mr. Burton, seconded by Mr. Hudson, to amend the Agenda by deleting "Executive Session – Land Acquisition pursuant to 29 Del.C. §10004(b)" and "Possible Action on Executive Session Items" and to approve the Agenda, as amended.

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Minutes**            **The minutes of April 7, 2020 were approved by consent.**

**Comments**        **There were no public comments.**

**M 161 20**        **A Motion was made by Mr. Burton, seconded by Mr. Rieley, to approve the**  
**Approve**        **following items listed under the Consent Agenda:**  
**Consent**

**Agenda**  
**Items**

- 1. Use of Existing Wastewater Infrastructure Agreement, IUA884  
Milo's Haven, Norman Stephen Price Revocable Trust**
- 2. Use of Existing Wastewater Infrastructure Agreement, Fenwick Shores  
Fenwick Shores, Sands Fenwick, Inc.**
- 3. Use of Existing Wastewater Infrastructure Agreement, IUA552  
Plantation Medical, Double R Holdings, LLC**
- 4. Use of Existing Wastewater Infrastructure Agreement, IUA1124  
Chase Oaks, Charter Oaks Investment, LLC**
- 5. Use of Existing Wastewater Infrastructure Agreement, IUA985  
Coastal Station, Coastal Station Development Company, LLC**

**Motion Adopted:        5 Yeas.**

**Vote by Roll Call:      Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**COVID-19**  
**County**  
**Update**

**Mr. Lawson provided a COVID-19 County Update. He reported that, since his last report at the April 7, 2020 meeting, things continue to change and evolve related to COVID-19. County operations remain open but operations remain modified. On April 25th, the Governor issued his latest modification to the State of Emergency related to face covering requirements. Since that time, County staff has mobilized to analyze who will be required to wear face coverings per the Declaration and as of this date, all County employees have been provided face coverings and instructions to wear them in their certain locations or work experiences to ensure that the County meets the latest Declaration regarding face coverings.**

**In Sussex County, as it relates to the poultry industry and poultry operations, and the vulnerable communities that serve in those industries, over the last two weeks, the Governor and his team have paid particular attention to the poultry industries and the rising level of positive tests coming from that particular community. They continue to provide testing on-site and work with the poultry operators to ensure that their employees are receiving the tests and needed supplies to ensure that work spaces are functioning and open.**

**COVID-19  
County  
Update  
(continued)**

**Mr. Lawson discussed Federal Legislation and Stimulus Bills. The Bill entitled “3.5”, passed on April 23, 2020, replenishes the funds that helped the Paycheck Protection Program (PPP) and CAREs Act related to small businesses. It will not provide funding to local governments.**

**Bill Pfaff, the County’s Economic Development Director, is leading an effort to develop and produce a marketing/branding campaign that is focused on Sussex Countians helping Sussex County businesses. The theme is – buy now and buy local. Mr. Pfaff is partnering with Southern Delaware Tourism, local Chambers of Commerce, and other Economic Development stakeholders in Sussex County.**

**The County has taken steps to begin having public hearings again for Planning and Zoning applications. As always, they will begin with the Planning and Zoning Commission and then move to the County Council. Applications that are less complicated and controversial will be selected. The applicants will be contacted to ensure they are willing to proceed under a virtual meeting. The first Planning and Zoning Commission public hearing is scheduled for May 14 followed by the County Council public hearing on June 9.**

**Staff has already taken steps to prepare for the time when County operations can begin to revert to normal. When that does take place, Mr. Lawson suggests that the County’s operations will look different and things will change. Furthermore, the County will not open instantly; the process will be staggered over time until the County feels that the staff is safe and the public can be served efficiently and effectively.**

**Mr. Lawson referenced the three items listed on the April 28th Agenda for the purpose of reaffirmation of action that took place at the April 7, 2020 meeting. He noted that there had been concern expressed about the notification on the previous agenda. He also noted that nothing has changed related to the three items listed (Accommodations Tax Suspension, County Tenants Lease Payment Deferral, and DSHA Rental Assistance Contribution).**

**M 162 20  
Affirm  
Initiatives  
Related  
to the  
COVID-19  
Pandemic**

**A Motion was made by Mr. Burton, seconded by Mr. Hudson, that the Sussex County Council affirms the following initiatives related to the COVID-19 pandemic effective March 13, 2020, the effective date of Governor Carney’s Declaration of a State of Emergency that were already approved until such time as the Declaration is lifted: (1) the suspension of the collection of the Accommodations Tax for hotels, motels, and tourist homes in the unincorporated portions of the County that would be due on April 15, (2) the deferral of the collection of lease payments for tenants of the Delaware Coastal Airport and Delaware Coastal Business Park, and (3) contributing up to \$250,000 from the County Contingency Fund to the Delaware State Housing Authority’s housing assistance program earmarked for renters in Sussex County only.**

**M 162 20  
(continued)**

**Motion Adopted: 5 Yeas.**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Adminis-  
trator's  
Report**

**Mr. Lawson read the following information in his Administrator's Report:**

**1. Delaware State Police Activity Report**

**The Delaware State Police year-to-date activity report for March 2020 is attached listing the number of violent crime and property crime arrests, as well as total traffic charges and corresponding arrests. In addition, DUI and total vehicle crashes investigated are listed. In total, there were 197 troopers assigned to Sussex County for the month of March.**

**2. Projects Receiving Substantial Completion**

**Per the attached Engineering Department Fact Sheets, the following projects received Substantial Completion: The Estuary – Phase 1D-1C (Construction Record) effective April 6th and Baylis Estates – Pump Station effective April 8th.**

**[Attachments to the Administrator's Report are not attachments to the minutes.]**

**Fiscal  
Year  
2021  
Budget  
Process**

**Mrs. Jennings reported on the Fiscal Year 2021 Budget process. Due to the COVID-19 impacts, the annual budget workshop was cancelled. In lieu of the workshop, Mrs. Jennings stated that, unless she hears otherwise from the Council, she will continue to take a very cautious approach and will be presenting a budget with no large initiatives, no new grants, and no new capital projects until it is known how revenues will be impacted. Mrs. Jennings noted that revenues could be impacted in a number of ways; one way is economically through the grants received from the State and Federal levels. Currently, building related revenues, other than Realty Transfer Tax, is between 75 to 80 percent of projections and Realty Transfer Tax is at 65 percent of Fiscal 2020 projections. At this time, Mrs. Jennings is assuming the State will continue to provide the grants given in the past. Mrs. Jennings reported that, in early March, departments submitted their budgets; no physical department budget meeting was able to be held. Due to the potential COVID-19 impacts on the budget, the departments were asked to prioritize and cut their budgets. Mrs. Jennings stated that she used departments' suggestions to develop a financially conservative budget with revenue benchmarks that will allow funds to be spent once a clear picture of how COVID-19 will impact the County. At the next meeting of the Council, Mrs. Jennings will present some revenue and expense highlights for the upcoming budget. A budget will need to be adopted by June 30, 2020. The budget introduction will be scheduled for May 19th and**



(continued) the Public Hearing will be scheduled for June 23rd.

**Blades EMS Station Lease Renewal** Robert Schoonover, EMS Manager of Logistics, proposed a lease renewal for the Medic 110 Station in Blades. The lease is for a three-year period, May 1, 2020 to April 30, 2023, with a 60-day opt-out clause as the new station in Seaford is anticipated to be completed prior to the lease expiration date. Mr. Schoonover discussed the terms of the lease. The lease has been reviewed and approved by the County Attorney and the County's insurance carrier.

**M 163 20 Approve Lease Agreement for Blades EMS Station** A Motion was made by Mr. Wilson, seconded by Mr. Burton, that the Sussex County Council approves the Lease Agreement between JBT Enterprises, LLC and Sussex County, as per the terms and conditions of the written Lease Agreement.

**Motion Adopted:** 5 Yeas.

**Vote by Roll Call:** Mr. Hudson, Yea; Mr. Rieley, Yea; Mr. Wilson, Yea; Mr. Burton, Yea; Mr. Vincent, Yea

**IBRWF Project 18-19** Hans Medlarz, County Engineer, discussed the Inland Bays Regional Wastewater Facility Biosolids and Septage Facilities Project (Project 18-19) and presented Change Order No. 5 in the credit amount of \$75,303.73.

**M 164 20 Approve Change Order/ IBRWF Project 18-19** A Motion was made by Mr. Burton, seconded by Mr. Hudson, based upon the recommendation of the Sussex County Engineering Department, that Change Order No. 5 for Contract No. 18-19, Inland Bays Regional Wastewater Facility, Regional Biosolids and Septage Facilities, be approved which decreases the contract amount by \$75,303.73 for a new contract total of \$13,836,051.09.

**Motion Adopted:** 5 Yeas.

**Vote by Roll Call:** Mr. Hudson, Yea; Mr. Rieley, Yea; Mr. Wilson, Yea; Mr. Burton, Yea; Mr. Vincent, Yea

**Delta Airport Consultants/ Base Contract and Task Order** Hana Medlarz, County Engineer, presented a recommendation to execute the Base Professional Services Agreement with Delta Airport Consultants, Inc. and Task Order No. 1 for the Apron Expansion – Design Project, after FAA fee approval, and to submit the associated grant application to the FAA in accordance with the Airport Improvement Program. Mr. Medlarz noted that this project is included in this year's FAA budget and the project will move forward.

**M 165 20** A Motion was made by Mr. Hudson, seconded by Mr. Burton, based upon the recommendation of the Sussex County Engineering Department, that the Sussex County Council approves execution of the Base Contract

**M 165 20**            **between Sussex County and Delta Airport Consultants, Inc., the**  
**Approve**            **authorization of the County Engineer to execute Task Order No. 1, Apron**  
**Base**                **Extension Design, after FAA fee approval, and the submittal of the**  
**Contract**           **associated grant application to the FAA.**

**Order/**            **Motion Adopted:            5 Yeas.**  
**Delta**

**Airport**           **Vote by Roll Call:           Mr. Hudson, Yea; Mr. Rieley, Yea;**  
**Consultants**      **Mr. Wilson, Yea; Mr. Burton, Yea;**  
**(continued)**       **Mr. Vincent, Yea**

**James**            **Hans Medlarz, County Engineer, reported on several phases of**  
**Farm**               **improvements to the James Farm Ecological Preserve property which is**  
**Ecological**        **open to year-round public use. Since 1998, the Delaware Center for the**  
**Preserve/**         **Inland Bays (CIB) has managed the County-owned James Farm property.**  
**Selection**         **Mr. Medlarz reported that a Consultant Selection Committee was**  
**Committee**        **developed in partnership with the CIB to evaluate consultant responses to a**  
**Recom-**           **Request for Qualifications for Architectural and Engineering Services to**  
**mendation**       **implement projects at the James Farm. Proposals were received and**  
                    **evaluated by the Committee and the Committee recommends that Council:**  
                    **(1) approve the results of the evaluation and overall rankings with Kimley**  
                    **Horn & Associates receiving the highest average rank and (2) authorize the**  
                    **Engineering Department to negotiate agreement(s) with Kimley Horn &**  
                    **Associates to provide Architectural and Engineering Services at the James**  
                    **Farm over a 5-year period, effective May 1, 2020 through April 30, 2025.**

**M 166 20**            **A Motion was made by Mr. Burton, seconded by Mr. Wilson, based upon**  
**Authorize**           **the recommendation of the Consultant Selection Committee for RFQ 20-28,**  
**Negotiation**       **that Sussex County Council approves the valuation and ranking and**  
**of Pro-**             **further authorizes the Sussex County Engineering Department to negotiate**  
**fessional**           **Professional Services for Architectural and Engineering Services at the**  
**Services**           **James Farm Ecological Preserve with Kimley Horn & Associates, the**  
**for A&E**            **highest overall ranking firm, for a 5-year period beginning May 1, 2020.**

**Services/**           **Motion Adopted:            4 Yeas, 1 Deferred.**  
**James**

**Farm**               **Vote by Roll Call:           Mr. Hudson, Yea; Mr. Rieley, Yea;**  
**Ecological**        **Mr. Wilson, Deferred; Mr. Burton, Yea;**  
**Preserve**           **Mr. Vincent, Yea**

**Grant**              **Mrs. Jennings presented a grant request for the Council's consideration.**  
**Request**

**M 167 20**            **A Motion was made by Mr. Wilson, seconded by Mr. Burton, to give**  
**Council-**           **\$200.00 from Mr. Wilson's Councilmanic Grant Account to Sussex**  
**manic**              **Community Crisis Housing Services for their Crisis House Garden Project.**  
**Grant**

**Motion Adopted:            5 Yeas.**

**M 167 20  
(continued)**

**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Public  
Comment**

**The President again asked for public comments and there were none.**

**M 168 20  
Adjourn**

**A Motion was made by Mr. Burton, seconded by Mr. Hudson, to adjourn at  
10:45 a.m.**

**Motion Adopted: 5 Yeas.**

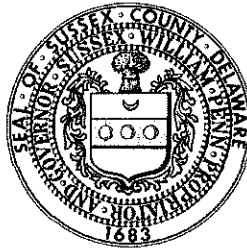
**Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea;  
Mr. Wilson, Yea; Mr. Burton, Yea;  
Mr. Vincent, Yea**

**Respectfully submitted,**

**Robin A. Griffith  
Clerk of the Council**

*{An audio recording of this meeting is available on the County's website.}*


TODD F. LAWSON  
COUNTY ADMINISTRATOR  
(302) 855-7742 T  
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tlawson@sussexcountype.gov



**Sussex County**  
DELAWARE  
sussexcountype.gov

## **Memorandum**

TO: Sussex County Council  
The Honorable Michael H. Vincent, President  
The Honorable Irwin G. Burton III, Vice President  
The Honorable Douglas B. Hudson  
The Honorable John L. Rieley  
The Honorable Samuel R. Wilson Jr

FROM: Todd F. Lawson  
County Administrator 

RE: **Sussex County – COVID-19 Situational Awareness**

DATE: May 8, 2020

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Sussex County continues to operate under the COVID-19 modifications. This memo provides an update of the situation related to the County as of today's date and any changes that have occurred since we last met on April 28.

### **State of Delaware – CAREs Act Funding**

As you know, the CAREs Act provided relief funding to the State of Delaware in the amount of \$1.25 billion. The legislation provided direct funding to each State and local units of government with populations over 500,000. Thus, only the State and New Castle County received direct funding from the Act. The State received \$927.2 million and New Castle County received \$322.8 million.

The State and New Castle County officials have reached an agreement so New Castle County will provide funding directly to local government units in their county. State officials have indicated their intention to provide CAREs Act funding to local municipalities in both Kent and Sussex counties. Staff is working with the State to determine how this process will be established and performed. We anticipate more information in the days ahead.

In addition, there have been numerous inquiries related to New Castle County's announcement to provide some of its CAREs Act funding to pay first responders. Please see this announcement: <https://nccde.org/CivicAlerts.aspx?AID=1804>.

New Castle County officials decided to provide \$10,000 to all first responders in active status working during the COVID-19 crisis, including all full-time first responders who are employed by New Castle County government, municipal governments in New Castle County, and employed by a fire company located within New Castle County.



This funding is unique to New Castle County and will not extend to Kent and Sussex counties. Any funding allocated to Sussex County will be at the direction of the State, and State officials will determine eligibility and amounts.

As you know, there are discussions about a 4<sup>th</sup> federal stimulus bill but that is being debated in Congress currently. We have discussed this situation with Delaware's congressional delegation, including talking to Senators Carper and Coons directly. We have asked for consideration for future funding coming from Congress.

### **Sussex Marketing Ad**

The marketing/branding campaign created by Bill Pfaff is in its final stages of production. The focus is: Sussex Countians helping Sussex County businesses. The theme is – buy now and buy local. The ad will feature some branding and local faces, e.g., leading business figures. As soon as the advertisement is ready, we will share it with Council for their feedback.

### **Marriages**

After the Governor amended the SoE declaration to allow for a modified marriage process, the Marriage Bureau reports an increase in activity. The modification allowed video-technology for the issuance of an oath so couples can receive their marriage license. Thus far, Clerk of the Peace Jay Jones reports the office has conducted 40 virtual marriage licenses, while 46 licenses are pending, and 40 more couples await their marriage ceremonies.

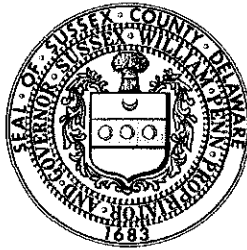
### **County Operations**

The County's operations remain productive even under our current modifications. Our team is taking steps to prepare for the time when the public is permitted back in the County Administrative Offices building. New plexiglass partitions are being installed the week of May 10<sup>th</sup> in several areas where staff interact with the public. We are ordering materials to help control the public's access and flow within the building to ensure social distancing can be maintained.

Select staff have returned to the office and are working in the Administrative Offices Building full-time. All staff go through an orientation to ensure they understand the COVID-19 restrictions within the workspace and the required use of face coverings. They are assigned specific working locations throughout the building and are not working next to one another. All other staff remain working from home.

# # # #

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**Sussex County**  
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## COUNTY ADMINISTRATOR'S REPORT

**MAY 12, 2020**

1. Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

The meeting of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County scheduled for May 18<sup>th</sup> has been canceled due to COVID-19. The next meeting will take place July 20<sup>th</sup> at 10:00 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown.

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Todd F. Lawson  
County Administrator





COUNTY | DELAWARE

Fiscal Year 2021 Budget

UPDATE



# FY 2021 Budget Timeline

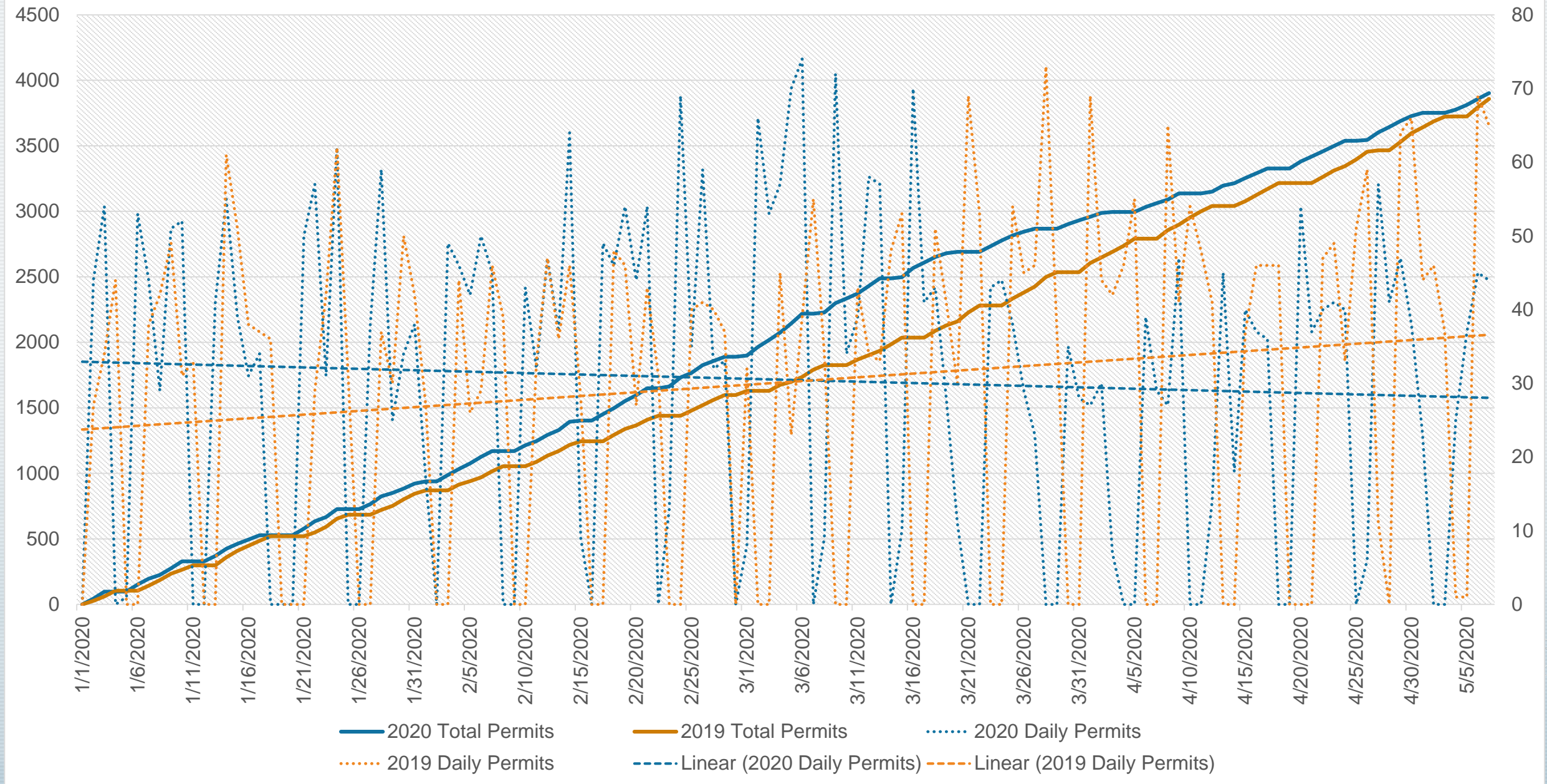
Date	Event
February 7, 2020	Administration rolled-out the budget process at a staff meeting
February 10 – March 10	Departments entered in their request
March 10	Budgets were due from departments
March 16 – March 20	Administration reviewed requests – COVID-19 became a factor
March 23 – March 27	Each department was contacted to prioritize and come up with potential cuts
March 30 – April 24	Developed a flat-line budget with supplemental expenses depending on COVID-19 impact
April 28/May 12	Update to County Council
May 19	Budget Introduction
June 23	Budget Public Hearing





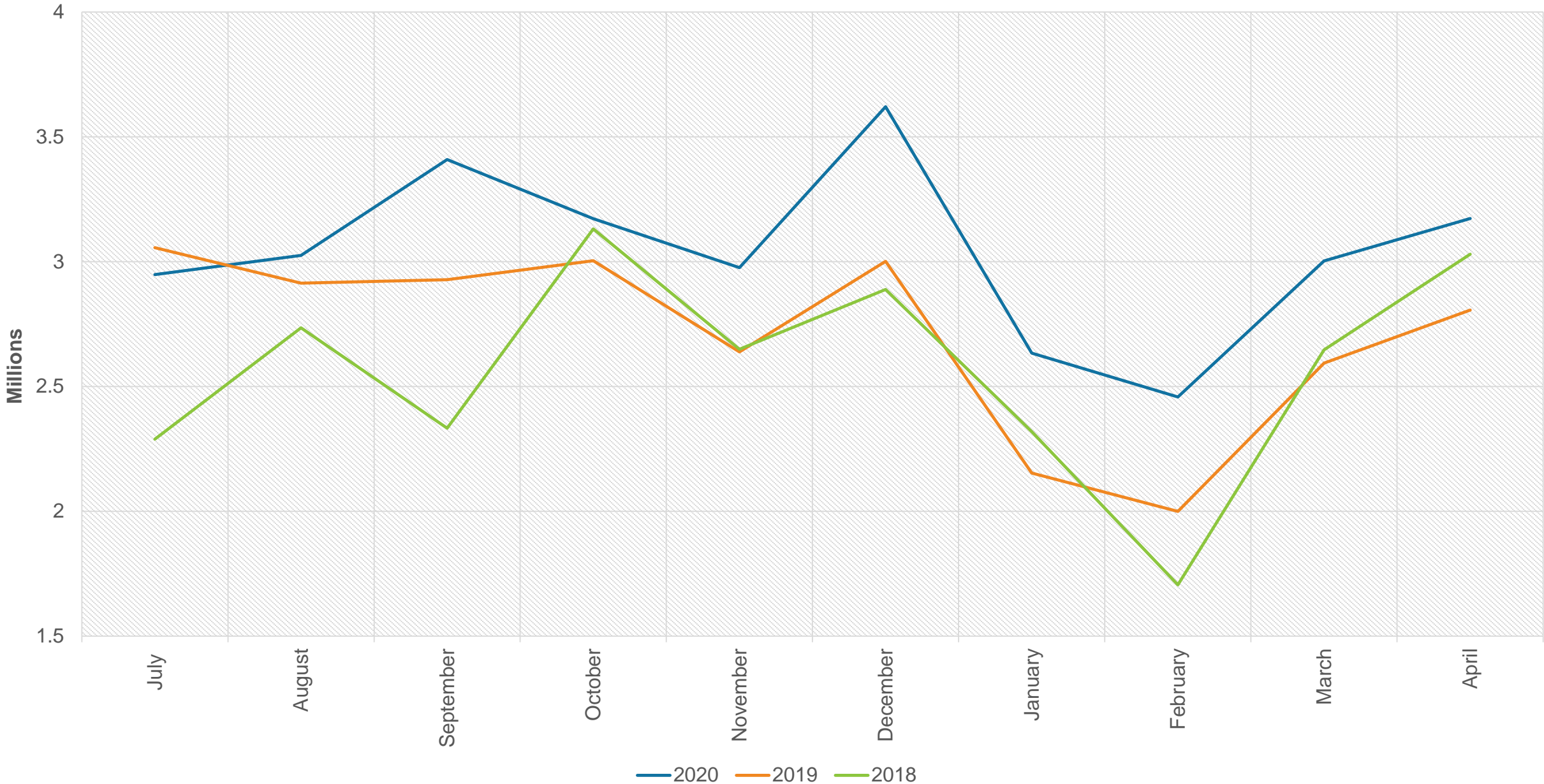
# Recent Trends

## Permits from January 1 to May 7



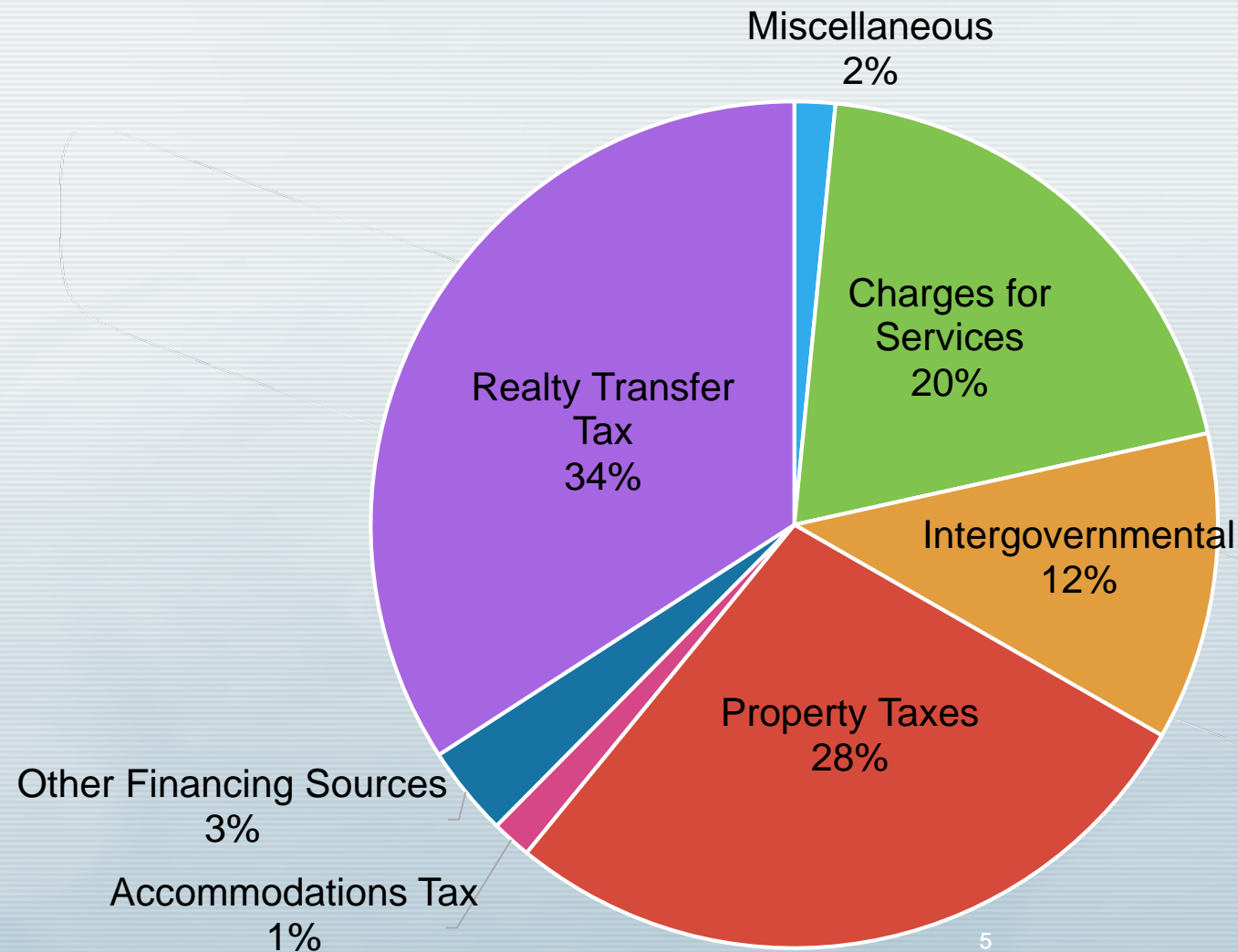
# Recent Trends

### Realty Transfer Tax per Month for 2018 - 2020

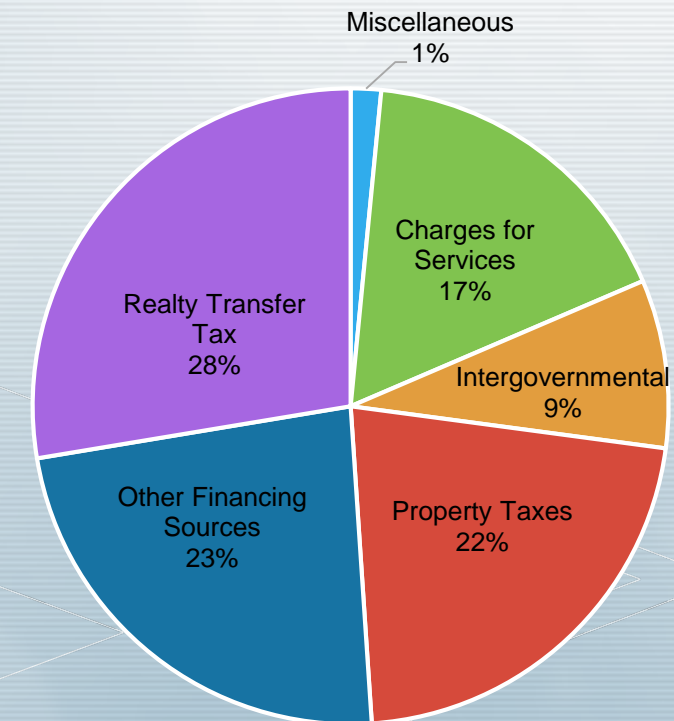


# Revenue

## FY 2021 Funding



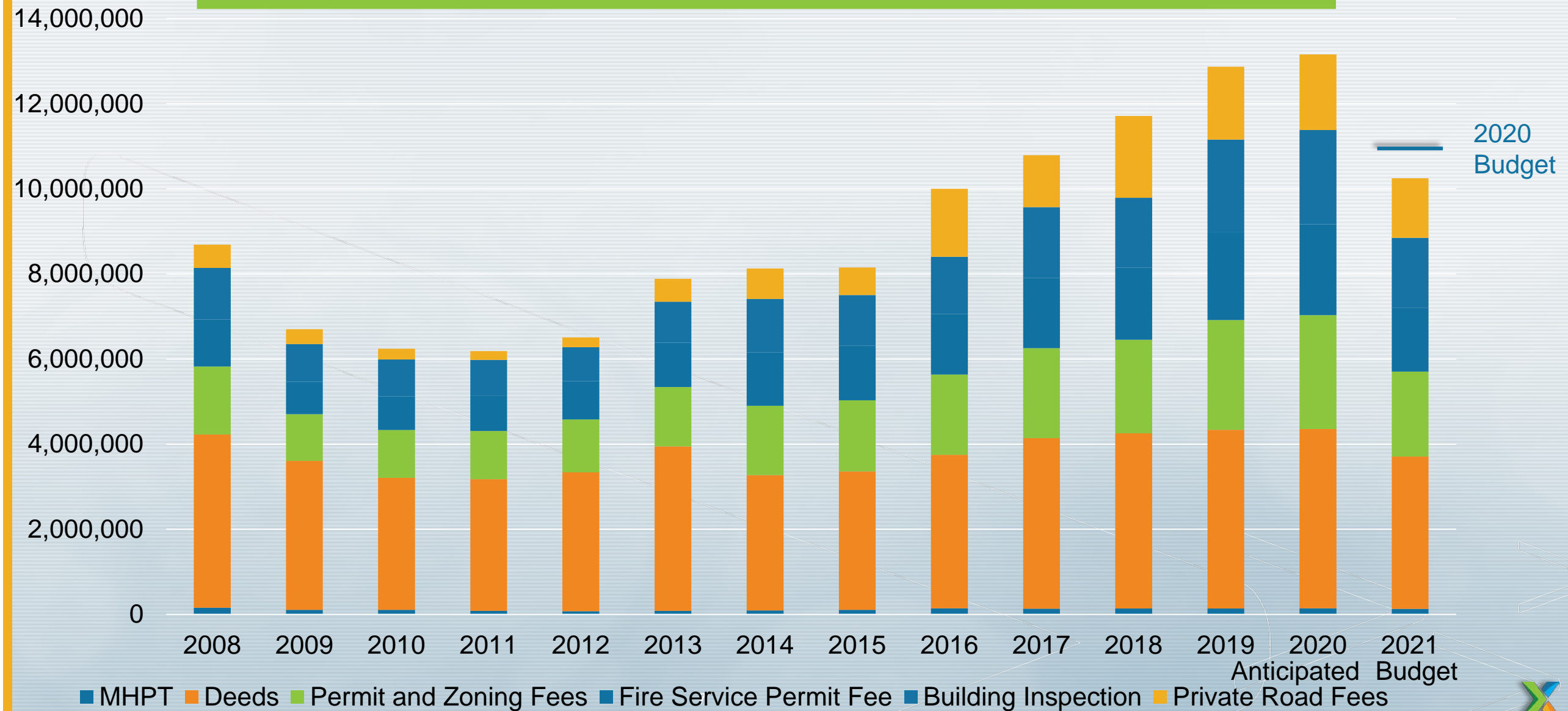
## FY 2020 Funding



# Revenue Highlights



# Building Related Revenues



# General Fund Revenue Projections

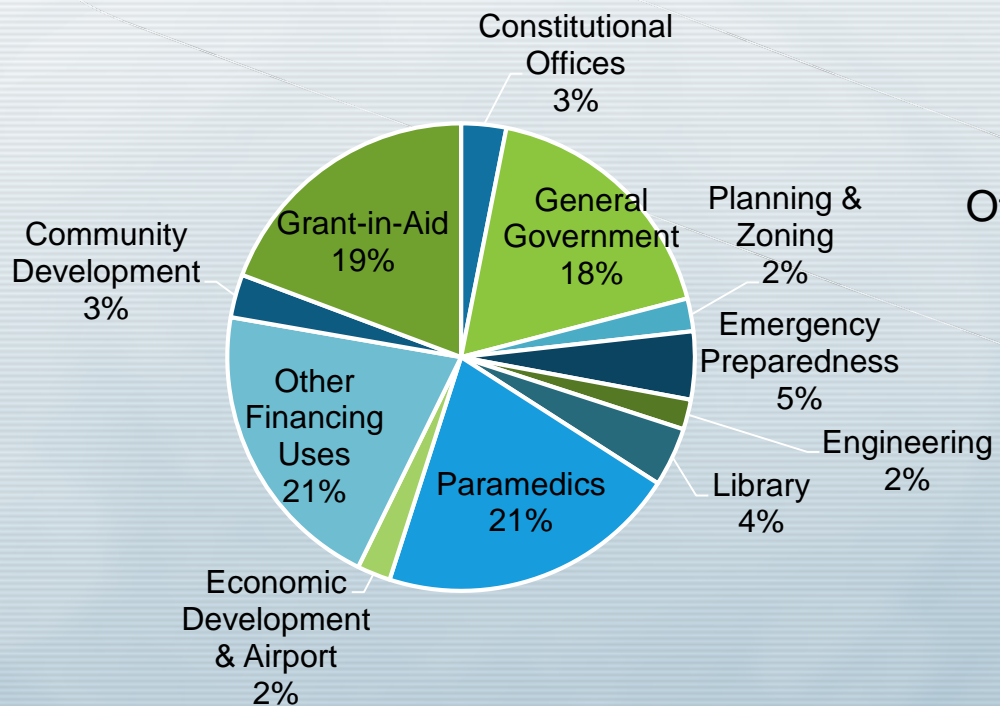
- No use of savings to support the operations of the General Fund budget
- The new accommodations tax is now shown in this budget
- The following revenues expected to increase from FY2020 budget:
  - Taxes due to additional improvements - \$489,000 – 3% increase
  - Increase in grants from other governments - \$777,000 – 11% increase
- The following revenues expected to decrease from FY2020 budget:
  - Interest - \$236,000 – 24% decrease
  - Building Related Revenues - \$549,000 – 5% decrease
  - Decrease in Sheriff Revenue - \$200,000 – 10% decrease
- Overall, revenue increase, without appropriated reserves, is \$1.3 million or 2% increase



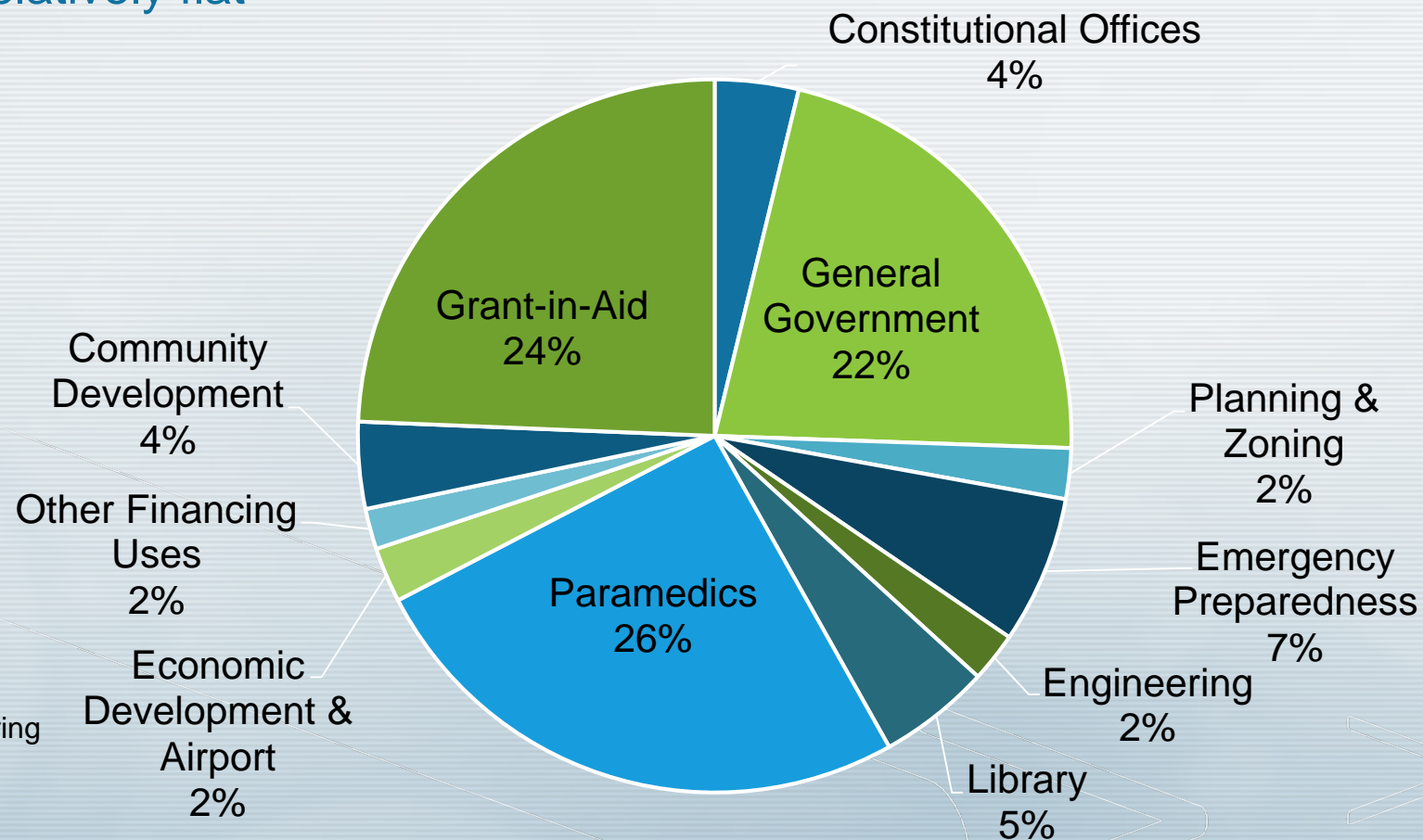
# Expenses

- Operational expenses are relatively flat
- No new initiatives or grants

2020 Expenses



2021 Expenses



# Expenses

The following Departments are budgeted to spend less in FY2021 than FY2020 (18 out of 28 cost centers, or 64%)

Administration	Mapping and Addressing
Airport and Business Park	Marriage Bureau
Assessment	Paramedics
County Council	Planning & Zoning
Economic Development	Public Works
Facilities Management	Recorder of Deeds
Human Resources	Records Management
Information Technology	Register of Wills
Library Administration	Sheriff







COUNTY | DELAWARE

Fiscal Year 2021 Budget

QUESTIONS?



BRANDY BENNETT NAUMAN  
HOUSING COORDINATOR &  
FAIR HOUSING COMPLIANCE OFFICER  
(302) 855-7777 T  
(302) 854-5397 F  
bnauman@sussexcountyde.gov



**Sussex County**  
DELAWARE  
sussexcountyde.gov

## **MEMORANDUM**

**TO:** Sussex County Council  
The Honorable Michael H. Vincent, President  
The Honorable Irwin G. Burton III, Vice President  
The Honorable Douglas B. Hudson  
The Honorable John L. Rieley  
The Honorable Samuel R. Wilson, Jr.  
Todd F. Lawson, County Administrator

**FROM:** Gina A. Jennings, COO/Finance Director  
Brandy B. Nauman, Housing Coordinator & Fair Housing Compliance Officer

**RE:** **Habitat for Humanity Lease Amendments**

**DATE:** May 7, 2020

On July 2, 2010 Sussex County Council (“County”) and Sussex County Habitat for Humanity (“Habitat”) entered into Residential Lease Agreements for County-owned properties located at 22557 Springfield Lane and 501 S. Bedford Street in Georgetown.

The Lease Agreements provide an original lease term of three (3) years which commenced on July 15, 2010 and terminated on July 14, 2013. Per the Lease Agreement, the County and Habitat mutually agreed to renew the Lease Agreements annually for an additional seven (7) years. The final annual Lease Agreement expires July 14, 2020.

Habitat has made productive use of these two properties by housing essential AmeriCorps volunteers and vulnerable families that are in the process of constructing their future Habitat homes.

Attached are copies of the proposed Lease Agreements that reflect a one (1) year extension.

Please do not hesitate to contact me with any questions. Thank you.



COUNTY ADMINISTRATIVE OFFICES WEST COMPLEX  
22215 DUPONT BOULEVARD | PO BOX 589  
GEORGETOWN, DELAWARE 19947

**EIGHTH AMENDMENT TO  
RESIDENTIAL LEASE AGREEMENT**

THIS EIGHTH AMENDMENT TO RESIDENTIAL LEASE AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020 by and between SUSSEX COUNTY COUNCIL, a political subdivision of the State of Delaware, with an address of 2 The Circle, P.O. Box 589, Georgetown, DE 19947 (hereinafter referred to as "Landlord") and SUSSEX COUNTY HABITAT FOR HUMANITY, INC., a Delaware non-profit corporation with an address of 206 Academy Street, P.O. Box 759, Georgetown, DE 19947 (hereinafter referred to as "Tenant").

WHEREAS, on July 2, 2010, the parties entered into a Residential Lease Agreement for property located at 22257 Springfield Lane, Georgetown, DE 19947 and identified on the Sussex County Tax Map as 1-35 20.00 51.03 (hereinafter referred to as the "Lease Agreement"); and

WHEREAS, on September 13, 2011, the parties executed an Amendment to Residential Lease Agreement to amend paragraph 11 of the Lease Agreement regarding sublease of the property; and

WHEREAS, paragraph 3 of the Lease Agreement provides an original lease term of three (3) years which commenced on July 15, 2010 and terminated on July 14, 2013; and

WHEREAS, on July 14, 2013, the parties executed a Second Amendment to Residential Lease Agreement extending the lease term for a period of one (1) year; and

WHEREAS, on June 25, 2014, the parties executed a Third Amendment to Residential Lease Agreement extending the lease term for a period of one (1) year; and

WHEREAS, on August 25, 2015, the parties executed a Fourth Amendment to Residential Lease Agreement extending the lease term for a period of one (1) year; and

WHEREAS, on July 21, 2016, the parties executed a Fifth Amendment to Residential Lease Agreement extending the lease term for a period of one (1) year; and

WHEREAS, on July 18, 2017, the parties executed a Sixth Amendment to Residential Lease Agreement extending the lease term for a period of one (1) year; and

WHEREAS, thereafter, commencing on July 15, 2018, the parties have continued to operate in accordance with the Lease which constituted an automatic one (1) year renewal of the lease term and the sixth one (1) year renewal period allowed under the Lease; and

WHEREAS, on June 25, 2019, the parties executed a Seventh Amendment to Residential Lease Agreement extending the lease term for a period of one (1) year; and

WHEREAS, the parties desire to once again amend the Lease Agreement to renew the Lease term for a one (1) year term beyond the seventh and final additional one (1) year term referenced in the automatic renewal provision set forth in paragraph 10 of the Lease Agreement; and

WHEREAS, all other terms and conditions of the Lease Agreement, together with the Amendment to Residential Lease Agreement, shall remain in full force and effect throughout the additional one (1) year term as set forth herein.

NOW, WHEREFORE, the parties intending to be legally bound, hereby covenant and agree as follows:

1. Paragraph 3 of the Lease Agreement shall be amended to read as follows:

“The original three (3) year lease term commenced at 12:00 A.M. on July 15, 2010 and terminated at 11:59 P.M. on July 14, 2013. This Lease was renewed for seven (7) additional one (1) year lease terms in accordance with paragraph 10 hereof, the last of which will expire at 11:59 P.M. on July 14, 2020. In accordance with paragraph 9 of this Lease, this Lease is renewed for an additional one (1) year lease term which shall commence at 12:00 A.M. on July 15, 2020 and shall terminate at 11:59 P.M. on July 14, 2021, unless sooner terminated as provided in this Lease.”

2. All other terms and conditions of the Lease Agreement dated July 2, 2010, as thereafter amended, shall remain intact and in full force and effect. Wherever there exists a conflict between this Eighth Amendment to Residential Lease Agreement and

the Lease Agreement, or any prior Amendment to Residential Lease Agreement, the provisions of this Eighth Amendment shall control. Unless otherwise indicated, capitalized terms shall be defined in the manner set forth in the Agreement.

3. This Eighth Amendment to Residential Lease Agreement may be signed in one (1) or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one (1) instrument. Electronic signatures and photocopies or facsimile copies of signatures shall be deemed to have the same force and effect as originals.

IN WITNESS WHEREOF, the parties, intending to be legally bound pursuant to duly authorized resolutions and through their duly authorized officers, have executed this Eighth Amendment to Lease Agreement on the day and year first above written.

LANDLORD:

SUSSEX COUNTY COUNCIL

BY: \_\_\_\_\_ (SEAL)  
Michael H. Vincent, President

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_ (SEAL)  
Robin Griffith, Clerk of the  
Sussex County Council

TENANT:

SUSSEX COUNTY HABITAT  
FOR HUMANITY, INC.

BY: \_\_\_\_\_ (SEAL)  
Kevin J. Gilmore, Executive Director

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_ (SEAL)  
\_\_\_\_\_  
Print Name and Title

**EIGHTH AMENDMENT TO  
RESIDENTIAL LEASE AGREEMENT**

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WHEREAS, on July 2, 2010, the parties entered into a Residential Lease Agreement for property located at 501 S. Bedford Street, Georgetown, DE 19947 and identified on the Sussex County Tax Map as 1-35 20.00 40.00 (hereinafter referred to as the "Lease Agreement"); and

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SUSSEX COUNTY COUNCIL

BY: \_\_\_\_\_ (SEAL)  
Michael H. Vincent, President

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_ (SEAL)  
Robin Griffith, Clerk of the  
Sussex County Council

TENANT:

SUSSEX COUNTY HABITAT  
FOR HUMANITY, INC.

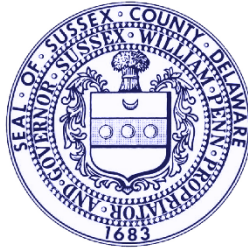
BY: \_\_\_\_\_ (SEAL)  
Kevin J. Gilmore, Executive Director

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_ (SEAL)  
\_\_\_\_\_  
Print Name and Title

## ENGINEERING DEPARTMENT

ADMINISTRATION	(302) 855-7718
AIRPORT & INDUSTRIAL PARK	(302) 855-7774
ENVIRONMENTAL SERVICES	(302) 855-7730
PUBLIC WORKS	(302) 855-7703
RECORDS MANAGEMENT	(302) 854-5033
UTILITY ENGINEERING	(302) 855-7717
UTILITY PERMITS	(302) 855-7719
UTILITY PLANNING	(302) 855-1299
FAX	(302) 855-7799



# Sussex County

DELAWARE  
sussexcountyde.gov

HANS M. MEDLARZ, P.E.  
COUNTY ENGINEER

## Memorandum

**TO:** Sussex County Council  
The Honorable Michael H. Vincent, President  
The Honorable Irwin G. Burton III, Vice President  
The Honorable Douglas B. Hudson  
The Honorable John L. Rieley  
The Honorable Samuel R. Wilson, Jr.

**FROM:** Hans Medlarz, County Engineer

**RE:** *Robinsonville Road Core Infrastructure, Project S19-16*  
*A. Approve Change Order 01*

**DATE:** May 12, 2020

On June 26, 2018, County Council granted permission to post notices for the Robinsonville Road expansion of the Unified Sanitary Sewer District. The Public Hearing was held on July 31, 2018 and following the hearing County Council passed a resolution revising the district boundary to include several large parcels. A core sewer infrastructure approach was presented covering the three (3) proposed projects in the expansion per County Code § 110-97. The Department worked with the Engineers and Developers of the projects to construct a common gravity interceptor, a central pump station and a forcemain utilizing a single connection point to the existing transmission main. This approach avoided construction of two additional pump stations as well as tapping the main in various locations, significantly reducing the County's long-term maintenance.

The Department in connection with Counsel developed "Use of Existing & Proposed Infrastructure Agreements" containing sections pertaining to the use of the existing infrastructure as well as proposed improvements. The three respective development entities executed this type of document and posted the required security. On September 25, 2018, County Council approved the three agreements and affirmed Solutions IPEM, Inc. as the Engineer of Record for the project.

This project required acquisition of three sewer easements, shared or paralleled by water easements for Tidewater Utilities. The largest easement is located on an agricultural property and the owner only granted it under the condition of a one-time interruption of farming activities with stringent topsoil removal & restoration requirements. This condition, written in



A. Approve Change Order 01

both easements, forced a combined water/sewer construction project. With the sewer being the deeper installation, the County had to take the lead requiring a Financing Agreement with Tidewater Utilities, Inc. (TUI). Based on recommendations by the Finance Director and Department, the Agreement was authorized by Council during the October 22, 2019 meeting.

Contract Documents for the combined water/sewer project were assembled and advertised on October 4, 2019. Three (3) bids for Robinsonville Road Core Infrastructure, Project S19-16 were received and read aloud on October 31, 2019. Council received a summary of the results and project reimbursement estimates and awarded the project to Teal Construction, Inc. in the amount of \$ 1,635,126.00 on November 5, 2019.

Notice to Proceed was issued, effective January 15, 2020 for the 200 consecutive calendar day agreement with construction efforts progressing since early spring. The County received two (2) requests since that time for contract modifications related to water system components of the project, including use of existing TUI materials stockpiled offsite and an extension of a water casing pipe under Robinsonville Road. In both instances, TUI coordinated the requests, jointly reviewed proposal documents submitted by the Contractor, and offered concurrence for acceptance of changes.

Change Order No. 1, attached, details the credit or additional cost for each modification and proposes a net increase of \$ 4,197.58 to the water portion of the contract. The Engineering Department recommends approval of this change order.

The TUI Financing Agreement defined a 60.23% / 39.77% share of the sewer and water total bid price, respectively, based on the average of all bids received, with common item costs shared equally. Estimate reimbursement totals were outlined using the awarded contract value. Construction related expenses are applied to these estimates either directly, or equally, based on the expenses being either sewer, water, or common. Change Order 01 includes only water related construction expenses, with reimbursement estimates updated to represent the increased water total:

	<i>Award Values</i>	<i>After CO 1</i>
Water Reimbursement Total:	\$ 673,271.16	\$ 677,468.74
Sewer Reimbursement Total:	<u>\$ 961,854.84</u>	<u>\$ 961,854.84</u>
	\$ 1,635,126.00	\$ 1,639,323.58



**SUSSEX COUNTY  
CHANGE ORDER REQUEST**

**A. ADMINISTRATIVE:**

1. Project Name: **ROBINSONVILLE ROAD CORE INFRASTRUCTURE**
2. Sussex County Project No. S19-16
3. Change Order No. 1
4. Date Change Order Initiated - 02/04/2020
5.
  - a. Original Contract Sum \$ 1,635,126.00
  - b. Net Change by Previous Change Orders \$ 0
  - c. Contract Sum Prior to Change Order \$ 1,635,126.00
  - d. Requested Change \$ 4,197.58
  - e. Net Change (No. of days) N/A
  - f. New Contract Amount \$ 1,639,323.58
6. Contact Person: Hans Medlarz, P.E.  
Telephone No. (302) 855-7718

**B. REASON FOR CHANGE ORDER (CHECK ONE)**

1. Differing Site Conditions
2. Errors and Omissions in Construction Drawings and Specifications
3. Changes Instituted by Regulatory Requirements
4. Design Change
5. Overrun/Underrun in Quantity
6. Factors Affecting Time of Completion
7. Other (explain below):

**C. BRIEF DESCRIPTION OF CHANGE ORDER:**

To date, two (2) changes to the contract were requested. As both items pertain to water system components of the Project, the Engineering Department has coordinated and received concurrence from Tidewater Utilities Inc (TUI) and accepts both proposals as follows:

**Item A: Use of Stored Tidewater Utilities Materials**

Tidewater Utilities maintained a standalone agreement with Teal Construction for storage of 20" pipe and related fittings. These materials are to be utilized under the Project, satisfying furnishing components of the applicable bid item. A contract credit of (\$ 8,638.41) is applied, with no changes to measurement and payment of bid items.

**Item B: Extension of 24" TUI Casing Under Robinsonville Road**

In preparation for future road widening, TUI requires 13 LF of additional casing pipe to satisfy DelDOT requirements. The contract unit price shall apply to measurement and payment of this additional length. Overrun of item B-4 and underrun of item B-2 are anticipated for estimated quantities of 24" Jack & Bore and 16" PVC water main, respectively. Additional material and labor costs result in a total increase of \$ 12,835.99 for the work.

The contract change proposed by Change Order 01 is an increase as shown:


Item A:	(\$ 8,638.41)
Item B:	\$ 12,835.99
CO 1:	\$ 4,197.58

**D. JUSTIFICATION FOR CHANGE ORDER INCLUDED?**

Yes   X   No           

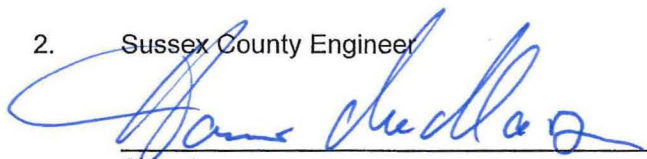
**E. APPROVALS**

1. Teal Construction, Inc., Contractor

  
\_\_\_\_\_  
Signature 5/4/2020  
Date

CHARLES W. REED III  
\_\_\_\_\_  
Representative's Name in Block Letters

2. Sussex County Engineer

  
\_\_\_\_\_  
Signature 5/5/2020  
Date

3. Sussex County Council President

\_\_\_\_\_  
Signature Date

February 4, 2020

Sussex County  
Attn: Hans M. Medlarz, P.E.  
2 The Circle  
Georgetown, DE 19947

RE: Robinsonville Road Core Infrastructure Change Order Request

Dear Mr. Medlarz:

Teal Construction, Inc., requests a change order to the contract amount for the water main installation portion of the Robinsonville Road Core Infrastructure Project due to the agreement with Tidewater Utilities as outlined below.

**DEDUCTIONS BASED ON USING STORED MATERIALS FROM PREVIOUS PROJECT**

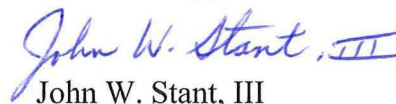
Material	Unit	Quantity	Unit Value	Extended Value
20" PVC Pipe	LF	460	\$ 49.03	\$22,553.80
20" 22.5 MJ	EA	2	\$1,079.25	\$ 2,158.50
20" Megalugs	EA	1	\$ 376.11	\$ 376.11
			<b>Total Deduction:</b>	<b>\$25,088.41</b>

**ADDITIONS BASED ON AGREEMENT TO STORE & DELIVER MATERIALS FROM PREVIOUS PROJECT**

Storage of Materials (\$500.00/month from 9/2018 - 1/2020)	\$ 8,500.00
Delivery of Stored Materials to Rt. 24	\$ 7,950.00
<b>Total Addition:</b>	<b>\$16,450.00</b>

**TOTAL NET CHANGE ORDER: \$8,638.41**

Sincerely,

  
John W. Stant, III

MEMBER  
Delaware Utility and Transportation  
Contractors Association, Inc.  
National Utility Contractors Association



April 29, 2020

Tidewater Utilities  
Attn: Greg Coury, P.E.  
1100 South Little Creek Rd.  
Dover, DE 19901

RE: Robinsonville Road Core Infrastructure Change Order Request 2

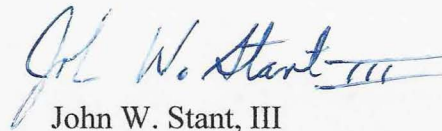
Dear Mr. Coury:

Teal Construction, Inc., requests a change order to the contract amount for the water main installation portion of the Robinsonville Road Core Infrastructure Project due to the extension of the 24" casing under Robinsonville Road as required by DelDOT.

ITEM	UNITS	QUANTITY	UNIT PRICE	COST
Jack & Bore 24" Casing	LF	13	\$788.00	\$10,244.00
Casing Material	LF	20	\$ 73.36	\$ 1,467.20
Cut Casing	HR	3	\$172.50	\$ 517.50
Remove Casing	HR	1	\$607.29	\$ 607.29

**Total: \$12,835.99**

Sincerely,



John W. Stant, III

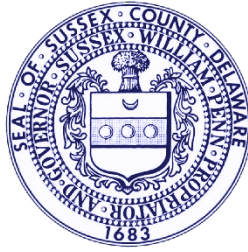
MEMBER  
Delaware Utility and Transportation  
Contractors Association, Inc.  
National Utility Contractors Association





## ENGINEERING DEPARTMENT

ADMINISTRATION (302) 855-7718  
AIRPORT & INDUSTRIAL PARK (302) 855-7774  
ENVIRONMENTAL SERVICES (302) 855-7730  
PUBLIC WORKS (302) 855-7703  
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UTILITY ENGINEERING (302) 855-7717  
UTILITY PERMITS (302) 855-7719  
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FAX (302) 855-7799



# Sussex County

DELAWARE  
sussexcountyde.gov

HANS M. MEDLARZ, P.E.  
COUNTY ENGINEER

## Memorandum

**TO:** Sussex County Council  
The Honorable Michael H. Vincent, President  
The Honorable I.G. Burton, III, Vice President  
The Honorable Douglas B. Hudson  
The Honorable John L. Rieley  
The Honorable Samuel R. Wilson, Jr.

**FROM:** Hans Medlarz, P.E., County Engineer

**RE:** *South Coastal WRF Treatment Process Upgrade No.3 & Rehoboth Beach WTP Capital Improvement Program, Phase 2*  
*A. General Construction, Project C19-11, Change Order No.2*  
*B. Electrical Construction, Project C19-17, Change Order No.4*  
*C. Materials – Forcemain Consolidation, Project M20-11, Final Balancing Change Order & Final Acceptance*

**DATE:** May 12, 2020

### Intergovernmental Background:

No changes since the March 10, 2020 County Council meeting.

### Professional Services Background:

No changes since County Council approved GHD, Inc's Amendment No. 20 on February 4, 2020.

### Overall South Coastal Project Summary:

In summary, the South Coastal WRF Treatment Process Upgrade No.3 encompasses the following components and statuses:

- a. Effluent Forcemain Relocation/Replacement; Completed in 2019.
- b. Influent Forcemain Consolidation;  
The Engineering Department designed a consolidation of thirteen (13) influent forcemains at SCRWF under the General Labor & Equipment Contract. Direct material purchase offered cost savings in addition to efficiency. Council



awarded the associated materials purchase contract M20-11 to Core & Main, LP on October 22, 2019 in the amount of \$ 271,438.60.

Change Order No. 1 in the amount of \$ 66,457.39 was approved by Council on April 7, 2020, to address additional materials necessary to ensure flow control at the influent headworks and for differing field conditions encountered, an additional valve with fittings was needed and secured since Change Order No. 1. With all required materials purchased, installed or readily onsite, Change Order No. 2 is presented to increase costs by \$ 2,048.60, for a final contract value of \$ 339,944.59. The Engineering Department recommends Council authorize Change Order No. 2 for Final Balancing of the contract along with issuance of Final Acceptance effective May 12, 2020.

In the meantime, the General Labor & Equipment Contractor is continuing the installation with an anticipated completion by mid May 2020.

- c. Drainage Network Rerouting;  
The design completed but construction was not included in the base bid. After cost comparison between the General Labor & Equipment Contract versus a change order under Ronca's general construction contract; Council awarded Change Order Request 554-001 to Ronca & Sons, Inc. in the amount of \$104,592.96 on March 10, 2020. The construction on this change order has started.
- d. General Construction Project C19-11; awarded on December 17, 2019 to M.F. Ronca & Sons, Inc. On March 10, 2020 Council awarded Change Order Request 554-002 in the credit amount of \$5,250.00 for deletion of the record drawing requirement and Change Order Request 554-003 for the modification of the RBWTF influent forcemains in the amount of \$97,294.31. The contract documents required explosion proof motors in certain location which were not supported by National Electric Code. These motors will be switched out to standard submersible motors for a credit. The Engineering Department recommends Council to authorize the credit Change Order No. 2 in the amount of \$12,705.00
- e. Electrical Construction Project C19-17; awarded on December 17, 2019 to BW Electric, Inc. On February 4, 2020 Council awarded Change Order No.1 to the Electrical Construction, Project C19-17 by BW Electric, Inc. in the credit amount of \$759,374.80. A second credit change order was approved on March 10, 2020 in the amount of \$6,800.00.

DP&L's requested a change to the utility power service entrance location at the RBWTP. This triggered a design for the associated conduit run by GHD which was further valued engineered by all parties. We solicited a time & material change order based on the General Labor & Equipment contract pricing with a not to exceed backstop. Council approved Change Order No. 3 in the not to exceed amount of \$235,637.33 on April 7, 2020. The associated work has been completed under budget and on time.

The South Coastal includes the reconstruction of the original electrical equipment in the sludge handling building electrical room. The associated RFP-016 relates to changes required to accommodate the longer motor control center included in BW Electric's equipment submittal. The increase in scope is primarily related to replacement of the transformer and the RP Panelboard in lieu of retaining and refeeding the existing ones. The cost to make the resulting changes to the equipment and layout thereof is \$11,350.00. The Engineering Department requests Council's authorization to issue Change Order No. 4 in said amount.

- f. Mobile Belt Filter Press; awarded on January 7, 2020 Council to Kershner Environmental Technologies. Staff confirmed the condition and picked up the unit. It will first be deployed on a temporary basis under the South Coastal project.
- g. DP&L expenses; on February 4, 2020 Council approved contract.

The updated expenses associated with the South Coastal WRF Treatment Process Upgrade No.3 & Rehoboth Beach WTP Capital Improvement Program, Phase 2 are summarized in the attached spreadsheet.

# South Coastal RWF & Rehoboth Beach WTF Upgrade

3/4/2020

Vendor/Contract	Description	Contract Value
Michael F. Ronca & Sons, Inc.	SCRWF/RBWWTP General Construction	39,710,332.27
BW Electric Inc.	SCRWF/RBWWTP Electrical Construction	21,423,849.20
GHD	Amd 11 - SCRWF Expansion to 10mgd - Planning & Concept	241,938.68
	Amd 12 - SCRWF Expansion Construction Docs	2,240,280.73
	Amd 13 - Value Engineering	95,080.15
	Amd 14 - Rehoboth WTP Capital Improvement Program Upgrade Phase 2/Joint Project with SCRWF Expansion	398,410.63
	Amd 16 - Ocean Outfall Discharge Modeling & Wetlands Delineation for SCRWF and Add'l Design Services for Rehoboth WTP Capital Improvement Program	181,089.72
	Amd 18 - RBWTP CIP Upgrade Phase 2 - Add'l Design	172,153.01
	Amd 19 - SCRWF Upgrade 3 Add'l Design	108,073.71
	Amd 20 - SCRWF Upgrade 3/RBWTP Upgrade Phase 2 Construction Engineering	6,589,558.49
Core & Main	Influent FM Consolidation Materials	339,944.59
Core & Main	Effluent FM Pipeline Materials	227,603.39
Delmarva Power	Improve service entrances for both projects	175,000.00
G&L	FM Consolidation & Influent Consolidation Phase II	973,229.04
G&L Work- Effluent Relocation		316,635.20
Kershner Environmental Technologies	Belt Press	295,000.00
Totals		73,488,178.81



**SUSSEX COUNTY  
CHANGE ORDER REQUEST**

**A. ADMINISTRATIVE:**

1. Project Name: **SCRWF Treatment Process Upgrade No. 3 & RBWTP Capital Improvement Program, Phase 2 – General Construction**
2. Sussex County Project No.           C19-11
3. Change Order No.           2
4. Date Change Order Initiated -           5/6/20
5.
  - a. Original Contract Sum           \$39,526,400.00
  - b. Net Change by Previous Change Orders           \$196,637.27
  - c. Contract Sum Prior to Change Order           \$39,723,037.27
  - d. Requested Change           -\$12,705.00
  - e. Net Change (No. of days)           0
  - f. New Contract Amount           \$39,710,332.27
6. Contact Person:           Hans Medlarz, P.E.            
Telephone No.           (302) 855-7718

**B. REASON FOR CHANGE ORDER (CHECK ONE)**

1. Differing Site Conditions
2. Errors and Omissions in Construction Drawings and Specifications
3. Changes Instituted by Regulatory Requirements
4. Design Change
5. Overrun/Underrun in Quantity

— 6. Factors Affecting Time of Completion

\_\_\_\_\_ 7. Other (explain below):

**C. BRIEF DESCRIPTION OF CHANGE ORDER:**

Credit for explosion proof motors no longer supported by the National Electric Code in exchange for standard submersible motors.

**D. JUSTIFICATION FOR CHANGE ORDER INCLUDED?**

Yes   X   No \_\_\_\_\_

**E. APPROVALS**

1. M.F. Ronca & Sons, Inc., Contractor

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Representative's Name in Block Letters

2. Sussex County Engineer

\_\_\_\_\_  
Signature Date

3. Sussex County Council President

\_\_\_\_\_  
Signature Date

Michael F.  
**RONCA**  
& Sons, Inc.

TELEPHONE 610/759-5100  
FACSIMILE 610/746-0974



CONTRACTORS

179 Mikron Road, Bethlehem, PA 18020

April 8, 2020

Mr. Steven Clark, P.E.  
GHD  
16701 Melford Boulevard, Suite 330  
Bowie, MD 20715

Re: Sussex County  
SCRWF-RBWWTP CIP Phase 2 Upgrades  
Proposed Change Order Request No. 554-004  
Credit – Submer. Pump Motor Changes

Dear Mr. Clark:

Please consider this writing to be Michael F. Ronca & Sons, Inc.'s formal change order request for performance of the above referenced work, in the credit amount of Twelve Thousand Seven Hundred Five Dollars and 00 Cents.....(-\$12,705.00).

Enclosed for your review is a corresponding breakdown of costs.

Should this change order request be acceptable as provided, please prepare the appropriate change order documentation and forward the same to our office for further processing. Until then, should you have any questions, or require additional information, please do not hesitate to contact me.

Regards,

*Scott Wachinski*

Project Manger

cc: HO file 554

**Sussex County - SCRWF-RBWTP CIP Phase 2 Upgrades**

PCOR 554-004 Credit - Submer. Pump Motor Change

4/8/2020

**CHANGE ORDER SUMMARY**

Item 1	Credit - Eliminate Explosion Proof Motor Requirements for Filter Waste, Jet Mix and Decant Submersible Pumps in Accordance with GHD's RFP-015.
<b>Labor</b>	\$0.00
<b>Materials</b>	(\$12,100.00)
<b>Equipment</b>	\$0.00
<b>Subcontract</b>	\$0.00
<b>Subtotal</b>	(\$12,100.00)
<b>Contractor Overhead &amp; Profit @ 5% (Credit)</b>	(\$605.00)
<b>Contr. Overhead &amp; Profit on Subcontr. @ 5%</b>	\$0.00
<b>Item Total</b>	<b>(\$12,705.00)</b>
<b>Change Order Total</b>	<b>(\$12,705.00)</b>

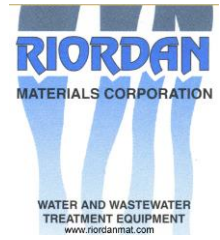


**Sussex County - SCRWF-RBWWTP CIP Phase 2 Upgrades**

PCOR 554-004 Credit - Submer. Pump Motor Change

4/8/2020

<u>Item</u>	<u>Description</u>					
Item 1	Credit - Eliminate Explosion Proof Motor Requirements for Filter Waste, Jet Mix and Decant Submersible Pumps in Accordance with GHD's RFP-015.					
	<b>Labor:</b>	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>	
				\$0.00	\$0.00	Labor Total: \$0.00
	<b>Materials:</b>	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>	
	Submer.Pump Motor Mods (Filt. Waste & Lagoon Decant)	-1.00	LS	\$4,100.00	(\$4,100.00)	
	Submer. Pump Motor Mods (Jet Mix)	-1.00	LS	\$8,000.00	(\$8,000.00)	Material Total: (\$12,100.00)
	<b>Equipment:</b>	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>	
				\$0.00	\$0.00	Equipment Total: \$0.00
	<b>Subcontract:</b>	<u>Qty</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>	
				\$0.00	\$0.00	Subcontract Total: \$0.00
						Item Total: (\$12,100.00)



**TO:** Mr. Scott Wachinski  
 Project Manager  
 Michael F. Ronka & Sons  
 179 Mikron Road  
 Bethlehem, PA 18020

April 2, 2020

**REFERENCE:** CHANGE PROPOSAL - FM MOTOR DEDUCT  
 Materials Contract Agreement 554, Job No. 019 (544 MC-019)

South Coastal Regional Wastewater Facilities Upgrade No. 3 and Rehoboth Beach  
 Wastewater Treatment Plant CIP Upgrade Phase 2  
 Flygt Quotation #20190725-**AB**-TRR-SCRWF & RBWWTP

Scott,

Enclosed is our Change Proposal for alternative submersible pump motors for the Flygt Filter Waste Pumps and the Decant pumps supplied by Riordan Materials Corporation for the South Coastal Regional Wastewater Facilities Upgrade No. 3 and Rehoboth Beach Wastewater Treatment Plant CIP Upgrade Phase 2. Our Change Proposal FM Motor Deduct is based Specification Section 11307.2.01 stating that Explosion Proof Motors are not required for the Filter Waste Pumps (FP-704, FP-705), or the Decant Pumps (DCP-1615, DCP-1625, DCP-1631, DCP-1632).

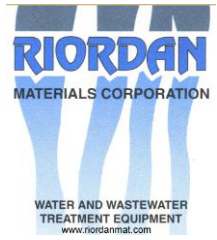
Flygt Corporation and Riordan Materials Corp., proposes the following deduct for removing the FM Motor option on the Filter Waste Pumps and the Decant Pumps scope of supply.

<b>FILTER WASTE PUMPS</b>		
<u>Description</u>	<u>Notes</u>	<u>Deduct for 2 (two) FM Pump Motors</u>
NP 3153.185 MT 436 Imp, 12 HP, 460V, 3 PH	.185 designates standard non explosion proof motor	\$1,600
<b>DECANT PUMPS</b>		
<u>Description</u>	<u>Notes</u>	<u>Deduct for 4 (four) FM Pump Motors</u>
NP 3102.060 MT 463 Imp, 5 HP, 460V, 3 PH	.060 designates standard non explosion proof motor	\$2,500
	<b>TOTAL DEDUCT</b>	<b>\$4,100</b>

554-MC019 TOTAL \$ 150,770.00  
 LESS TOTAL DEDUCT \$ 4,100.00  
 REVISED LUMP SUM BID TOTAL \$ 146,670.00

Corporate Office  
 6198 Butler Pike-Suite 150  
 Blue Bell, PA 19422  
 (P) 215.628.9936 (F) 215.628.9979  
[www.riordanmat.com](http://www.riordanmat.com)

**Riordan Materials Corporation**  
 Flygt (a xylem brand) Municipal Representatives



**TO:** Mr. Scott Wachinski  
Project Manager  
Michael F. Ronka & Sons  
179 Mikron Road  
Bethlehem, PA 18020

April 2, 2020

**REFERENCE:** CHANGE PROPOSAL - FM MOTOR DEDUCT  
Materials Contract Agreement 554, Job No. 019 (544 MC-019)

South Coastal Regional Wastewater Facilities Upgrade No. 3 and Rehoboth Beach  
Wastewater Treatment Plant CIP Upgrade Phase 2  
Flygt Quotation #20190725-**AB**-TRR-SCRWF & RBWWTP

This Change Order is subject to the existing terms and conditions agreed on in Materials Contract 544 MC-019.

This Change Order consists of 2pages.

Proposed by: Thomas R. Rainier  
Vice President

Of: Riordan Materials Corporation  
6198 Butler Pike, Suite 150  
Blue Bell, PA 19422  
Phone: 215-628-9936

Date: April 2, 2020

Accepted this date: \_\_\_\_\_ 20 \_\_\_\_\_

Accepted by Flygt Corp.

Company: \_\_\_\_\_

Date: \_\_\_\_\_ 20 \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Corporate Office  
6198 Butler Pike-Suite 150  
Blue Bell, PA 19422  
(P) 215.628.9936 (F)215.628.9979  
[www.riordanmat.com](http://www.riordanmat.com)

**Riordan Materials Corporation**

*Flygt (a xylem brand) Municipal Representatives*

**From:** [Hacker, Dean D](#)  
**To:** [Scott Wachinski](#)  
**Cc:** [Tom Rainier](#); [Mayer, Tracey H](#)  
**Subject:** Deduct for JOB NO. 554 MATERIAL CONTRACT NO. 017 - South Coastal Regional WFT Upgrade No. 3  
**Date:** Tuesday, April 7, 2020 6:24:45 PM  
**Attachments:** [image002.png](#)

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Scott,

Evoqua can offer for a credit for removing the explosion proof option (FM) from the Jet pumps for JOB NO. 554 MATERIAL CONTRACT NO. 017 - South Coastal Regional WFT Upgrade No. 3.

This deduction will be \$8,000.

Please process a change order with this amount deducted from your original P.O. amount, send it back to us, and we will process it.

Thank you,

Dean

**Dean Hacker**  
Project Manager

**Evoqua Water Technologies LLC**  
N19W23993 Ridgeview Pkwy, Suite 200  
Waukesha, WI 53188

Tel: 262/521-8295  
Fax: 262/521-8249  
[dean.hacker@evoqua.com](mailto:dean.hacker@evoqua.com)



[www.evoqua.com](http://www.evoqua.com)



**SUSSEX COUNTY  
CHANGE ORDER REQUEST**

**A. ADMINISTRATIVE:**

1. Project Name: **SCRWF Treatment Process Upgrade No. 3 & RBWTP Capital Improvement Program, Phase 2 – Electrical Construction**
2. Sussex County Project No.           C19-17
3. Change Order No.           4
4. Date Change Order Initiated -           5/6/20
5.
  - a. Original Contract Sum           \$22,178,674.00
  - b. Net Change by Previous Change Orders           (\$766,174.80)
  - c. Contract Sum Prior to Change Order           \$21,412,499.20
  - d. Requested Change           \$11,350.00
  - e. Net Change (No. of days)           0
  - f. New Contract Amount           \$21,423,849.20
6. Contact Person: Hans Medlarz, P.E.  
Telephone No. (302) 855-7718

**B. REASON FOR CHANGE ORDER (CHECK ONE)**

1. Differing Site Conditions
2. Errors and Omissions in Construction Drawings and Specifications
3. Changes Instituted by Regulatory Requirements
4. Design Change
5. Overrun/Underrun in Quantity

6. Factors Affecting Time of Completion

         7. Other (explain below):

**C. BRIEF DESCRIPTION OF CHANGE ORDER:**

Replacement of a transformer and panelboard to accommodate a longer motor control center.

**D. JUSTIFICATION FOR CHANGE ORDER INCLUDED?**

Yes     X     No                     

**E. APPROVALS**

1. B.W. Electric, Inc., Contractor

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Representative's Name in Block Letters

2. Sussex County Engineer

\_\_\_\_\_  
Signature Date

3. Sussex County Council President

\_\_\_\_\_  
Signature Date



15342 S. DuPont Hwy  
Harrington DE 19952

Office: 302.566.6248  
Fax: 302.566.6251

Bryon Warren  
President  
302-270-5719

Email(s):  
office@bwelectricinc.com  
estimates@bwelectricinc.com

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April 29, 2020

Subject: SCRWF Upgrade No. 3 & RBWWTP CIP Upgrade Phase 2 RFP No. 16

Dear Hans Medlarz,

Our price to perform the electrical work associated with the above project is based on RFP No. 16. Our price does not include the use of Prevailing Wages. Our price is **\$11,350.00** and includes the following:

1. Demolish Existing Transformer LT, Transformer LT concrete equipment pad, and Panelboard RP.
2. Provide new 30 kVA Transformer GT-SLB2 and 100A Panelboard GPSLB2 to replace Transformer LT and Panelboard RP respectively. Note: Circuits 18 and 20 shown on Drawing SC-E4307 are not required in new Panelboard RP.
3. Provide PF-GT30 circuit with conduit to feed new GT-SLB2.
4. Provide PF-GP100A with conduit to feed new GPSLB2.
5. Provide No.4 AWG ground wire from GTSLB2 to building ground grid.
6. Provide 4 three-phase 30A circuit breakers in Panelboard PPSLB2 for BFP-CP1, BFP-CP2, SP-1501 VFDCP, and SP-1502 VFD CP.
7. Provide credit for four 30A circuit breakers in MCC-1B for BFP-CP1, BFP-CP2, SP-1501 VFD CP, and SP-1502 VFD CP.
8. Provide credit for two 15A circuit breakers in MCC-1B for WCN-1 and WCN-2.
9. Increase trip rating of circuit breaker for PPSLB2 in MCC-1B to 150A.
10. Increase rating of Panelboard PPSLB2 main lugs to 150A.
11. Provide PP150 feeder for PPSLB2 in lieu of PP100. Refer to Drawing SC-E0015 for circuits.

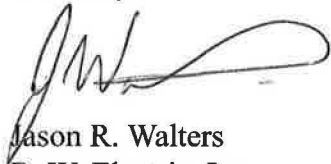
12. Add information for the power coordination study.

Exclusions

1. No permit fees.
2. No cutting.
3. No patching or painting.
4. No liquidated damages.

This price is good for thirty (30) days only.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason R. Walters", with a large, sweeping flourish at the end.

Jason R. Walters  
B. W. Electric, Inc.  
Superintendent





# Request for Proposal

<b>Project Title</b>	SCRWF Upgrade No. 3 & RBWWTP CIP Upgrade Phase 2		
<b>Owner</b>	Sussex County, Delaware		
<b>Contract No.</b>	C19-11: General Construction	<b>GHD Project No.</b>	11121182
Contractor is requested to provide a Change Proposal for the following proposed modifications to the Work. This request alone neither directs nor approves any change to the Work nor any adjustments to the Contract Price or Contract Times. Contractor's proposal shall be submitted to Engineer for review and shall adhere to all requirements of the Contract Documents. If found acceptable to Owner and Engineer, Contractor's Change Proposal will be incorporated into the Work via Change Order.			
<b>RFP No.</b>	016		
<b>RFP Subject</b>	Sludge Building Electrical Room		
<b>Issued By</b>	D. Murray	<b>Issue Date</b>	Apr. 13, 2020

### Description of proposed changes:

Provide cost proposal to make the following changes to equipment and layout of equipment in the Sludge Building Electrical Room.

#### Equipment Changes:

1. Demolish Existing Transformer LT, Transformer LT concrete equipment pad, and Panelboard RP.
2. Provide new 30 kVA Transformer GT-SLB2 and 100A Panelboard GPSLB2 to replace Transformer LT and Panelboard RP respectively. Note: Circuits 18 and 20 shown on Drawing SC-E4307 are not required in new Panelboard RP.
3. Provide PF-GT30 circuit with conduit to feed new GT-SLB2.
4. Provide PF-GP100A with conduit to feed new GPSLB2.
5. Provide No.4 AWG ground wire from GTSLB2 to building ground grid.
6. Provide 4 three-phase 30A circuit breakers in Panelboard PPSLB2 for BFP-CP1, BFP-CP2, SP-1501 VFD CP, and SP-1502 VFD CP.
7. Provide credit for four 30A circuit breakers in MCC-1B for BFP-CP1, BFP-CP2, SP-1501 VFD CP, and SP-1502 VFD CP.
8. Provide credit for two 15A circuit breakers in MCC-1B for WCN-1 and WCN-2.
9. Increase trip rating of circuit breaker for PPSLB2 in MCC-1B to 150A.
10. Increase rating of Panelboard PPSLB2 main lugs to 150A.
11. Provide PP150 feeder for PPSLB2 in lieu of PP100. Refer to Drawing SC-E0015 for circuits.

#### Layout Changes:

12. Locate the two new thermostats above the receptacle between LCP-1 and EF-SLB-02 MSCP.
13. Locate SP-1501 and SP-1502 VFD CPs between PCS-SLB and LCP-1.
14. Locate new Transformer GT-SLB2 and Panelboard GPSLB2 in the southwest corner of Electrical Room.
15. MCC-1B will extend into the location of demolished Panelboard RP.
16. Coordinate with General Contractor regarding equipment pad dimensions and locations

#### Suggested Sequencing:

17. After Electrical Room extension is complete, install new Transformer GT-SLB2 and Panelboard GPSLB2.
18. Use temporary feeder shown on SC-E0025 to power new Transformer GPSLB2. Temporary feeder for existing Transformer LT is no longer required.



19. Transfer circuits from existing RP to new GPSLB2. Note: Circuits 18 and 20 shown on Drawing SC-E4307 are not required in new Panelboard GPSLB2. Only those circuits not shown to be demolished must be transferred. Provide new conduit and wiring where required to connect to existing circuits and conduits.
20. Demolish existing LT and RP.
21. Install MCC-1B.
22. Refeed new Transformer GT-SLB2 from MCC-1B using feeder circuit breaker shown for Transformer LT on Drawing SC-E0027.



**SUSSEX COUNTY  
CHANGE ORDER REQUEST**

**A. ADMINISTRATIVE:**

1. Project Name: **MATERIALS – FORCEMAIN CONSOLIDATION AT SCRWF**
2. Sussex County Project No. M20-11
3. Change Order No. 2
4. Date Change Order Initiated - 04/03/2020
5.
  - a. Original Contract Sum \$ 271,438.60
  - b. Net Change by Previous Change Orders \$ 66,457.39
  - c. Contract Sum Prior to Change Order \$ 337,895.99
  - d. Requested Change \$ 2,048.60
  - e. Net Change (No. of days) N/A
  - f. New Contract Amount \$ 339,944.59
6. Contact Person: Hans Medlarz, P.E.  
Telephone No. (302) 855-7718

**B. REASON FOR CHANGE ORDER (CHECK ONE)**

1. Differing Site Conditions
2. Errors and Omissions in Construction Drawings and Specifications
3. Changes Instituted by Regulatory Requirements
4. Design Change
5. Overrun/Underrun in Quantity

- 6. Factors Affecting Time of Completion
- 7. Other (explain below):

**C. BRIEF DESCRIPTION OF CHANGE ORDER:**

An additional valve and fittings were necessary to address an Owner design change for improved flow control and completion of the SCRWF forcemain consolidation.

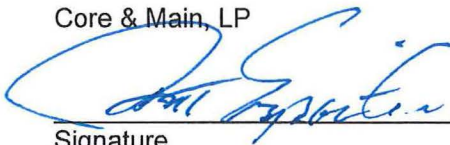
No additional items are necessary to complete the project therefore contract close out is applicable for the final amount noted.

**D. JUSTIFICATION FOR CHANGE ORDER INCLUDED?**

Yes  No

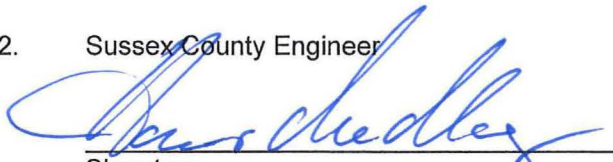
**E. APPROVALS**

1. Core & Main LP

 5/5/20  
\_\_\_\_\_  
Signature Date

SCOTT ESPOSITO  
\_\_\_\_\_  
Representative's Name in Block Letters

2. Sussex County Engineer

 5/6/20  
\_\_\_\_\_  
Signature Date

3. Sussex County Council President

\_\_\_\_\_  
Signature Date



**SUSSEX COUNTY GOVERNMENT**  
**GRANT APPLICATION**

*Payable to: Delaware Community Foundation*

**SECTION 1 APPLICANT INFORMATION**

ORGANIZATION NAME: **Georgetown-Millsboro Rotary Club**  
PROJECT NAME: **Flags for Heroes 2020**  
FEDERAL TAX ID: **22-2804785** NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?  
 YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION:

ADDRESS: **Post Office Box 164**  
**Georgetown** **DE** **19947**  
(CITY) (STATE) (ZIP)

CONTACT PERSON: **Marlene Elliott Brown**  
TITLE: **Member**  
PHONE: **302-270-107** EMAIL: **marleneelliottbrown07@gmail.com**  
*302-270-1078*

**TOTAL FUNDING REQUEST: \$1000**

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? **\$1000**

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? **4%**

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Fair Housing                | <input type="checkbox"/> Health and Human Services                    | <input type="checkbox"/> Cultural    |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input checked="" type="checkbox"/> Other Community Service/Patriotic | <input type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |  |                                   |
|---|--|-----------------------------------|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence              | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons            | <input type="checkbox"/> Low to Moderate Income <sup>2</sup>       | <input type="checkbox"/> Youth    |
| <input type="checkbox"/> Minority                   | <input checked="" type="checkbox"/> Other Community Needs/Veterans |                                   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

500

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

This will be the 7th year that the Georgetown-Millsboro Rotary Club has flown over 500 flags in honor of military members, first responders and other heroes. Certainly, this year we will be adding health care workers, postal employees and other essential employees to our heroes list. The flags will be displayed on the Circle in Georgetown, along Route 404 at Delaware Tech, at the Millsboro Town Hall and at the east and west entrances to downtown Millsboro. The flags will be displayed the week before and after Memorial Day. At the community's request, a limited number of flags are also flown again for Independence Day and Veterans Day.

Since the beginning of this project, the Rotary Club has raised almost \$100,000 in honor of these heroes who have given so much to our community, our county and our country. Last year's proceeds were donated to the Ark of Refuge Mission Shelter, La Esperanza, Primeros Pasos, Kody's Kids, the Barbara Books Transition House, The Shepherds Office and Boy Scout Troop 95. The money also provided for Rotary Youth Leadership Scholarships.

The donations for this project are handled by the Delaware Community Foundation. Therefore, checks are payable to the Foundation and note for the Georgetown-Millsboro Rotary Club Flags for Heroes project. Donors and sponsors are recognized in an insert that is published in the Sussex Post, in all media releases and at a Sponsors luncheon that is held at a later date.

Like never before, it is so appropriate to pause and recognize those heroes that have been supporting and protecting us during this challenging time. The Rotary Club very much appreciates the County's support of this patriotic and community oriented project and requests your continued participation.

**B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.**

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

### SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	25000
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
Newspaper Insert	-3200
Replacement Flags	-3000
Community Grants	
8 Rotary Leadership Scholarships	-2200
Delaware Tech Scholarships	-3000
<b>TOTAL EXPENDITURES</b>	25,000 \$ 0.00
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	<b>\$ 0.00</b>

### SECTION 5: STATEMENT OF ASSURANCES


If this grant application is awarded funding, the Georgetown-Millsboro Rotary agrees that:  
(Name of Organization)

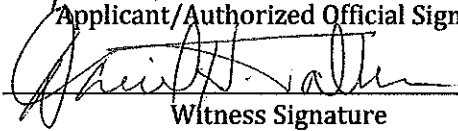
- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
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- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.



**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**

  
\_\_\_\_\_  
Applicant/Authorized Official Signature

  
\_\_\_\_\_  
Witness Signature

4-16-20  
Date

4/19/20  
Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM**  
**GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

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All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

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For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

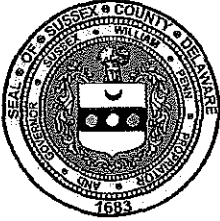
In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

Markus Elliott Brown  
Applicant/Authorized Official Signature  
[Signature]  
Witness Signature

Club Member  
Title  
4-16-20  
Date

Wilson  
4/22/2020  
REV. 02/2019



# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: **JUST A HAND UP COMMUNITY NAVIGATION**  
PROJECT NAME: **NEED SUPPLIES & COMPLETE STORAGE SPACE**  
FEDERAL TAX ID: **81-4338605** NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO  \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: Our mission is to strengthen our communities while helping people in need restore their hope, reach their potential and improve their quality of life.

ADDRESS: **12603 NAT TURNER ST**  
**BRIDGEVILLE DE 19933**  
(CITY) (STATE) (ZIP)

CONTACT PERSON: **EVELYN M WILSON**  
TITLE: **PRESIDENT**  
PHONE: **302-519-542** EMAIL: **evemayto6@aol.com**

**TOTAL FUNDING REQUEST: \$1873.00**

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? **\$2000.00**

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council? YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? **100%**

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |   |  |   |
|---|--|---|
| Fair Housing  | <input type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural               |
| <input checked="" type="checkbox"/> Infrastructure <sup>1</sup> | Other  | <input checked="" type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |                            |   |   |
|----------------------------|---|---|
| Disability & Special Needs | Victims of Domestic Violence  | Homeless                                  |
| Elderly Persons            | <input checked="" type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input checked="" type="checkbox"/> Youth |
| Minority                   | Other _____   |   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:  
1000

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

Just a Hand Up Community Navigation is an organization where a person can access help when needed. It was created due to need by a trusted, local community member. People know and trust Just a Hand Up with their privacy and dignity. JAHU provides food, water, financial assistance, resource connections, backpacks, school supplies, coats, shoes, blankets, etc. JAHU is one of the first places community members and organizations contact when need help or have help to provide.

Tremendous increase in need and demand for assistance in communities including, but not limited to increased food, water, everyday household need requests; daily breakfast and lunch distribution for community children, assisting other organization; plus, providing emergency service items. Also, Just a Hand Up has become a conduit for meals for local children and multiple mobile pantries annually for families in need; but, the need has multiplied tenfold. So, Just a Hand Up is in need of funds to purchase office supplies, cleaning supplies, Latex gloves, masks, hand sanitizer, soap, etc. in order to provide the low-moderate income individuals an effort to slow the spread of Corvid-19.

This grant would allow Just a Hand Up to complete the community resource building. The plans for the resource building includes storage for supplies i. e. water, food, blankets, etc., computer access for community residents, ongoing classes and resource provider, community meeting space, etc. The funding would also allow organization to increase services.

Thank you in advance for your support.

**B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.**

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

N/A

### SECTION 4: BUDGET

<b>REVENUE</b>	\$0
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	0.00
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
Attachment of Budget for Renovation Completion Project enclosed:	-1573.00
Offices supplies/safety(mask,gloves, cleaning supplies to help lessen Corvid-19.	-300.00
<b>TOTAL EXPENDITURES</b>	-\$ 1,873.00
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	-\$ 1,873.00

### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Just a Hand Up Community Navigation Association agrees that:  
(Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

**SECTION 5: STATEMENT OF ASSURANCES (continued)**

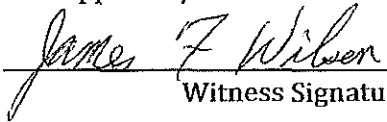
- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
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- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**



Applicant/Authorized Official Signature

04/17/2020

Date



Witness Signature

04/17/2020

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM**  
**GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

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Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

Katelyn M Wilson  
Applicant/Authorized Official Signature

James F. Wilson  
Witness Signature

President

Title

04/17/2020

Date

*Wilson*  
*4/22/2020*  
REC-02/2019





# SUSSEX COUNTY GOVERNMENT

## GRANT APPLICATION

Payable to: Georgetown Little League Baseball

### SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Georgetown Little League

PROJECT NAME: Security

FEDERAL TAX ID: 51-0260574 NON-PROFIT:  YES  NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES  NO \*IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: To provide and safe enviroentment for the youth of Georgetown to play the game of baseball/softball and build character!

ADDRESS: po box 105

Georgetown De 19947  
(CITY) (STATE) (ZIP)

CONTACT PERSON: Lance Mears

TITLE: President

PHONE: 302-841-4013 EMAIL: lance@huntercreekhomes.net

**TOTAL FUNDING REQUEST: \$5000.00**

Has your organization received other grant funds from Sussex County Government in the last year?  YES  NO

If YES, how much was received in the last 12 months? \_\_\_\_\_

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for?  YES  NO

Are you seeking other sources of funding other than Sussex County Council?  YES  NO

If YES, approximately what percentage of the project's funding does the Council grant represent? \_\_\_\_\_

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Fair Housing                | <input type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural    |
| <input type="checkbox"/> Infrastructure <sup>1</sup> | <input checked="" type="checkbox"/> Other _____    | <input type="checkbox"/> Educational |

### BENEFICIARY CATEGORY

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence        | <input type="checkbox"/> Homeless         |
| <input type="checkbox"/> Elderly Persons            | <input type="checkbox"/> Low to Moderate Income <sup>2</sup> | <input checked="" type="checkbox"/> Youth |
| <input type="checkbox"/> Minority                   | <input type="checkbox"/> Other _____                         |   |

### BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

350

## SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

At the end of last year as most have probably seen or heard, the Georgetown Little League facility was hit hard in the way of burglary. A person(s) broke into our maintenance building and stole two lawn tractors, weed eater, and multiple hand tools. This was a huge hit to the little league. Luckily, insurance was able to cover most of the tractor cost but this has left us with the expense of heightening security measures at the ballpark. Over the last year or so there has been a large increase in vandalism, burglaries, drug activity, and homeless presence at the ballpark. We have had the concession stand doors kicked in, dugouts used and shelter for homeless, trash left everywhere, score booths broken into and items gone missing. I have witnessed needles in the dugouts and bathrooms, urine, feces, and other items left behind. As President it is my duty to protect the youth participating on the property as much as possible. The monies requested will allow us to install security cameras, lighting, alarm system to the building, and repair damaged caused by the actions of others.

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

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After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

### SECTION 4: BUDGET

<b>REVENUE</b>	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
<b>TOTAL REVENUES</b>	
<b>EXPENDITURES</b>	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. <b>(Put amounts in as a negative)</b>	
Comcast	-\$ 275.00
Security Cameras	-\$ 2,500.00
Security Lighting	-\$ 500.00
Door repairs	-\$ 750.00
Alarm monitoring per month \$116.95 x 12	-\$ 1,403.40
<b>TOTAL EXPENDITURES</b>	<b>-\$ 5,428.40</b>
<b>TOTAL DEFICIT FOR PROJECT OR ORGANIZATION</b>	<b>-\$ 5,428.40</b>

### SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Georgetown Little League agrees that:  
(Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
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**SECTION 5: STATEMENT OF ASSURANCES (continued)**

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
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- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**

Applicant/Authorized Official Signature

*Caitlin M Wards*

Witness Signature

4/28/2020

Date

4/29/20

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

Mail: Sussex County Government  
Attention: Gina Jennings  
PO Box 589  
Georgetown, DE 19947

GS/nk

**SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM  
GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING**

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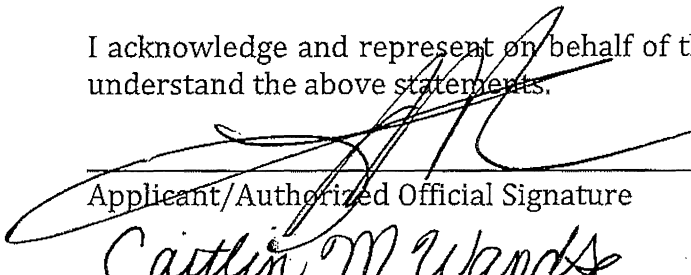

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In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

  
\_\_\_\_\_  
Applicant/Authorized Official Signature  
  
\_\_\_\_\_  
Witness Signature

President  
\_\_\_\_\_  
Title  
04/06/2020  
\_\_\_\_\_  
Date

Wilson  
4-30-2020  
Rev. 02/2019