

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

**MEETING:  
MAY 19, 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  
(302) 855-7743 T  
(302) 855-7749 F

## SUSSEX COUNTY COUNCIL TELECONFERENCE MEETING\*\*

### A G E N D A

MAY 19, 2020

10:00 A.M.

\*\*\*AMENDED on May 13, 2020 at 11:00 A.M.<sup>1</sup>

**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. Fiscal Year 2021 - Budget Presentation
3. Discussion and Possible Introduction of Proposed Ordinances:

**“AN ORDINANCE ESTABLISHING ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2021”**



**“AN ORDINANCE ESTABLISHING ANNUAL SERVICE CHARGES, ANNUAL ASSESSMENT RATES FOR COLLECTION AND TRANSMISSION AND/OR TREATMENT, AND CONNECTION CHARGES FOR ALL SUSSEX COUNTY WATER AND SANITARY SEWER DISTRICTS”**

**4. Administrator’s Report**

**\*\*\* Hans Medlarz, County Engineer**

**1. FY 2019 General Labor and Equipment Contract, Project No. 19-01**

- A. Approve Change Order No. 3, FY 2020**
- B. Award of Second One-Year Contract**

**Grant Request**

**1. Delaware Aviation Museum Foundation for America Strong Flyover**

**Council Members’ Comments**

**Executive Session – Personnel, Land Acquisition and Pending Litigation 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 12, 2020 at 4:30 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.

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<sup>1</sup> Per 29 Del. C. § 10004 (e) (5) and Attorney General Opinion No. 13-IB02, this agenda was amended to include a matter which arose after the initial posting of the agenda, but before the start of the Council meeting.

-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 18, 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, MAY 12, 2020**

A regularly scheduled meeting of the Sussex County Council was held on Tuesday, March 12, 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.

**M 169 20  
Approve  
Agenda**

A Motion was made by Mr. Rieley, seconded by Mr. Hudson, to approve the Agenda, as posted.

**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 28, 2020 were approved by consent.

**Public  
Comments**

A public comment period was held and the following spoke: Dan Kramer.

Mr. Lawson reported that a public comment was received via email from Howard Gorrell and he noted that the comment was entered into the record.

**COVID-19  
Update**

Mr. Lawson provided a COVID-19 County Update and noted that information was contained in the meeting packet. He reported that 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. State officials have indicated their intention to provide CAREs Act funding to local municipalities in both Kent and Sussex counties.

**COVID-19  
Update  
(continued)**

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 with 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.

There are discussions taking place in Washington D.C. about a 4th federal stimulus bill. The County has had conversations with Delaware's congressional delegation and has asked for their consideration for future funding coming from Congress.

The marketing/branding campaign created by Bill Pfaff, Sussex County Economic Development Director, 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.

Recently, the Governor amended the State of Emergency Declaration to allow for a modified marriage process. The Marriage Bureau reports an increase in activity. The modification allows video-technology for the issuance of an oath so couples can receive their marriage license.

The County's operations remain productive even under its current modifications. The County's 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 10th in several areas where staff interact with the public. Materials are being ordered 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.

**Adminis-  
trator's  
Report**

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

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 18th has been canceled due to COVID-19. The next meeting will take place July 20th at 10:00 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown.

**FY 2021  
Budget**

**Mrs. Jennings presented the Fiscal Year 2021 Budget timeline and reported that, at the May 19, 2020 Council meeting, the full proposed introduction of the Budget will be presented for consideration. Mrs. Jennings noted that the presentation on this date is an overview of revenues and expenses, including trends and projections for permits and Realty Transfer Tax.**

**Sussex  
County  
Habitat  
for  
Humanity  
Lease  
Amend-  
ments**

**Brandy Nauman, Housing Coordinator & Fair Housing Compliance Officer, reported that in July 2010, the Sussex County Council and Sussex County Habitat for Humanity (Habitat) entered into Residential Lease Agreements for County-owned properties located at 225557 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 Ameri-Corps volunteers and vulnerable families that are in the process of constructing their future Habitat homes. Mrs. Nauman advised that the current Leases expire at the end of July 2020 and the proposed lease amendments allow for renewal for another year.**

**M 170 20  
Approve  
Lease  
Amend-  
ments/  
Habitat  
for  
Humanity**

**A Motion was made by Mr. Burton, seconded by Mr. Hudson, that the Sussex County Council approves one-year amendments to both Sussex County Habitat for Humanity leases, as presented.**

**Motion Adopted: 5 Yeas.**

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

**Robinson-  
ville Road  
Core  
Infra-  
structure**

**Hans Medlarz, County Engineer, presented Change Order No. 1 to the Robinsonville Road Core Infrastructure Project, Project S19-16. Change Order No. 1 in the amount of \$4,197.58 pertains to two changes to the contract; both items pertain to water system components and the Engineering Department has coordinated and received concurrence from Tidewater Utilities, Inc. Mr. Medlarz noted that this is a jointly-administered project.**

**M 171 20  
Approve  
C/O for  
Robinson-  
ville Road  
Core  
Infra-  
structure  
Project**

**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. 1 for Contract S19-16, Robinsonville Road Core Infrastructure Project, be approved, increasing the contract by \$4,197.58 for a new contract total of \$1,639,323.58.**

**Motion Adopted: 5 Yeas.**

**M 171 20  
(continued)**

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

**SCRWF  
and  
Rehoboth  
Beach  
WTP  
Project  
Change  
Orders**

**Hans Medlarz, County Engineer, presented change orders and a request for final acceptance for the South Coastal Regional Wastewater Facility Treatment Process Upgrade No. 3 and Rehoboth Beach Wastewater Treatment Plant Capital Improvement Program, Phase 2. Mr. Medlarz summarized the three components and statuses of the project on the agenda for this meeting:**

**(1) General Construction Project C19-11 awarded in December 2019 to M.F. Ronca & Sons, Inc. The proposed change order is in the credit amount of \$12,705.00. The contract documents required explosion proof motors in certain locations which were determined to be not necessary in accordance with the National Electric Code.**

**(2) Electrical Construction Project C19-17 awarded in December 2019 to B.W. Electric, Inc. The proposed change order, in the amount of \$11,350.00 is the result of an increase in scope and is primarily related to replacement of a transformer and a panelboard in lieu of retaining and refeeding existing ones in the sludge handling building electrical room.**

**(3) Materials – Forcemain Consolidation Project at SCRWF, Project M20-11, awarded in January 2020 to Kershner Environmental Technologies. The Engineering Department is due to a design change for improved flow control and completion of the SCRWF forcemain consolidation. No additional materials are necessary to complete the project; therefore, the contract close-out is applicable for the final amount which is \$339,944.59.**

**M 172 20  
Approve  
C/O for  
SCRWF  
Contract  
C19-11**

**A Motion was made by Mr. Burton, seconded by Mr. Wilson, based upon the recommendation of the Sussex County Engineering Department, that Change Order No. 2 for Contract C19-11, South Coastal Treatment Process Upgrade No. 3 and Rehoboth Beach Capital Improvement Program, Phase 2, General Construction, be approved, decreasing the contract by \$12,705.00 for a new contract total of \$39,710,332.27.**

**Motion Adopted: 5 Yeas.**

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

**M 173 20  
Approve  
C/O for  
SCRWF  
Contract  
C19-17**

**A Motion was made by Mr. Burton, seconded by Mr. Wilson, based upon the recommendation of the Sussex County Engineering Department, that Change Order No. 4 for Contract C19-17, South Coastal Treatment Process Upgrade No. 3 and Rehoboth Beach Capital Improvement Program, Phase 2, Electrical Construction, be approved, increasing the Contract by \$11,350.00 for a new contract total of \$21,423,849.20.**



**M 173 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**

**M 174 20  
Approve  
C/O for  
SCRWF  
Contract  
M20-11**

**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. 2 for Contract M20-11, materials purchased for Forcemain Consolidation at the South Coastal Regional Wastewater Facility be approved, increasing the contract amount by \$2,048.60 for a final contract total of \$339,944.59, with the issuance of Final Acceptance effective May 12, 2020.**

**Motion Adopted: 5 Yeas.**

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

**Grant  
Requests**

**Mrs. Jennings presented grant requests for the Council's consideration.**

**M 175 20  
Council-  
manic  
Grant**

**A Motion was made by Mr. Wilson, seconded by Mr. Burton, to give \$1,000.00 (\$200.00 from each Councilmanic Grant Account) to the Delaware Community Foundation for Georgetown-Millsboro Rotary Club's Flags for Heroes project.**

**Motion Adopted: 5 Yeas.**

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

**M 176 20  
Council-  
manic  
Grant**

**A Motion was made by Mr. Wilson, seconded by Mr. Burton, to give \$1,873.00 from Mr. Wilson's Councilmanic Grant Account to Just a Hand Up Community Navigation to provide emergency service items (masks, gloves, hand sanitizer, etc.) for low-to-moderate income individuals in an effort to slow the spread of COVID-19; funds could also be used to complete their community resource building.**

**Motion Adopted: 5 Yeas.**

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

**M 177 20  
Council-  
manic  
Grant**

**A Motion was made by Mr. Wilson, seconded by Mr. Burton, to give \$5,000.00 from Mr. Wilson's Councilmanic Grant Account to Georgetown Little League Baseball for security equipment.**

**M 177 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**

**Comments**

**Mr. Rieley commented on the COVID-19 situation.**

**M 178 20  
Go Into  
Executive  
Session**

**At 10:47 a.m., a Motion was made by Mr. Hudson, seconded by Mr. Burton, to recess the Regular Session and go into Executive Session to discuss matters relating to personnel and land acquisition.**

**Motion Adopted: 5 Yeas.**

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

**Executive  
Session**

**At 10:49 a.m., an Executive Session of the Sussex County Council was held by teleconference to discuss matters relating to personnel and land acquisition. The Executive Session concluded at 12:50 p.m.**

**M 179 20  
Reconvene  
Regular  
Session**

**At 12:52 p.m., a Motion was made by Mr. Hudson, seconded by Burton, to come out of Executive Session and to reconvene the Regular Session.**

**Motion Adopted: 5 Yeas.**

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

**E/S Action**

**There was no action on Executive Session matters.**

**M 180 20  
Adjourn**

**A Motion was made by Mr. Burton, seconded by Mr. Wilson, to adjourn at 12:54 p.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.}*

ORDINANCE NO.

AN ORDINANCE ESTABLISHING ANNUAL OPERATING BUDGET FOR  
FISCAL YEAR 2021

THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. The Statement of Anticipated General Fund Revenues for the Fiscal Year Ending June 30, 2021 is as follows:

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2021</u>
<b><u>Revenues:</u></b>	
<u>Taxes</u>	
Real Property - County	\$ 14,880,000
Real Property - Library	1,744,600
Realty Transfer	22,500,000
Fire Service	1,500,000
Lodging Tax	1,000,000
Penalties and Interest	62,396
<u>Intergovernmental</u>	
Federal Grants	
Emergency Operations	200,000
Housing and Urban Development	2,045,000
Payments in Lieu of Taxes	5,800
State Grants	
Paramedic	5,100,000
Local Emergency Planning Commission	70,000
Library	330,000
<u>Charges for Services</u>	
Constitutional Office Fees	
Marriage Bureau	170,000
Recorder of Deeds	3,466,000
Recorder of Deeds - Maintenance	41,000
Recorder of Deeds - Town Realty Transfer Tax	70,000
Register of Wills	1,200,000
Sheriff	1,800,000

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2021</u>
General Government Fees	
Building Permits & Zoning Fees	2,000,000
9-1-1 System Fee	559,630
Manufactured Home Placement Fee	130,000
Building Inspection Fees	1,640,000
Airport Operations/Economic Development	623,000
Miscellaneous Fees	61,000
Private Road Review & Inspection Fees	1,400,000
<u>Miscellaneous Revenue</u>	
Fines and Forfeits	60,000
Investment Income	764,200
Miscellaneous Revenues	199,000
<u>Other Financing Sources</u>	
Interfund Transfers In	70,000
Appropriated Reserve	<u>2,200,000</u>
<b><u>Total Revenues</u></b>	<b><u>\$ 65,891,626</u></b>

Section 2. The Statement of Anticipated General Fund Appropriations and Expenditures for the Fiscal Year Ending June 30, 2021 is as follows:

<u>Expenditures</u>	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2021</u>
<u>General Government</u>	
County Council	\$ 703,284
Administration	493,180
Legal	550,000
Finance	2,123,542
Assessment	1,808,718
Building Code	1,228,352
Mapping and Addressing	866,291
Human Resources & General Employment	826,191
Records Management	255,019
Facilities Management	2,254,424
Information Technology	1,892,013
Constable	1,329,912

<u>Expenditures (continued)</u>	<u>Amount Year Ending June 30, 2021</u>
<u>Planning and Zoning</u>	1,516,486
<u>Paramedics</u>	16,806,863
<u>Emergency Preparedness</u>	4,415,020
<u>Engineering</u>	
Engineering Administration	1,097,574
Public Works	384,091
<u>Library</u>	
Administration	736,820
Operations	2,604,818
<u>Economic Development</u>	
Economic Development	295,367
Safety and Security	520,595
Airport and Business Park	826,772
<u>Community Development</u>	2,590,233
<u>Grant-in-aid</u>	16,050,136
<u>Constitutional Offices</u>	
Marriage Bureau	226,345
Recorder of Deeds	992,363
Register of Wills	637,579
Sheriff	644,138
<u>Other Financing Uses</u>	
Transfers Out	115,500
Reserve for Contingencies	1,100,000
<u><b>Total Expenditures</b></u>	<u>\$ 65,891,626</u>

Section 3. The Tax Rate, Fireman's Enhancement Funding Program, Cluster Fees and miscellaneous fee increases and new from fiscal year 2020 for the Fiscal Year Ending June 30, 2021 is as follows:

- (a) County Property Tax Rate \$.4450 per \$100.00 of taxable assessed valuation.
- (b) Firemen's Enhancement Funding Program - Building Permit surcharge of one-quarter of one percent (.25%) of construction values. Distribution will be made to fire companies and ambulance companies who are in good standing with the Sussex County Volunteer Fire Association.
- (c) Cluster Fee for density bonus.
  - 1.) The Town Centers and Developing Areas around Greenwood, Bridgeville, Seaford, Blades, Laurel and Delmar - \$15,000 per unit in excess of two dwelling units per acre.
  - 2.) For the Town Centers and Developing Areas around Milford, Milton, Ellendale, Georgetown, Millsboro, Dagsboro, Frankford and Selbyville - \$15,000 per unit in excess of two dwelling units per acre.
  - 3.) For the Environmentally Sensitive Developing Area - \$20,000 per unit in excess of two dwelling units per acre.
- (d) Miscellaneous Fee changes.
  - 1.) Utility Enterprise - Water Annual Service Charge - increased from \$312 per EDU to \$327.
  - 2.) Enterprise Fund - Sewer Assessment Charge - Dewey Beach / Henlopen Acres Area - increased \$296.08 per EDU to \$317.52.
  - 3.) Utility Enterprise - Connect Fees - Blades area - increase from \$3,570 to \$6,360 per EDU.
  - 4.) Utility Enterprise - Connect Fees - Ellendale area - decreased from \$8,000 to \$6,360 per EDU.
- (e) New Sources of Revenue
  - (1.) Enterprise Fund - Sewer Assessment Charge - Chapel Branch Area - \$680 per EDU.
  - (2.) Enterprise Fund - Sewer Assessment Charge - Western Sussex Area - \$303 per EDU.

Section 4. Sussex County Code Chapter 99 and Chapter 110 Miscellaneous Fee and Charges Schedule is as follows:

<b>Area</b>	<b>Fee Description</b>	<b>Fee</b>	<b>Unit of Measure</b>
Public Works	Plan Review Fees - Chapter 99 - Flat fee for (2) reviews of submitted plans	\$2,500.00	Flat Fee
Public Works	Plan Review Fees - Chapter 99 - Per unit for (2) reviews of submitted plans	\$45.00	Per Unit (addition to Flat Fee)
Public Works	Plan Review Fees - Chapter 99 - Third Additional reviews - after first (2) reviews	60%	Original Plan Review fees
Public Works	Plan Review Fees - Chapter 99 - Fourth Additional reviews - after first (3) reviews	50%	Original Plan Review fees
Public Works	Plan Review Fees - Chapter 99 - Fifth Additional reviews - after first (4) reviews	40%	Original Plan Review fees
Public Works	Plan Review Fees - Plan Revisions - Chapter 99 - After obtaining County approval.	\$1,000.00	Each
Public Works	Field Inspection Fees - Chapter 99	8%	Based on Accepted Construction Cost Estimates (independently verified)
Public Works	Field Inspection - Overtime - Holiday or Weekend hours	\$50.00	Per Hour
Utility Enterprise	Damage to County Infrastructure from outside sources.	Varies	Actual Cost or Equipment rates based on FEMA Schedule
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Flat fee including (2) reviews of submitted plans	\$2,000.00	Flat Fee
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Per Unit including (2) reviews of submitted plans	\$20.00	Per Unit (addition to Flat Fee)
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Water District - Water - Flat fee including (2) reviews of submitted plans	\$1,500.00	Flat Fee
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Water District - Water - per unit including (2) reviews of submitted plans	\$10.00	Per Unit (addition to Flat Fee)
Utility Enterprise	Plan Review Fees -Chapter 110 - Third Additional reviews - after first (2) Sewer/Water plan review	60%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Chapter 110 - Fourth Additional reviews - after first (3) Sewer/Water plan review	50%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Chapter 110- Fifth Additional reviews - after first (4) Sewer/Water plan review	40%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Plan Revisions - Chapter 110 - After obtaining County approval.	\$1,000.00	Each
Utility Enterprise	Pump Station Review Fees – Chapter 110	\$2,500.00	Flat Fee including 2 reviews of submitted plans

<b>Department – Area</b>	<b>Fee Description</b>	<b>Fee</b>	<b>Unit of Measure</b>
Utility Enterprise	Field Inspection Fees - Chapter 110	15%	Based on Accepted Construction Cost Estimates (independently verified)
Utility Enterprise	Rescheduled connection inspections - each additional field inspection required due to contractor's methods, no call/no show, or cancellation within 2 hours of scheduled appointment	\$100.00	Per Occurrence
Utility Enterprise	Field Inspection - Overtime	\$50.00	Per Hour
Utility Enterprise	Sewer/Water Connection Permits	\$100.00	Per Permit
Utility Enterprise	Availability fee for Private Fire Service	\$250.00	Annually
Utility Enterprise	Waste hauler's annual septage discharge license fee	\$250.00	Annually
Utility Enterprise	Waste hauler fee - Septage Treatment Charges	\$0.076	Per gallon
Utility Enterprise	Wastewater Holding Tank Permit	\$100.00	Each
Utility Enterprise	Water Turn Off or On Fee	\$300.00	Each
Utility Enterprise	Bulk Water User Permit (Usage Fees charged separately)	\$50.00	Each
Utility Enterprise	Bulk Water Usage Fee - First 5,000 Gallons	\$25.00	5,000 Gallons
Utility Enterprise	Bulk Water Usage Fee - 5,001 Gallons and Up	\$4.00	1,000 Gallons
Utility Enterprise	Industrial Wastewater Discharge Permit	\$500.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - Permit Amendment	\$250.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - Permit Variance(s)	\$250.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - User Annual Monitoring Fee	\$250.00	Annually
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 2 Acres or Less	\$500.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 2.1 - 9.9 Acres	\$750.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 10 - 150.0 Acres	\$1,500.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - Over 150.0 Acres	\$2,500.00	Each
Utility Enterprise	Sewer Service Concept Evaluation Fee	\$1,000.00	Each
Utility Enterprise	Sewer Availability Fee	100%	Annual Service Charges
Utility Enterprise	Sewer Availability Fee	100%	Annual Service Charges



Section 5. The Statement of Anticipated Capital Project Fund Revenues and Expenditures for the Fiscal Year Ending June 30, 2021 is as follows:

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2021</u>
<b><u>Revenues and Other Financing Sources</u></b>	
Appropriated Reserves	\$ 9,230,000
Federal Grant	900,000
Investment Income (net)	20,000
State Grant	50,000
	<hr/>
<b><u>Total Revenues and Other Financing Sources</u></b>	<b><u>\$ 10,200,000</u></b>
 <b><u>Expenditures:</u></b>	
Administrative	
Information Technology Infrastructure	750,000
Land Acquisition/Improvements	1,500,000
Airport and Business Park	
Stormwater Improvements	750,000
Airport Masterplan	400,000
Water Plant Improvements	100,000
Apron Expansion	300,000
Land Acquisition	750,000
RW 4-22 Taxiway B	300,000
Pavement Improvements	500,000
Business Park Improvements	1,250,000
Baltimore Avenue Connector	750,000
Public Safety	
Public Safety Building	1,000,000
Stations and Property Acquisition	1,850,000
	<hr/>
<b><u>Total Capital Improvement Expenditures</u></b>	<b><u>\$ 10,200,000</u></b>

Section 6. The Statement of Anticipated Enterprise Fund Revenues and Expenses for the Fiscal Year Ending June 30, 2021 is as follows:

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2021</u>
<b><u>Revenues and Other Financing Sources</u></b>	
Operating Revenues	
Service Charges	\$ 23,505,523
Holding Tank Fees	500,000
Licenses, Permit, and Review Fees	1,134,000
Miscellaneous Fees	496,000
Non-Operating Revenues	
Assessment Charges	8,337,260
Capitalized Ord. 38 Fees	2,300,000
Connection Fees	4,691,687
Investment Results	1,062,475
Miscellaneous Revenues	190,000
Other Financing Sources	
Available Funds	93,765
Transfers	115,500
	<hr/>
<b><u>Total Revenues and Other Financing Sources</u></b>	<b><u>\$ 42,426,210</u></b>
 <b><u>Expenses:</u></b>	
Administrative Costs	\$ 8,253,126
Operations and Maintenance Costs	14,045,337
Capital Expenditures	6,759,893
Debt Service	13,367,854
	<hr/>
<b><u>Total Expenses and Debt Service</u></b>	<b><u>\$ 42,426,210</u></b>

Section 7. Unappropriated or unobligated General Fund expenditures requiring a transfer from the General Fund Undesignated Fund Balance require approval by not less than four-fifths of the members of Sussex County Council concurring.

Section 8. The County Pay Plan and Salary Structure for Fiscal Year Ending June 30, 2021 shall be adopted by this Ordinance.

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
1	\$ 21,536	\$ 26,921	\$ 32,304
2	\$ 22,613	\$ 28,266	\$ 33,919
3	\$ 23,744	\$ 29,679	\$ 35,616
4	\$ 24,931	\$ 31,164	\$ 37,396
5	\$ 26,178	\$ 32,722	\$ 39,267
6	\$ 27,486	\$ 34,359	\$ 41,229
7	\$ 28,862	\$ 36,075	\$ 43,291
8	\$ 30,303	\$ 37,880	\$ 45,456
9	\$ 31,819	\$ 39,773	\$ 47,728
10	\$ 33,410	\$ 41,762	\$ 50,115
11	\$ 35,080	\$ 43,851	\$ 52,622
12	\$ 36,835	\$ 46,042	\$ 55,251
13	\$ 38,677	\$ 48,345	\$ 58,014
14	\$ 40,610	\$ 50,762	\$ 60,915
15	\$ 42,641	\$ 53,300	\$ 63,960
16	\$ 44,773	\$ 55,965	\$ 67,157
17	\$ 47,011	\$ 58,763	\$ 70,516
18	\$ 49,361	\$ 61,702	\$ 74,041
19	\$ 51,830	\$ 64,787	\$ 77,744
20	\$ 54,421	\$ 68,025	\$ 81,631
21	\$ 57,141	\$ 71,428	\$ 85,713
22	\$ 59,999	\$ 74,998	\$ 89,999
23	\$ 62,999	\$ 78,748	\$ 94,500
24	\$ 66,150	\$ 82,686	\$ 99,223
25	\$ 69,456	\$ 86,820	\$ 104,185
26	\$ 72,929	\$ 91,162	\$ 109,394
27	\$ 76,575	\$ 95,720	\$ 114,863
28	\$ 80,404	\$ 100,506	\$ 120,606
29	\$ 84,425	\$ 105,532	\$ 126,636
30	\$ 88,645	\$ 110,809	\$ 132,969
31	\$ 93,079	\$ 116,348	\$ 139,617
32	\$ 97,732	\$ 122,165	\$ 146,597
33	\$ 102,619	\$ 128,273	\$ 153,928
34	\$ 107,750	\$ 134,687	\$ 161,625

Section 9. The County has invested \$10 million of Appropriated Reserves from Realty Transfer Tax funds with a goal to earn five percent per year. The fire companies are to receive a grant for the annual investment income from this investment up to four percent per year; these fire service grants are to be awarded annually based on recommendations from the Fire Resource Committee of the Sussex County Volunteer Fire Association, but at the discretion of the Sussex County Council. Sussex County will receive the first one percent of the investment income earned. The fire service would receive investment income of up to four percent after Sussex County receives one percent. A four-fifths vote of the County Council is required to use principal for any other purpose. If there is a loss from the investments, then the principal balance must be restored before any additional grants are made from investment income in the future to the County or fire service. Sussex County is to receive the investment income over five percent per year. These grants to the fire service will be awarded annually, based on the previous calendar year's annual investment results.

Section 11. The County will use additional appropriated reserves for the following expenditures if revenues from Building Inspection Fees, Building Permit & Zoning Fees, Realty Transfer Tax and Recorder of Deeds Fees exceed the revenue in Section 1 of this ordinance. These additional expenditures will occur in \$1 million increments in the stated order below.

<u>Expenditures</u>	<u>Supplemental Amount #1</u>
<u>General Government</u>	
County Council	\$ 8,000
Finance	18,000
Assessment	5,000
Building Code	6,000
Mapping and Addressing	23,400
Human Resources	28,200
Records Management	2,100
Facilities Management	197,380
Information Technology	174,500
<u>Planning and Zoning</u>	11,500
<u>Paramedics</u>	136,940
<u>Emergency Preparedness</u>	75,500
<u>Engineering</u>	
Solid Waste	35,500
<u>Library</u>	
Administration	1,740
Operations	13,565

<u>Expenditures (continued)</u>	<u>Supplemental Amount #1</u>
<u>Economic Development</u>	
Economic Development	15,000
Safety and Security	4,500
Airport and Business Park	36,175
<u>Community Development</u>	3,000
<u>Constitutional Offices</u>	
Recorder of Deeds	4,000
<u>Other Financing Uses</u>	
Reserve for Contingencies	200,000
<b><u>Total Expenditures</u></b>	<u>\$ 1,000,000</u>

<u>Expenditures</u>	<u>Supplemental Amount #2</u>
<u>General Government</u>	
Finance	4,000
Assessment	2,000
Mapping and Addressing	500
Human Resources	8,300
Facilities Management	119,000
Information Technology	115,000
<u>Planning and Zoning</u>	5,000
<u>Paramedics</u>	10,000
<u>Emergency Preparedness</u>	70,500
<u>Engineering</u>	
Administration	40,000
<u>Library</u>	
Operations	54,200
<u>Economic Development</u>	
Economic Development	97,500
Airport and Business Park	74,000
<u>Other Financing Uses</u>	
Reserve for Contingencies	400,000
<b><u>Total Expenditures</u></b>	<u>\$ 1,000,000</u>

<b><u>Expenditures</u></b>	<b><u>Supplemental Amount #3</u></b>
<u>Grant-in-Aid</u>	\$1,000,000

<b><u>Expenditures</u></b>	<b><u>Supplemental Amount #4</u></b>
<u>Grant-in-Aid</u>	\$1,000,000

<b><u>Expenditures</u></b>	<b><u>Supplemental Amount #5</u></b>
Capital Projects Fund: Engineering	\$500,000
Capital Projects Fund: Business Park	\$500,000
<b><u>Total Expenditures</u></b>	<u>\$1,000,000</u>

<b><u>Expenditures</u></b>	<b><u>Supplemental Amount #6</u></b>
Capital Projects Fund: Engineering	\$500,000
Capital Projects Fund: Business Park	\$500,000
<b><u>Total Expenditures</u></b>	<u>\$1,000,000</u>

<b><u>Expenditures</u></b>	<b><u>Supplemental Amount #7</u></b>
Capital Projects Fund: Engineering	\$500,000
Capital Projects Fund: Business Park	\$500,000
<b><u>Total Expenditures</u></b>	<u>\$1,000,000</u>

<b><u>Expenditures</u></b>	<b><u>Supplemental Amount #8</u></b>
Capital Projects Fund: Engineering	\$800,000
General Fund: Grant-in-Aid	\$200,000
<b><u>Total Expenditures</u></b>	<u>\$1,000,000</u>

So long as there is an operational surplus after supplemental amount #8, any Realty Transfer Tax amount remaining shall be transferred to the Capital Projects Fund for future projects.

Section 10. This Ordinance shall become effective on July 1, 2020.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE NO. ADOPTED BY THE SUSSEX COUNTY COUNCIL ON THE TH DAY OF JUNE 2020.

ROBIN A. GRIFFITH  
CLERK OF THE COUNCIL

TO BE INTRODUCED

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ESTABLISHING ANNUAL SERVICE CHARGES, ANNUAL ASSESSMENT RATES FOR COLLECTION AND TRANSMISSION AND/OR TREATMENT, AND CONNECTION CHARGES FOR ALL SUSSEX COUNTY WATER AND SANITARY SEWER DISTRICTS

THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. The annual service charge and annual assessment rate for distribution and transmission and/or treatment for the Dewey Beach Water District are established as follows:

- A. For an annual service charge: \$327.00 per EDU;

Section 2. The annual service charge, annual assessment rate for distribution and transmission and/or treatment, and connection charge for the Unified Sanitary Sewer District is established as follows:

- A. For an annual service charge: \$292.00 per EDU;
- B. For distribution, an assessment rate per billable front foot: see below; and
- C. For transmission and/or treatment, an assessment rate per billable front foot: see below; and
- D. An assessment rate per equivalent dwelling unit: see below.

<u>Area</u>	<u>Annual Assessment Charge</u>		
	<u>Distribution Or Collection \$/foot</u>	<u>Transmission And/or Treatment \$/foot</u>	<u>Total \$/foot</u>
OCEAN WAY ESTATES I & II	2.29	.00	2.29
CEDAR NECK EXPANSION	2.61	.78	3.39
NORTH MILLVILLE EXPANSION	3.92	.58	4.50
FENWICK ISLAND SEWER	.28	.04	.32
FENWICK ISLAND ROUTE 54 AREA	1.04	6.02	7.06
THE GREENS AT INDIAN RIVER SUBDISTRICT <sup>2</sup>	5.23	-	5.23
DAGSBORO-FRANKFORD SEWER	.38	.22	.60
PRINCE GEORGE'S ACRES SUBDISTRICT <sup>3</sup>	4.63	.22	4.85
WEST REHOBOTH SEWER EXPANSION	1.48	.84	2.32
MILLER CREEK SEWER	6.07	.57	6.64
ELLENDALE SEWER	.96	.92	1.88
NEW MARKET VILLAGE SUBDISTRICT <sup>1</sup>	3.97	.92	4.89
OAK ORCHARD SEWER	2.16	2.19	4.35
EXPANSION NO. 1 & CAPTAINS GRANT EXP.	2.61	1.58	4.19
BAY VIEW ESTATES SEWER	4.10	2.67	6.77
SEA COUNTRY ESTATES SEWER	4.79	.04	4.83
SOUTH OCEAN VIEW SEWER	4.88	.59	5.47
ANGOLA NECK SEWER	3.45	3.13	6.58
ANGOLA NORTH SEWER	.95	8.05	9.00
GOLF VILLAGE SEWER	1.47	0.00	1.47
WOODLANDS OF MILLSBORO	0.00	.42	.42



<u>Area</u>	Annual Assessment Charge - Continued		
	<u>Distribution Or Collection</u> \$/foot	<u>Transmission And/or Treatment</u> \$/foot	<u>Total</u> \$/foot
JOHNSON'S CORNER	2.60	1.95	4.55
BLADES – CONCORD ROAD AREA SEWER	4.24	0.00	4.24
			<u>Total per</u> \$/EDU
DEWEY BEACH AND HENLOPEN ACRES			317.52
CHAPEL BRANCH			680.00
WESTERN SUSSEX			303.00
<u>Notes:</u> 1. Part of the Ellendale Sanitary Sewer Area. 2. Part of the Holts Landing Sanitary Sewer Area. 3. Part of the Dagsboro-Frankford Sanitary Sewer Area.  "foot" means assessable footage "EDU" means equivalent dwelling unit			

- E. Assessable footage, used for the Annual Assessment Charge, shall be limited to 100 feet for residential, non-delinquent customers.
- F. For a connection charge per equivalent dwelling unit, see below:

District	Connection Charge		Total System Connection Charge \$/EDU
	Transmission \$/EDU	Treatment \$/EDU	
DEWEY BEACH WATER	1,155	0	1,155
UNIFIED SEWER	2,480	3,880	6,360
GOLF VILLAGE SEWER <sup>1</sup>	-	-	-
WOODLANDS OF MILLSBORO <sup>2</sup>	-	-	-
<u>Notes:</u> 1. Amount equal to the Town of Georgetown's Impact Fee. 2. Amount equal to the Town of Millsboro's Impact Fee.			

Section 3. The annual rate for the one-time septic installation charge for the Holts Landing area is as follows:

- A. For a one-time septic installation charge, per equivalent dwelling unit:  
\$2,889.00.

Section 4. Revenues from annual assessment rates can be expended for bond debt service payments pertaining to a respective sewerage or water system, for maintaining or improving the sewerage or water system, and for paying the necessary general expenses of the sanitary sewer or water district.

Section 5. The annual service charge, annual assessment rate for collection and transmission and/or treatment, septic installation charge, and connection charge shall become effective July 1, 2020.

Section 6. The annual service charge, annual assessment rate for collection and transmission and/or treatment, and connection charge for the Unified Sanitary Sewer Districts identified in this ordinance may be amended from time to time at a public hearing duly noticed.

TO BE INTRODUCED

TODD F. LAWSON  
COUNTY ADMINISTRATOR  
(302) 855-7742 T  
(302) 855-7749 F  
tlawson@sussexcountyde.gov



**Sussex County**  
DELAWARE  
sussexcountyde.gov

## COUNTY ADMINISTRATOR'S REPORT

MAY 19, 2020

### 1. Delaware State Police Activity Report

The Delaware State Police year-to-date activity report for April 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 April.

### 2. Holiday and Council Meeting Schedule

A reminder that County offices will be closed on Monday, May 25<sup>th</sup>, to observe the Memorial Day holiday. In addition, Council will not meet on Tuesday, May 26<sup>th</sup>. The next regularly scheduled Council meeting will be held on Tuesday, June 2<sup>nd</sup>, at 10:00 a.m.

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Todd F. Lawson  
County Administrator



# Delaware State Police

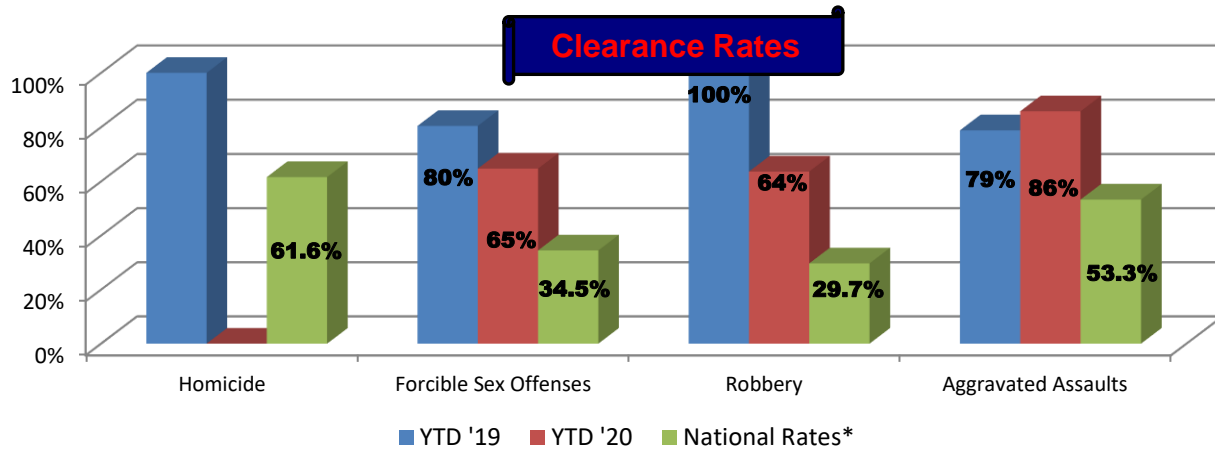
## Sussex County



Reporting Month: **April 2020**

### Violent Crimes

	Offenses			Clearances		
	YTD '19	YTD '20	% Change	YTD '19	YTD '20	% Change
Homicide	1	1	N/A	1	0	N/A
Forcible Sex Offenses	46	34	-26%	37	22	-41%
Robbery	4	11	175%	4	7	75%
Aggravated Assaults	118	127	8%	93	109	17%



\* National Rates for 2018 - most recent available.



### Robberies - 2020\*\*

#### Weapon Used

Gun	5
Knife	1
Strongarm	4
All Other	1
<b>Total Robberies</b>	<b>11</b>

\*\* Robberies through month of report. All incidents may not be distinguishable on map due to location overlap.

# Delaware State Police

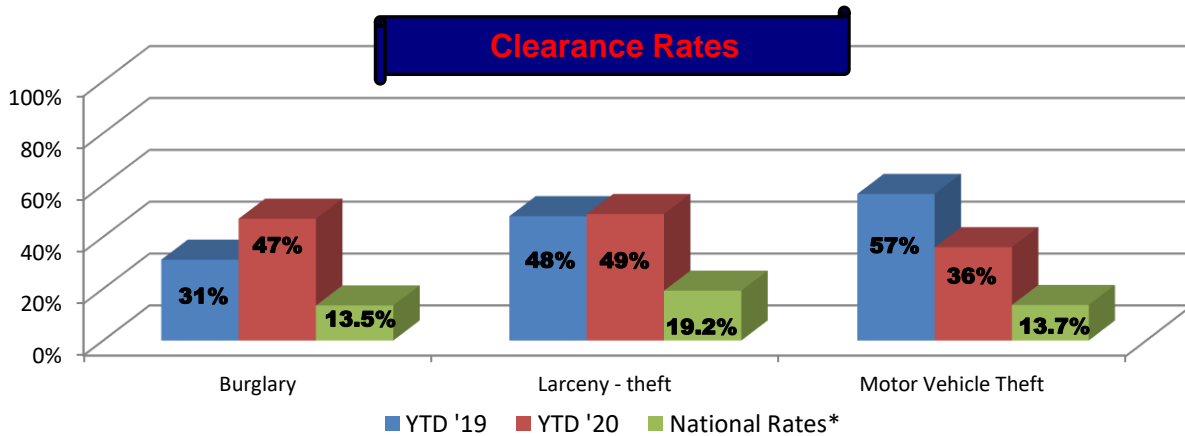
## Sussex County



Reporting Month: **April 2020**

### Property Crimes

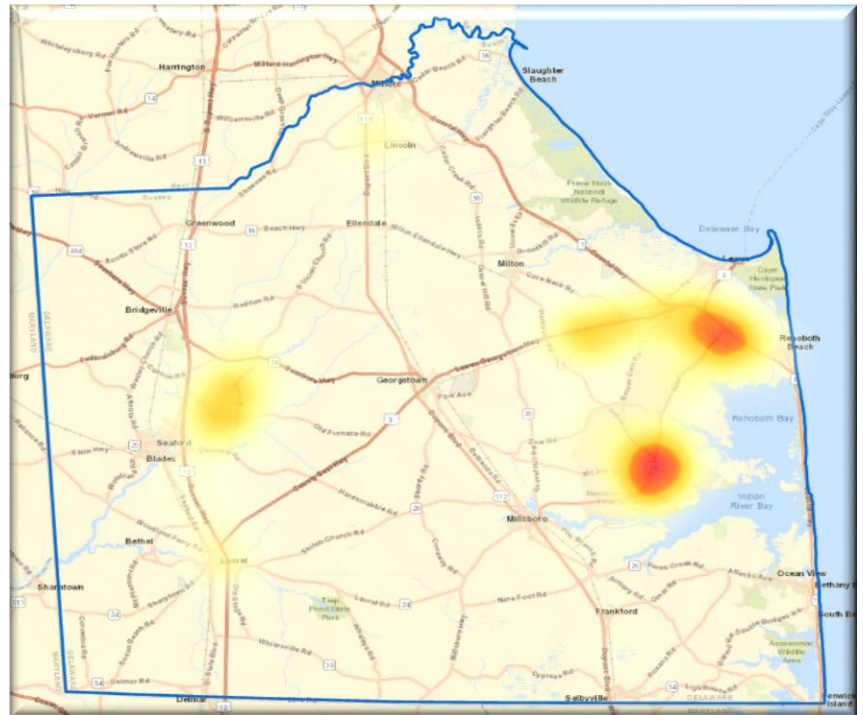
	Offenses			Clearances		
	YTD '19	YTD '20	% Change	YTD '19	YTD '20	% Change
Burglary	154	132	-14%	48	62	29%
Larceny - theft	701	730	4%	336	356	6%
Motor Vehicle Theft	23	50	117%	13	18	38%



\* National Rates for 2018 - most recent available.

### Drug Arrest Hot Spots 2020

Drug Law Violations Resulting in Arrests: **634**



Drug Arrests through month of report.

# Delaware State Police

## Sussex County



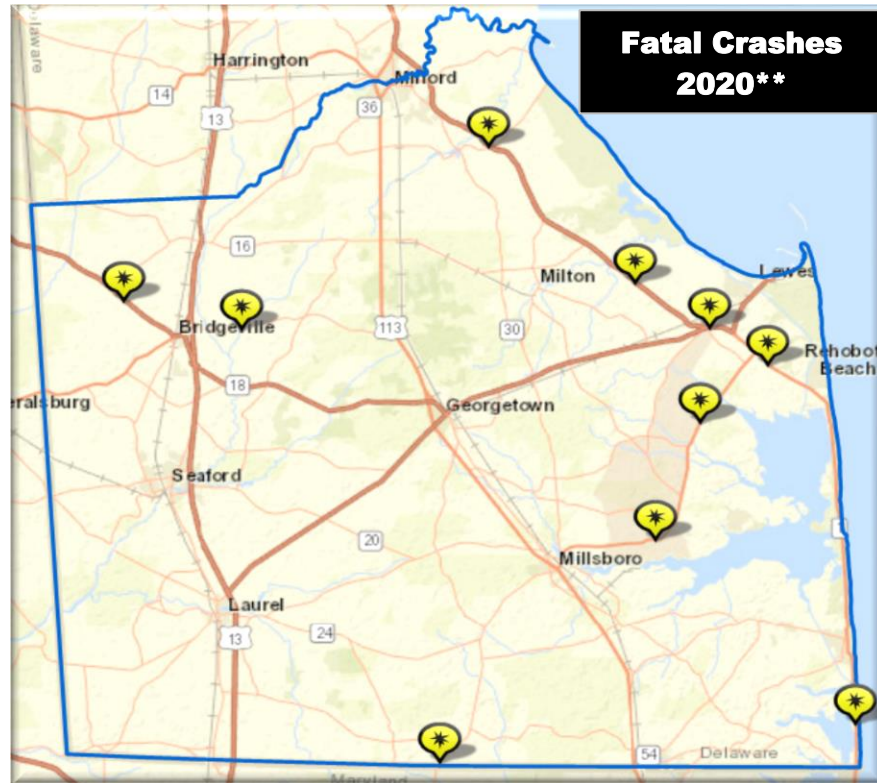
Reporting Month: **April 2020**

### Traffic Arrests

	YTD '19	YTD '20	% Change
Total Traffic Arrests (Charges)	15,174	11,171	-26%
# of Persons Arrested			
for Traffic Violations	9,970	6,958	-30%
DUI Arrests	380	373	-2%

### Crashes Investigated

	YTD '19	YTD '20	% Change
Fatal Crashes	3	10	N/A
Personal Injury Crashes	227	232	2%
Property Damage Only Crashes	1203	933	-22%
Private Property / Minor Damage Crashes	242	188	-22%
<b>Total Crashes</b>	<b>1,675</b>	<b>1,363</b>	<b>-19%</b>



**\*\* Fatal crashes as of reporting month**  
*All incidents may not be distinguishable on map due to location overlap.*

### Personnel

	2019	2020
	194	197



## 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, P.E., County Engineer

RE: ***FY 2019 General Labor & Equipment Contract, Project No. 19-01***  
***A. Approve Change Order No. 3, FY 2020***  
***B. Award of Second One-Year Contract Extension***

DATE: May 19, 2020

In the past, Sussex County followed a traditional design, bid and build approach. However, the increased minor and major capital project load associated with aging infrastructure required a more efficient project delivery system. In response, the Engineering Department developed a competitively selected time and material, best value bid process consistent with the County Procurement Policy.

The first General Labor & Equipment Contract for FY 17 was awarded by Council to George & Lynch, Inc., on June 21, 2016, and Council renewed the contract on June 13, 2017 for an additional one-year period based on performance. Throughout this two (2) year timeframe, a significant scope of work was completed with considerable cost and time savings.

Therefore, the Engineering Department re-advertised the contract in the spring of 2018 again using the "best value" approach and on April 24, 2018, Council awarded the FY 2019 General Labor & Equipment Contract to George & Lynch, Inc., of Dover, Delaware, at the first year bid amount of \$4,827,190.00. This contract award was valid for one year, with an option for Council to extend it, based on contractor performance, for two (2) additional one-year periods at the same unit prices.

On June 11, 2019, Council approved the first one-year extension extending the contract through June 30, 2020 under the unit prices previously bid, in the amount of up to \$7,395,000 for the project completion as budgeted in the capital projects for the Environmental Services Division and the Coastal Airport with scope changes to be presented on a case by case basis.



The original scope neither included the Chapel Branch sewer district expansion nor the IBRWF Spray on Demand Loop projects. The Engineering Department requested inclusion of both with limited up-front construction in the approved FY 20 scope of work as well as a funding increase in legacy paving. On July 16, 2019 Council approved Change Order No. 1- FY 20, in the total amount of \$370,000.00.

In the fall of 2019, several emergencies and urgent repair issues arose such as damages to the 24-inch fire suppression main at the Coastal Business Park and the 10-inch forcemain damage in Old Landing Road. In order to cover this expanded scope, the Engineering Department requested approval of Change Order No. 2- FY 20 in the amount of \$292,200.00 which Council approved on November 12, 2019.

In the winter of 2019, the contractor and the Department had to respond to the emergency at the Greenwood Library. The temporary repair as well as the permanent re-routing of the compromised forcemain was not budgeted. In addition, the budgeted work at pump station 16 proved to be substantially more challenging due to interference with previously unmarked utility conflicts, proximity to the DP&L substation and major overhead power lines as well as enhanced traffic maintenance on Kent Avenue. At pump station 11 groundwater conditions and tidal influence were so challenging that a coffer dam system had to be installed to set the new wet well. At pump station 237 an unknown underground fuel tank had to be removed and electrical cabinet delivery delays extended the by-pass pumping arrangements. On top of all that the contractor had to respond to two minor emergency repairs and assist in the bulk regrading of selected ag fields at Inland Bays. The Engineering Department is requesting approval of Change Order No. 3- FY 20, in the total amount of \$697,000.00

The General Labor & Equipment Contract is again due to expire on July 1, 2020. As presented at the initial award, the contract allows for two (2) one-year extensions at the County's discretion. The contractor's performance is still quite satisfactory, and a second one-year extension is in the County's best interest.

Therefore, the Engineering Department suggests to Council to exercise the second one-year extension option under the unit prices previously bid, in the amount of up to \$5,170,000.00, allowing for continued project completion as budgeted in the capital projects for the Environmental Services Division and the Coastal Airport. This amount represents an almost 30% reduction compared to the current fiscal year. However, it does not include emergency repair services to existing facilities through July 1, 2021. This type of work, in addition to scope changes, will be presented to Council on a case by case basis.





**SUSSEX COUNTY  
CHANGE ORDER REQUEST**

**A. ADMINISTRATIVE:**

1. Project Name: **FY 2019 General Labor & Equipment Contract**
2. Sussex County Project No. 19-01
3. Change Order No. 3 - FY 20
4. Date Change Order Initiated - 5/14/20
5.
  - a. Original Contract Sum \$7,395,000.00
  - b. Net Change by Previous Change Orders \$662,200.00
  - c. Contract Sum Prior to Change Order \$8,057,200.00
  - d. Requested Change \$697,000.00
  - e. Net Change (No. of days) \_\_\_\_\_
  - f. New Contract Amount \$8,754,200.00
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:**

Emergency work at the Greenwood Library, Inland Bays agricultural field regrading and additional work at budgeted pump stations for unexpected conditions.

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

Yes  No

**E. APPROVALS**

- 1. George & Lynch, Inc., Contractor

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

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

- 2. Sussex County Engineer

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

- 3. Sussex County Council President

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



**SUSSEX COUNTY GOVERNMENT**  
GRANT APPLICATION

**SECTION 1 APPLICANT INFORMATION**

ORGANIZATION NAME:	Delaware Aviation Museum Foundation		
PROJECT NAME:	America Strong Flyover		
FEDERAL TAX ID:	20-0742147	NON-PROFIT:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO *IF YES, FILL OUT SECTION 3B.			
ORGANIZATION'S MISSION:			
ADDRESS:	21781 Aviation Avenue		
	Georgetown	DE	19947
	(CITY)	(STATE)	(ZIP)
CONTACT PERSON:	Linda Price		
TITLE:	Community Outreach Director		
PHONE:	302-562-8200	EMAIL:	jlp0629@aol.com

**TOTAL FUNDING REQUEST:**

Has your organization received other grant funds from Sussex County Government in the last year?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you seeking other sources of funding other than Sussex County Council?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If YES, approximately what percentage of the project's funding does the Council grant represent?	30%

## SECTION 2: PROGRAM DESCRIPTION

### PROGRAM CATEGORY (choose all that apply)

- Fair Housing                       Health and Human Services                       Cultural  
 Infrastructure<sup>1</sup>                       Other .....                       Educational

### BENEFICIARY CATEGORY

- Disability & Special Needs                       Victims of Domestic Violence                       Homeless  
 Elderly Persons                       Low to Moderate Income<sup>2</sup>                       Youth  
 Minority                       Other: tribute to healthcare responders

### BENEFICIARY NUMBER

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

## 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.

Since we are not "officially" a part of the America Strong flyovers that have been taking place, The Delaware Aviation Museum would like to remedy that shortfall by hosting a flyover in Sussex County on 5/23/20. The flyover will be comprised of many of the vintage aircraft owned by the museum and housed at the Delaware Coastal Airport to include - B25 Mitchell Bomber, Panchito, Tiger Moths and more with the possibility of including P51 Mustang Rosalie - all aircraft are being finalized now.

Flights will take place over Beebe Medical Center, Bayhealth and Nanticoke, with paths along Rt 1, Rt 113 and Rt 13 to try to increase visibility in Sussex County.

The owners of the aircraft have agreed to participate for the cost of fuel and oil, this prompted this request to the County as well as a Go Fund Me page to help with the costs. Any monies raised over and above the costs for fuel and oil, will be turned into gift cards to distribute to healthcare workers and first responders.

**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.

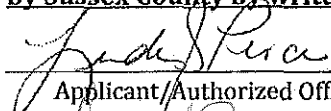
Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented 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 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

5/6/20  
Date

  
Witness Signature

\_\_\_\_\_  
Date

Completed application can be submitted by:

Email: [gjennings@sussexcountyde.gov](mailto: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**

The Sussex County Council makes available a limited amount of funding to non-profit organizations that serve the citizens of Sussex County. Each application for funding shall be evaluated by Sussex County administrative staff and shall be subject to final approval from Sussex County Council.

In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

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

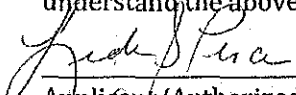
For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

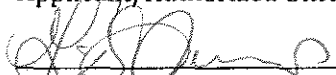
For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County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

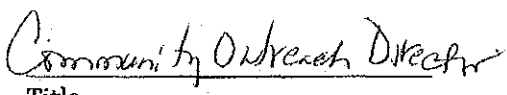
Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used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

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

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

  
\_\_\_\_\_  
Title

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