

Sussex County Council Public/Media Packet

**MEETING:
April 7, 2020**

****DISCLAIMER****

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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
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SUSSEX COUNTY COUNCIL

TELECONFERENCE MEETING**

A G E N D A

APRIL 7, 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.¹ 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

Karen Brewington, Director of Human Resources

1. Pharmacy Cost Review and Recommendation



Hans Medlarz, County Engineer

1. **Sussex County Administrative Building Cooling Tower, Project C20-04**
 - A. **Change Order 1**
2. **Wolfe Neck Regional Wastewater Facility Disposal Conversion**
 - A. **Approval – Whitman, Requardt & Associates – Amendment 16**
 - B. **Concurrence in principle with equal area property exchange**
3. **South Coastal Regional Wastewater Facility Treatment Process Upgrade No. 3 and Rehoboth Beach Wastewater Treatment Plant Capital Improvement Program Upgrade Phase 2**
 - A. **Electrical Construction, Project C19-17, Change Order 3**
 - B. **Materials - Forcemain Consolidation, Project M20-11, Change Order 1**

Grant Requests

1. **American Cancer Society for Relay for Life of Sussex County**
2. **Race4Warriors for fundraiser to assist veterans**
3. **Greater Lewes Foundation for the Lewes Community Garden**

Council Members' Comments

Adjourn

In accordance with 29 Del.C. §10004(e)(2), this Agenda was posted on March 31, 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: 800-857-5736

Passcode: 6056029

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. The Public Comment period will be administered by a moderator to ensure everyone has an opportunity to comment. You will not be able to speak until called upon by the moderator.

The County will stream this meeting using the same technology it uses for its Chamber Broadcast that can be viewed at <https://sussexcountype.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://sussexcountype.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@sussexcountype.gov. All comments shall be submitted by 4:30 P.M. on April 6, 2020.

#

¹ 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, MARCH 17, 2020

A regularly scheduled meeting of the Sussex County Council was held on Tuesday, March 17, 2020, at 12:00 p.m., in the Council Chambers, Sussex County Administrative Office Building, Georgetown, Delaware, with the following present:

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

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

**Call to
Order**

Mr. Vincent called the meeting to order.

**M 123 20
Approve
Agenda**

A Motion was made by Mr. Rieley, seconded by Mr. Wilson, to approve the Agenda, as amended on March 16, 2020.

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 March 10, 2020 were approved by consent.

**Adminis-
trator's
Report**

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

1. Council Meeting Schedule

A reminder that Council will not meet on March 24th. At this time, the next regularly scheduled Council meeting is scheduled for Tuesday, March 31st, at 10:00 a.m. However, given the current situation related to the COVID-19 outbreak, the County's operational schedule may be affected. Members of the public are encouraged to monitor the County's status on our website at www.sussexcountyde.gov.

2. Sussex County Operations Update – COVID-19

Sussex County officials continue to monitor the COVID-19 outbreak and adjust the County's operations balancing the need to protect the safety and welfare of our employees while attempting to keep our

**Adminis-
trator's
Report
(continued)**

services available to the public and local economy.

Steps we have taken thus far include additional health screening of all members of the public who seek to access County facilities, including a questionnaire and oral temperature examination. Anyone who is sick or has a fever will be denied entry to the facility. We have modified the workspaces that require one-on-one interaction between the public and staff to help create appropriate spatial distancing.

All County buildings are receiving increased cleanings throughout the facilities and we have roaming cleaning crews who are disinfecting heavy traffic areas like the stairs, rails, doors, and elevators.

In accordance with directives given by Delaware public health officials, as well as authority granted to public bodies by Gov. John C. Carney through Proclamation No. 17-3292, the Board of Adjustment meeting held last night and today's County Council meeting have been adjusted to limit public gathering while allowing the meetings to take place. The scheduling of any future meetings for the County Council, the Board of Adjustment, and the Planning and Zoning Commission will need to be reviewed and discussed to determine if they should be held.

The three County libraries are closed until further notice.

Efforts to protect the County's 500+ employees have also been implemented. All employees who are sick or displays any symptoms of COVID-19 are forbidden to report to work. All County managers are required to screen their employees for health concerns. The County has modified its sick and leave policies. Enhanced employee health screenings for the County's essential public safety functions, including the Emergency Medical Services (EMS), Emergency Operations Center (EOC) and 911 Dispatchers, and Environmental Services have been implemented.

Finally, we have contingency plans in place should the County have to restrict public access to its facilities. If it is necessary to put these contingency plans in place, we would ask for the public's patience and understanding. More information will be communicated to the public if such actions are taken.

These steps are intended to safeguard the health and safety of elected officials, staff, and the public at-large, and are necessary to keep the County operating during these uncertain times involving COVID-19.

**MOU/
Litter
Collection**

Michael Costello, Government Affairs Manager, presented an update on the litter collection (July – December 2019) that has taken place in Sussex County under the Memorandum of Understanding (MOU) between the Department of Corrections, DelDOT and Sussex County.

Delaware Coastal Airport & Business Park Property Maintenance RFP/ Ditch Bank Clearing & Mowing Services

Hans Medlarz, County Engineer, reported that, previously, the Engineering Department solicited on three (3) different occasions, proposals for annual site maintenance at the Delaware Coastal Airport and Business Park. Most of the maintenance contracts were awarded and are effective through 2023. However, each of the three times the County awarded the ditch bank clearing and mowing, the companies were unable to perform the services as required, and subsequently, the respective contracts were cancelled. In March 2019, the Engineering Department obtained the Council's approval to utilize the Sussex Conservation District for the work through Calendar Year 2019 in an amount not to exceed \$6,800.00. Due to the fact that, again this year, no one was interested in the contract, Mr. Medlarz stated that the Engineering Department recommends continuation of the arrangement with the Sussex Conservation District for the remaining four years of the existing Property Maintenance RFP through 2023; the District has provided a quote in the amount of \$4,600.00 per year for two (2) tax ditch bank mowings each year at the Industrial Airpark.

M 124 20 Authorize Ditch Bank Clearing & Mowing Services/ Airport and Business Park

A Motion was made by Mr. Hudson, seconded by Mr. Wilson, based upon the recommendation of the Sussex County Engineering Department, that the 2019 Delaware Coastal Airport & Business Park Property Maintenance RFP arrangement with the Sussex Conservation District be renewed in an annual amount not to exceed \$4,600.00 for Calendar Years 2020 through 2023.

Motion Adopted: 5 Yeas.

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

Bulk Delivery of Sodium Hypochlorite Project/ Recommendation to Award

Hans Medlarz, County Engineer, stated that the County contracts the bulk delivery of sodium hypochlorite to each of the four wastewater facilities and the Airpark for treatment of the wastewater. The current contract is due to expire on June 20, 2020. Bids were requested for the annual procurement of approximately 147,565 gallons, with an alternate bid for seven 30-gallon drums per year, to begin on July 1, 2020. Three bids were received. Univar Solutions bid the lowest price at \$0.981 per gallon. George S. Coyne Chemical Co. bid the lowest price for the 30-gallon drum at \$209.1778. per container. The Engineering Department recommends the first contract year award of the base bid to Univar Solutions and the alternate bid to George S. Coyne Chemical Co. If both suppliers perform satisfactorily, the contract allows a one year extension at the discretion of the Engineering Department.

M 125 20 Award Bid

A Motion was made by Mr. Burton, seconded by Mr. Hudson, based upon the recommendation of the Sussex County Engineering Department, that the Base Bid for Sussex County Project M20-29, Bulk Delivery of Sodium Hypochlorite, be awarded to Univar Solutions at the bid amount of .981 per

M 125 20 Award Bid/Bulk Delivery of Sodium Hypo- chlorite (continued)	<p>gallon and George S. Coyne Chemical Co. be awarded the Alternate Bid in the amount of 209.1778 per 30-gallon drum.</p> <p>Motion Adopted: 5 Yeas.</p> <p>Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea; Mr. Wilson, Yea; Mr. Burton, Yea; Mr. Vincent, Yea</p>
North Coastal Planning Area/ IBRWF/ Treatment & Disposal Expansion Project	<p>Hans Medlarz, County Engineer, reported that Sussex County's treatment capacity expansion plans for the Inland Bays Spray Irrigation Facility Phase 2 were submitted mid-2019 but are on hold awaiting further input from the County with regards to alternative disposal options (alternate outlets and the permitting of alternate outlets): connection to Artesian's Stonewater Creek Facility, connection to agricultural spray partners, and connection to constructed wetlands. Mr. Medlarz detailed each of the alternative disposal options and noted that all three are needed to avoid building a storage lagoon.</p>
M 126 20 Approve Agricultural Spray Agreement	<p>A Motion was made by Mr. Burton, seconded by Mr. Hudson, based upon the recommendation of the Sussex County Engineering Department and the Sussex County Attorney, that the Sussex County Council approves the Agricultural Spray Agreements, to form, as presented, in support of the Inland Bays Regional Wastewater Facility Treatment Upgrade Project.</p> <p>Motion Adopted: 4 Yeas, 1 Abstention.</p> <p>Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea; Mr. Wilson, Abstained; Mr. Burton, Yea; Mr. Vincent, Yea</p>
M 127 20 Approve Contract Amendment to Base Engineering Contract with WR&A	<p>A Motion was made by Mr. Burton, seconded by Mr. Hudson, based upon the recommendation of the Sussex County Engineering Department, that Amendment No. 15 to the Base Engineering Contract for the North Coastal Planning Area with Whitman Requardt and Associates be approved in the amount not to exceed \$131,806.00 for soils work on agricultural spray sites and permitting.</p> <p>Motion Adopted: 5 Yeas.</p> <p>Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea; Mr. Wilson, Yea; Mr. Burton, Yea; Mr. Vincent, Yea</p>
Black Creek Cove Subdivision	<p>Hans Medlarz, County Engineer, reported on a proposal for swale remediation for the Black Creek Cove Subdivision. Mr. Medlarz provided a history of ownership of the subdivision and noted the expiration of a bond. Mr. Medlarz stated that the Engineering Department proposes that</p>

Black Creek Cove Subdivision (continued) the County and Melvin L. Joseph Construction Co. both share in the expense of the remediation work. (Melvin L. Joseph Construction Co. is the contractor for Parkada Investments, LLC, the new developer of the project as of October 2014).

M 128 20 Black Creek Cove Subdivision/ Approve Legacy Swale Remediation A Motion was made by Mr. Wilson, seconded by Mr. Hudson, based upon the recommendation of the Sussex County Engineering Department, to assume legacy swale remediation work on a Melvin L. Joseph Construction Co. site work contract in the Black Creek Cove Subdivision in an amount not to exceed \$24,550.00.

Motion Adopted: 5 Yeas.

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

Piney Neck Regional Wastewater Facility/ Diversion Trans-mission System Hans Medlarz, County Engineer, reported on the Piney Neck Regional Wastewater Facility (PNRWF), stating that treatment at this facility does not result in wastewater of the quality necessary to meet drinking water nitrate levels and this could not be done without a significant improvement to the facility. He stated that the facility cannot meet DNREC's permit requirements and the County has communicated to DNREC that it will be seeking renewal with an opt-out option to abandon the facility. Mr. Medlarz stated that the County needs three years to decommission the plant and end sprayed effluent operations at the PNRWF by diverting all flow to the South Coastal Regional Wastewater Facility (SCRWF). Mr. Medlarz discussed the proposed timeline and reported that the Engineering Department identified KCI as best-suited to engage with County staff to confirm project planning and complete design documents that will direct existing and future flows from the PNRWF to SCRWF, allowing the facility to be decommissioned. Mr. Medlarz stated that the County is asking for a 5-year permit from DNREC (3 years to get the flow diverted and 2 years to decommission).

M 129 20 Approve Agreement for Piney Neck Regional Wastewater Facility/ Diversion Trans-mission System A Motion was made by Mr. Burton, seconded by Mr. Wilson, based upon the recommendation of the Engineering Department, that the Engineering Services Agreement with KCI Technologies, Inc. be approved in the amount not to exceed \$480,000.00 for planning design and bidding phases of Sussex County Project S20-31, Piney Neck Regional Wastewater Facility Diversion Transmission System, with each project phase authorized in writing by the County Engineer.

Motion Adopted: 5 Yeas.

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

Recommendation to Award Contract/ Professional Aeronautical Consultant Services	<p>Eric Littleton, Manager, Delaware Coastal Airport and Business Park, presented a recommendation to award the contract for Professional Aeronautical Consultant Services. Mr. Littleton explained that the Airport maintains an Airport Capital Improvement Plan (ACIP) for compliance with the FAA. The ACIP is updated annually by the Engineering Department. Mr. Littleton requested Council's approval, based on the evaluation and the recommendation of the Consultant Selection Committee, for a consultant for the next five years for projects in relation to the ACIP. A RFQ (Request for Qualifications) was released and three firms responded. It is the recommendation of the Consultant Selection Committee to award the professional service agreement to Delta Airport Consultants for Aeronautical Consultant Services at the Delaware Coastal Airport to implement projects under the Airport Master Plan in accordance with the ACIP over a 5-year period.</p>
M 130 20 Approve Selection for Aeronautical Consultant Services and Professional Services Agreement	<p>A Motion was made by Mr. Burton, seconded by Mr. Wilson, based upon the recommendation of the Consultant Selection Committee of the Engineering Department, that the Sussex County Council approves the selection of Delta Airport Consultants for Aeronautical Consultant Services and contract negotiations to establish a Professional Services Agreement.</p> <p>Motion Adopted: 5 Yeas.</p> <p>Vote by Roll Call: Mr. Hudson, Yea; Mr. Rieley, Yea; Mr. Wilson, Yea; Mr. Burton, Yea; Mr. Vincent, Yea</p>
New Road Estates/ Chapter 96 Sussex Community Improvements/ Project Referendum	<p>Hans Medlarz, County Engineer, reported that the Engineering Department proposed that an election be held to consider the New Road Estates Chapter 96 Sussex Community Improvement Project. New Road Estates is a small subdivision of 9 residential parcels. The community requested assistance from the County to repair and resurface their existing roads. The County has held a public meeting within the community to discuss the Chapter 96 Program, estimated project costs, and the election process for a project to advance.</p> <p>Council discussed how to handle establishing a date due to the COVID 19 impacts so that the election date can be shifted if it is necessary to delay the public meeting.</p>
M 131 20 Adopt R 006 20	<p>A Motion was made by Mr. Burton, seconded by Mr. Hudson, to Adopt Resolution No. R 006 20 entitled "A RESOLUTION ESTABLISHING A DATE, TIME, PLACE AND JUDGE FOR AN ELECTION TO BE HELD TO CONSIDER THE NEW ROAD ESTATES CHAPTER 96 SUSSEX COMMUNITY IMPROVEMENT PROJECT, AS AMENDED WITH PROPER NOTIFICATION OF ANY DATE, TIME AND PLACE CHANGES".</p>

**M 131 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**

**Use of
Existing
Infra-
structure
Agreements**

John Ashman, Director of Utility Planning, presented for Council's consideration a Use of Existing Infrastructure Agreement for Coastal Tide/Arbors of Cottagedale – Coastal Tide Partners, LLC (West Rehoboth Area) and for Sycamore Chase – Charter Oak Development, LLC (Miller Creek Area). The Use of Existing Infrastructure Agreements is an arrangement that collects financial contributions based on development built-out flows for available capacity in the existing wastewater transmission infrastructure previously funded by the County while at the same time eliminating the granting of oversizing credits.

**M 132 20
Approve
Use of
Existing
Infra-
structure
Agreement/
Coastal
Tide**

A Motion was made by Mr. Burton, seconded by Mr. Wilson, based upon the recommendation of the Sussex County Engineering Department, that the Sussex County Council approves the Use of Existing Infrastructure Agreement between Sussex County and Coastal Tide Partners, LLC for capacity allocation in the regional transmission system for the Coastal Tide Project, 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**

**M 133 20
Approve
Use of
Existing
Infra-
structure
Agreement/
Sycamore
Chase**

A Motion was made by Mr. Burton, seconded by Mr. Wilson, based upon the recommendation of the Sussex County Engineering Department, that the Sussex County Council approves the Use of Existing Infrastructure Agreement between Sussex County and Charter Oak Development, LLC for capacity allocation in the regional transmission system for the Sycamore Chase Project, 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**

**Old
Business/
CU 2203**

Under Old Business, the Council considered Conditional Use No. 2203 filed on behalf of Christopher Booth.

Jamie Whitehouse, Planning and Zoning Director, presented the application.

**Old
Business/
CU 2203
(continued)**

The Planning and Zoning Commission held a Public Hearing on December 12, 2019 on this application at which time action was deferred. On January 9, 2020, the Commission recommended that the application be denied.

The Council held a Public Hearing on this application on February 4, 2020 at which time action was deferred.

**M 134 20
Adopt
Ordinance
No. 2710/
CU 2203**

A Motion was made by Mr. Rieley, seconded by Mr. Hudson, to Adopt Ordinance No. 2710 entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A TREE AND LANDSCAPING BUSINESS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN DAGSBORO HUNDRED, SUSSEX COUNTY, CONTAINING 1.227 ACRES, MORE OR LESS” (Conditional Use No. 2203) filed on behalf of Christopher Booth, for the following reasons and with the following conditions:

- 1. The use has been ongoing for many years. This Conditional Use will bring the use into compliance.**
- 2. The Applicant and his wife live on the property which makes it akin to a home business.**
- 3. The site location is appropriate for the Applicant’s proposed use as a small tree and landscaping business, including snow removal services and storage of firewood.**
- 4. The use, with the conditions and limitations placed upon it, will not adversely affect neighboring properties or roadways.**
- 5. The use is of a public or semi-public character that will benefit present and future residents of Sussex County by providing such a use in a convenient location.**
- 6. This approval is subject to the following conditions and stipulations:**
 - A. The use shall be limited to a small tree and landscaping business, snow removal services and the chopping and storage of firewood.**
 - B. Applicant shall install a 30-foot landscape buffer along the rear of the site due to the proximity of the neighboring property. The landscape buffer shall be shown the Final Site Plan.**
 - C. No burning of any of the waste associated with the landscape business shall be permitted at any time, including but not limited to tree bark, branches and the like. Ordinary domestic fires and barbeques associated with the use of the dwelling are permitted.**
 - D. The hours of operation shall be limited to 8:00 a.m. to 5:00 p.m., Monday through Saturday, with no Sunday hours of operation.**
 - E. Grinding, cutting, mulching or other processing of waste from the landscape business shall only be permitted during the permitted hours of operation. All waste storage areas shall be shown on the Final Site Plan.**
 - F. A small dump truck shall be permitted on the site.**
 - G. No backup alarms shall be permitted on any vehicles.**

**M 134 20
Adopt
Ordinance
No. 2710/
CU 2203
(continued)**

- H. The Final Site Plan shall clearly show all areas for vehicle equipment storage and parking, and these areas shall be clearly marked on the site itself. There shall not be any parking or storage within the property's setbacks.**
- I. All parking and entrances shall be in compliance with DelDOT requirements and the Sussex County Zoning Code. DelDOT approval shall be required before Applicant receives Final Site Plan approval.**
- J. One unlighted sign shall be permitted on the property. The sign shall not exceed 36" by 36" and shall not be permitted in the front yard setback.**
- K. All exterior lighting shall be downward screened so that it does not shine on neighboring properties or roadways.**
- L. Applicant shall be required to remove all metal, trash and other debris from the site within thirty (30) days of this approval.**
- M. Applicant shall, at all times, maintain the property in a neat and orderly condition, which shall include the stacking of all firewood.**
- N. Failure to comply with any of these conditions shall be grounds for termination of the Conditional Use approval.**
- O. The Final Site Plan shall be subject to review and approval by the Sussex County Planning and Zoning Commission.**

Motion Adopted: 5 Yeas.

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

Under Old Business, the Council considered Change of Zone No. 1900 filed on behalf of Michael P. Justice, Trustee.

**Old
Business/
CZ 1900**

Jamie Whitehouse, Planning and Zoning Director, presented the application.

The Planning and Zoning Commission held a Public Hearing on December 12, 2019 at which time action was deferred. On January 9, 2020, the Commission recommended that the application be approved with the following conditions:

- A. The maximum number of dwelling units shall not exceed 45 single family units.**
- B. A homeowners association shall be formed to provide for the perpetual maintenance, repair and replacement of buffers, stormwater management facilities, streets, amenities and other common areas.**
- C. All entrances, intersections, interconnections, roadways and multi-modal improvements required by DelDOT shall be completed in accordance with DelDOT's requirements or in accordance with any further modifications required by DelDOT based on its review of the**

**Old
Business/
CZ 1900
(continued)**

Traffic Impact Study.

- D. The RPC shall be served by Sussex County sewer. The Developer shall comply with all requirements and specifications of the County Engineering Department.**
- E. The RPC shall be served by central water for drinking water and fire protection as required by applicable regulations.**
- F. Stormwater management and erosion and sedimentation control facilities shall be constructed in accordance with all applicable State and County requirements. These facilities shall be operated in a manner that is consistent with Best Management Practices.**
- G. Interior street design shall meet or exceed Sussex County's street design requirements. There shall also be street lighting and sidewalks on at least one side of the streets within the RPC.**
- H. A 20-foot wide vegetated or forested buffer shall be established along the perimeter of the site. This may include the existing trees. There was testimony during the hearing about the need to improve the drainage along the northwest boundary of the site in an area that is currently wooded. In this area, the buffer shall be located outside of the area needed for these drainage improvements.**
- I. If requested by the local school district, a school bus stop shall be provided by the entrance to the development, with the location and any related parking to be approved by the school district's transportation supervisor. The location of the bus stop area shall be shown on the Final Site Plan.**
- J. Road naming and addressing shall be subject to the review and approval of Sussex County Mapping and Addressing Departments.**
- K. The Final Site Plan shall contain the approval of the Sussex Conservation District for the design and location of all stormwater management areas and erosion and sedimentation control facilities.**
- L. The Final Site Plan shall include a landscape plan for all of the buffer areas, showing all of the landscaping and vegetation to be included in the buffer areas. The landscape plan shall also include the existing forested areas that will be maintained.**
- M. The Final Site Plan shall include a grading plan that shall be submitted to County staff for review and approval.**
- N. Construction, site work, grading, and deliveries of construction materials shall only occur from Monday through Saturday and only between the hours of 7:00 a.m. and 6:00 p.m.**
- O. The Final Site Plan shall be subject to review and approval of the Sussex County Planning and Zoning Commission.**

The Council held a Public Hearing on this application on January 28, 2020 at which time action was deferred.

**M 135 20
Amend
Condition**

A Motion was made by Mr. Rieley, seconded by Mr. Burton, to amend Condition B to read as follows: "A homeowners association shall be formed to provide for the perpetual maintenance, repair and replacement of buffers, stormwater management facilities, streets, amenities, and other

M 135 20
Amend
Condition
(continued)

common areas. A copy of the executed agreement to include provisions for the maintenance of all drainage easements shall be submitted as part of the Final Site Plan.”

Motion Adopted: 5 Yeas.

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

M 136 20
Adopt
Ordinance
No. 2711/
CZ 1900

A Motion was made by Mr. Rieley, seconded by Mr. Burton, to Adopt Ordinance No. 2711 entitled AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM A GR GENERAL RESIDENTIAL DISTRICT TO A GR-RPC GENERAL RESIDENTIAL DISTRICT – RESIDENTIAL PLANNED COMMUNITY FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 16.1 ACRES, MORE OR LESS” (Change of Zone No. 1900) filed on behalf of Michael P. Justice, Trustee. with the following conditions, as amended:

- A. The maximum number of dwelling units shall not exceed 45 single family units.**
- B. A homeowners association shall be formed to provide for the perpetual maintenance, repair and replacement of buffers, stormwater management facilities, streets, amenities and other common areas. A copy of the executed agreement to include provisions for the maintenance of all drainage easements shall be submitted as part of the Final Site Plan.**
- C. All entrances, intersections, interconnections, roadways and multi-modal improvements required by DelDOT shall be completed in accordance with DelDOT’s requirements or in accordance with any further modifications required by DelDOT based on its review of the Traffic Impact Study.**
- D. The RPC shall be served by Sussex County sewer. The Developer shall comply with all requirements and specifications of the County Engineering Department.**
- E. The RPC shall be served by central water for drinking water and fire protection as required by applicable regulations.**
- F. Stormwater management and erosion and sedimentation control facilities shall be constructed in accordance with all applicable State and County requirements. These facilities shall be operated in a manner that is consistent with Best Management Practices.**
- G. Interior street design shall meet or exceed Sussex County’s street design requirements. There shall also be street lighting and sidewalks on at least one side of the streets within the RPC.**
- H. A 20-foot wide vegetated or forested buffer shall be established along the perimeter of the site. This may include the existing trees. There was testimony during the hearing about the need to improve the**

**M 136 20
Adopt
Ordinance
No. 2711/
CZ 1900
(continued)**

drainage along the northwest boundary of the site in an area that is currently wooded. In this area, the buffer shall be located outside of the area needed for these drainage improvements.

- I. If requested by the local school district, a school bus stop shall be provided by the entrance to the development, with the location and any related parking to be approved by the school district's transportation supervisor. The location of the bus stop area shall be shown on the Final Site Plan.**
- J. Road naming and addressing shall be subject to the review and approval of Sussex County Mapping and Addressing Departments.**
- K. The Final Site Plan shall contain the approval of the Sussex Conservation District for the design and location of all stormwater management areas and erosion and sedimentation control facilities.**
- L. The Final Site Plan shall include a landscape plan for all of the buffer areas, showing all of the landscaping and vegetation to be included in the buffer areas. The landscape plan shall also include the existing forested areas that will be maintained.**
- M. The Final Site Plan shall include a grading plan that shall be submitted to County staff for review and approval.**
- N. Construction, site work, grading, and deliveries of construction materials shall only occur from Monday through Saturday and only between the hours of 7:00 a.m. and 6:00 p.m.**
- O. The Final Site Plan shall be subject to review and approval of the Sussex County Planning and Zoning Commission.**

Motion Adopted: 5 Yeas.

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

Rules

Mr. Moore read the rules of procedure for zoning hearings.

**Public
Hearing/
CU 2211**

A Public Hearing was held on the Proposed Ordinance entitled "AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A SPECIAL NEEDS SCHOOL TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN DAGSBORO HUNDRED, SUSSEX COUNTY, CONTAINING 32.43 ACRES, MORE OR LESS" (Conditional Use No. 2211) filed on behalf of Indian River School District (Tax I.D. No. 133-7.00-8.01) (911 Address: None Available).

The Planning and Zoning Commission held a Public Hearing on this application on February 13, 2020 at which time action was deferred. On February 27, 2020, the Commission recommended that the application be approved with conditions.

**Public
Hearing/
CU 2211**

(continued)

(See the minutes of the Planning and Zoning Commission dated February 13 and 27, 2020.)

Jamie Whitehouse, Director of Planning and Zoning, presented the application.

The Council found that Joe Booth was present on behalf of the Applicant. He stated that the Indian River School District oversees this special needs school; that the existing special needs school, located on Ennis Road in Georgetown, no longer meets the needs of its clients; that they are proposing to put the new school on a State property that is centrally located and free; that the proposed site is next to the Stoakley Center and across the street from Sussex Central High School; that ownership of the site has been transferred by Delaware Health and Social Services to the District for this purpose; that existing tie-ins to the Georgetown wastewater system will be used; that a well water system will be constructed; that the immediate neighbors are the State of Delaware and the District; that there has been no opposition to this application; that they are in the process of going through agency reviews; that DelDOT has requested a traffic study; that the Conditional Use would be consistent with the area; and that the Planning and Zoning Commission Chairman asked that the Applicant consider the County's new Institutional Zoning in the future and that the District does not have a problem with that.

There were no public comments.

The Public Hearing and public record were closed.

**M 137 20
Adopt
Ordinance
No. 2712/
CU 2211**

A Motion was made by Mr. Rieley, seconded by Mr. Hudson, to Adopt Ordinance No. 2712 entitled "AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A SPECIAL NEEDS SCHOOL TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN DAGSBORO HUNDRED, SUSSEX COUNTY, CONTAINING 32.43 ACRES, MORE OR LESS" (Conditional Use No. 2211) filed on behalf of Indian River School District, with the following conditions:

- 1. The site shall comply with all DelDOT entrance and roadway improvements requirements.**
- 2. The site shall comply with all requirements of the Sussex Conservation District.**
- 3. Signage shall be permitted on the site in accordance with the sign regulations applicable to the I-1 Institutional Zone.**
- 4. The Final Site Plan shall be subject to the review and approval of the Sussex County Planning and Zoning Commission.**

**M 137 20
Adopt
Ordinance
No. 2712/
CU 2211
(continued)**

Motion Adopted: 4 Yeas, 1 Absent.

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

Mr. Rieley noted, and the Council agreed, that DelDOT needs to improve infrastructure in the area.

(Mr. Wilson was out of the room during the vote.)

**Grant
Requests**

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

**M 138 20
Council-
manic
Grant**

A Motion was made by Mr. Burton, seconded by Mr. Hudson, to give \$750.00 from Mr. Vincent's Councilmanic Grant Account to the Trinity Foundation for the Annual Heart & Sole 5K Fundraiser.

Motion Adopted: 4 Yeas, 1 Absent.

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

**M 139 20
Council-
manic
Grant**

A Motion was made by Mr. Hudson, seconded by Mr. Burton, to give \$1,300.00 from Mr. Hudson's Councilmanic Grant Account to the Cape Henlopen Senior Center for the Rehoboth Concert Band fundraiser.

Motion Adopted: 4 Yeas, 1 Absent.

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

**M 140 20
Council-
manic
Grant**

A Motion was made by Mr. Burton, seconded by Mr. Hudson, to give \$800.00 from Mr. Burton's Councilmanic Grant Account to Ocean Waves Quilt Guild for Art/Quilt Show fundraiser.

Motion Adopted: 4 Yeas, 1 Absent.

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

**M 141 20
Council-
manic
Grant**

A Motion was made by Mr. Burton, seconded by Mr. Hudson, to give \$800.00 from Mr. Burton's Councilmanic Grant Account to the Greater Lewes Foundation for the Lewes in Bloom Children's Learning Garden.

Motion Adopted: 5 Yeas.

- M 141 20**
(continued)
- Vote by Roll Call:** Mr. Hudson, Yea; Mr. Rieley, Yea;
Mr. Wilson, Yea; Mr. Burton, Yea;
Mr. Vincent, Yea
- M 142 20**
Council-
manic
Grant
- A Motion was made by Mr. Wilson, seconded by Mr. Burton, to give \$2,000.00 from Mr. Wilson's Councilmanic Grant Account to First State Community Action Agency for Equity Summit expenses.
- Motion Adopted:** 5 Yeas.
- Vote by Roll Call:** Mr. Hudson, Yea; Mr. Rieley, Yea;
Mr. Wilson, Yea; Mr. Burton, Yea;
Mr. Vincent, Yea
- M 143 20**
Council-
manic
Grant
- A Motion was made by Mr. Burton, seconded by Mr. Wilson, to give \$1,000.00 (\$500.00 each from Mr. Burton's and Mr. Wilson's Councilmanic Grant Accounts) to The Coming Edge for the Youth Empowerment Program.
- Motion Adopted:** 5 Yeas.
- Vote by Roll Call:** Mr. Hudson, Yea; Mr. Rieley, Yea;
Mr. Wilson, Yea; Mr. Burton, Yea;
Mr. Vincent, Yea
- M 144 20**
Go Into
Executive
Session
- At 2:17 p.m., a Motion was made by Mr. Hudson, seconded by Mr. Rieley, to recess the Regular Session and go into Executive Session for the purpose of discussing matters relating to pending litigation 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 2:20 p.m., an Executive Session of the Sussex County Council was held in the Council Chambers for the purpose of discussing matters relating to pending litigation and land acquisition. The Executive Session concluded at 2:45 p.m.
- M 145 20**
Reconvene
Regular
Session
- At 2:46 p.m., a Motion was made by Mr. Burton, seconded by Mr. Rieley, 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

**M 146 20
Negotiate
Contract
for Land
Acquisition**

A Motion was made by Mr. Burton, seconded by Mr. Wilson, to authorize the County Administrator to negotiate and enter into a contract for Property known as Land 2020-A.

Motion Adopted: 5 Yeas.

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

**M 147 20
Adjourn**

At 2:53 p.m., a Motion was made by Mr. Burton, seconded by Mr. Wilson, to adjourn.

Motion Adopted: 5 Yeas.

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

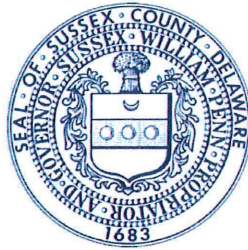
Respectfully submitted,

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

As permitted by Gubernatorial authority, in order to limit the risk of potential COVID-19 exposure, the public was denied entry to the Council meeting except for the 1:30 p.m. public hearing. The public was encouraged to watch or listen to the Council meeting electronically at <https://sussexcountyde.gov>.

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

TODD F. LAWSON
COUNTY ADMINISTRATOR
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(302) 855-7749 F
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: April 3, 2020

On Friday, March 13, 2020, Governor John C. Carney's Declaration of a State of Emergency for the State of Delaware went into effect due to a Public Health Threat related to COVID-19. To date, the Declaration has been modified nine separate times to institute additional restrictions on the general public.

In the days leading up to the Governor's March 13th State of Emergency, County leadership began to implement its contingency plans to protect county staff and the public we serve, by limiting their exposure to the virus. Once the Declaration was made and the subsequent modifications issued, the County continued to adjust our operations balancing the need to protect the safety and welfare of our employees while attempting to keep our services available to the public and local economy. This memo highlights the efforts we have taken to date and provides an update of the situation as of today's date.

County Operations & Facilities

All employees and departments are operating under our current modified system. The goal is to keep as many employees home and out of harm's way. Every single employee not working in the public safety or environmental services departments was reviewed to determine tele-working requirements. The necessary technology equipment has been distributed and is functioning. Staff are staggering their schedules and rotating their days to ensure minimum contact. Staff are permitted limited access to the Georgetown facilities if required to retrieve files or equipment.

Not counting the public safety and environmental services employees, approximately 90% of our work force is not reporting to a county facility; many of our employees are either reporting directly to a location in the field or tele-commuting.



The Administrative Building is closed to the public except for accessing the lobby to drop-off documents to be processed. This building normally holds 150 employees and now has less than 20 employees working in it during the day, mostly in the Assessment, Building Code, Deeds, and P&Z offices (appx. 15 total). Since we closed the Admin. Building, County staff in these offices have processed over 1,500 documents related to construction and land use processes.

The West Complex is completely closed to the public and no employees are regularly working in the building except Emergency Medical Services (EMS).

All three County libraries are closed to the public and the library staff are continuing to provide content and materials virtually through their social media platforms.

There is no doubt that this significant interruption and adjustment to the County's standard operations will have a tremendous effect on our document production. I have every confidence that staff are putting forth their best effort under these stressful conditions and we ask for the public's understanding and consideration.

Our public safety and environmental services departments have implemented stringent protocols involving health screening, limited facility access, and staggered staffing to limit the risk of exposure for those employees. These essential employees have been asked to take necessary steps to ensure their safety both on and off the job.

We have had some "scares" regarding employee exposure and contamination. All have not been direct contact, but rather, 2nd and 3rd person removed contact. All of which CDC qualifies as low risk. Nonetheless, we have taken no chances and required employees to self-quarantine and those with symptoms have gotten tested. Thus far, we have had no positive tests.

In all, County operations remain in place as best as can be expected in these circumstances. Several of our employees, including our paramedics, are on the front lines of this pandemic and their stress is magnified by the work that they do each day. I want to personally thank our employees for the dedication and sacrifice during the COVID-19 outbreak.

Public Meetings

Public meetings have been modified to restrict public access during meetings of the Board of Adjustment, County Council, and Planning and Zoning Commission. We are limiting the number of "in-person" meetings conducted and have begun virtual meetings using teleconference and video conference technologies. Expansion of these platforms to begin public hearings is being considered. These steps 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/>.

Financial Considerations

The County has taken steps to reduce the financial impact on residents and businesses alike. This includes, temporarily waiving credit card servicing fees and waiving payment late fees for April and May.

Staff intends to discuss additional financial recommendations and seek Council's approval of the following:

- Suspending the collection of the Accommodations Tax until further notice
- Deferring tenant lease payments until further notice
- Contributing to the DSHA Rental Assistance program (more information below)

Further discussion on Tuesday is needed.

DSHA Funding

The State is providing \$2 million in housing assistance funding for renters through the Delaware State Housing Authority (DSHA) and Delaware Housing Assistance Program (DE HAP). Eligible households can receive up to \$1,500 in assistance with payments made directly to the property owner or utility company. Each County has been asked if they want to contribute to the State's funding and New Castle has already approved \$500,000. We will discuss and consider a decision during Tuesday's meeting.

Personal Protective Equipment

County staff who regularly use Personal Protective Equipment (PPE), including the EMS Environmental Services (ES) Departments, report their needs are being met. Examples of these PPEs include gloves, hand sanitizer, masks, respirators, etc.

EMS has modified their protocols to require masks and goggles for each call. Even with this increase in use, they have an adequate supply of the equipment they need. EMS has also implemented new procedures to re-use specific items to ensure a higher frequency of use.

Respirators are in high demand, but our staff have what they need today, and we are proactively making sure they have what they need going forward. The ES Department was contacted by one of our regular vendors to exclusively purchase N95 respirators, in which we responded quickly. We procured a minimum purchase of 10,800 masks that will arrive later this month. This order will be used by our staff, patients, and other first responder partners.

Homeless Population Support

The County has partnered with homeless advocates throughout the State to ensure the homeless population are considered during the crisis. Advocates asked Governor Carney and DEMA to provide emergency funding for porta-potties and wash stations to all three counties. Based on the homeless advocates feedback, Sussex County agreed to have porta-potties installed in three locations at Seaford, Georgetown, and Lewes-Rehoboth. The cost is estimated to be about \$500 per month for the three locations.

Wi-Fi Hotspots

The County Library and IT staff are working with the State Division of Libraries to provide free Wi-Fi hotspots at every library in Sussex County. The Wi-Fi will be free of charge and available outside the libraries in the parking lots. More details will be communicated once the hotspots come on-line later this week.

Communications & Media

During a crisis such as this, communications and information sharing is a critical link between the local government and the community.

The County developed its own webpage to host all of the COVID-19 information for the public's review, see <https://sussexcountyde.gov/coronavirus>. This page is updated daily and we continue to use our social media platform to push information to the public. We have had nearly 15,000 visits to our COVID-19 web pages and approximately 3,000 reviews of our press releases.

Information related to the County's operations and the changes to events, procedures, and public meetings continues to be conveyed. Original content has been produced as well, including one piece directed to out-of-area metro markets that reached more than 75,000 Facebook users and received more than 500 reactions, more than 1,000 shares, and hundreds of comments.

Items that are coming out of the Governor's office and the Federal delegation are re-circulated and original information is also being produced to continue to remind the public to exercise extreme caution during this pandemic.

Finally, several requests and inquiries have come in through the County's portals (telephone, email, and website) related to COVID-19 that have been answered.

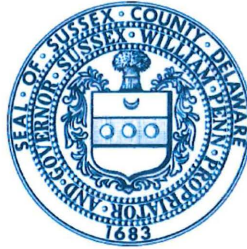
Economic Development

All Federal and State recovery information for business is hosted on the County's Economic Development website, see <https://excitesussex.com/resources-to-assist-the-sussex-business-community-in-the-face-of-covid-19/>. The County is participating in the State's efforts to solicit information on business needs. Rep. Danny Short has formed a business task force to provide the General Assembly with information that could guide their recovery efforts.

#

TODD F. LAWSON
COUNTY ADMINISTRATOR

(302) 855-7742 T
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tlawson@sussexcountype.gov



Sussex County
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COUNTY ADMINISTRATOR'S REPORT

April 7, 2020

1. Delaware State Police Activity Report

The Delaware State Police year-to-date activity report for February 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 191 troopers assigned to Sussex County for the month of February.

2. Projects Receiving Substantial Completion

Per the attached Engineering Department Fact Sheets, Ocean View Beach Club North – Phase 1 (Construction Record) received Substantial Completion effective March 16, 2020.

Per the attached Engineering Department Fact Sheets, Tidewater Landing – Phase 3C West Rehoboth Expansion North Planning Area received Substantial Completion effective March 25, 2020.

3. Council Meeting Schedule

A reminder that Council will not meet on Tuesday, April 14th. The next regularly scheduled Council meeting will be held on April 21st at 10:00 a.m.

Todd F. Lawson
County Administrator



Delaware State Police

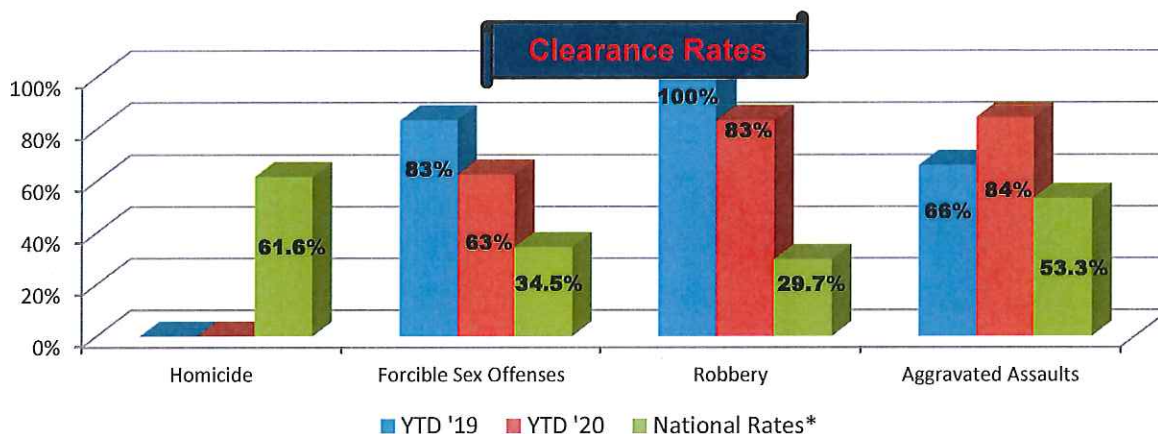
Sussex County



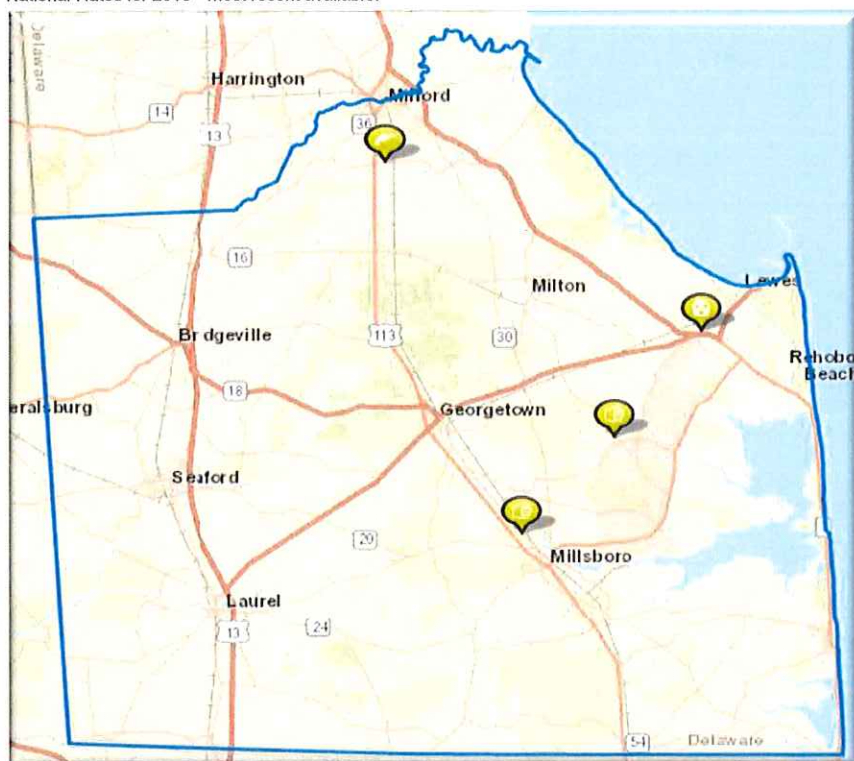
Reporting Month: **February 2020**

Violent Crimes

	Offenses			Clearances		
	YTD '19	YTD '20	% Change	YTD '19	YTD '20	% Change
Homicide	0	0	N/A	0	0	N/A
Forcible Sex Offenses	24	24	0%	20	15	-25%
Robbery	2	6	200%	2	5	150%
Aggravated Assaults	50	64	28%	33	54	64%



* National Rates for 2018 - most recent available.



Robberies - 2020**

Weapon Used

Gun	3
Knife	1
Strongarm	2
All Other	0

Total Robberies 6

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

Delaware State Police

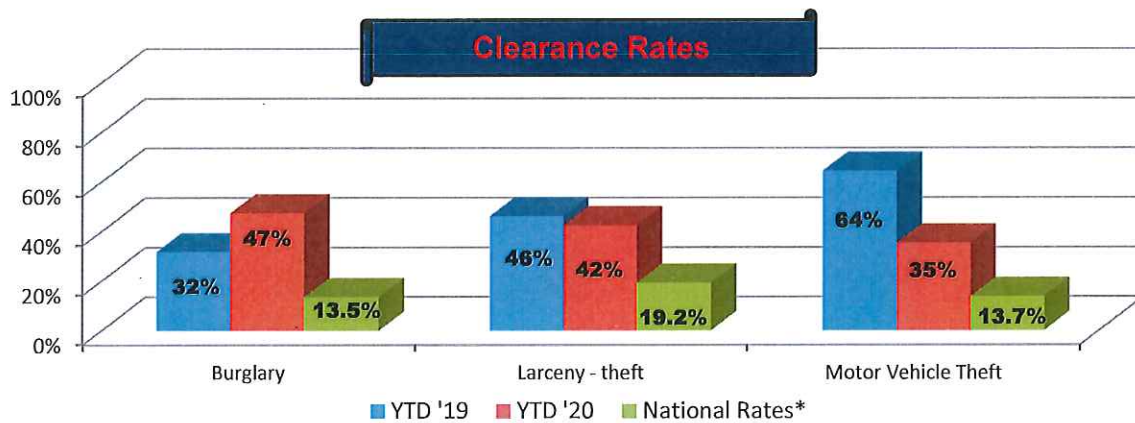
Sussex County



Reporting Month: **February 2020**

Property Crimes

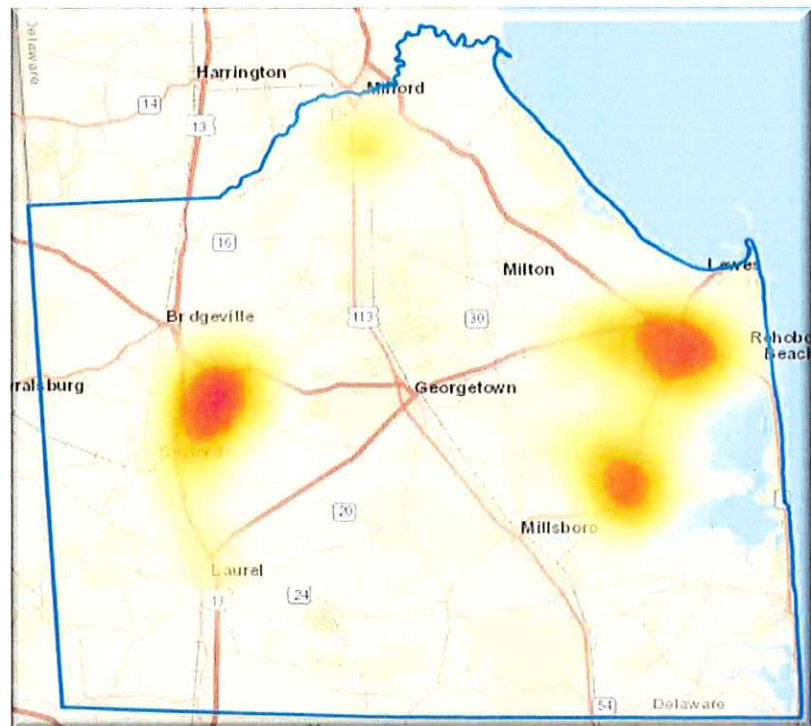
	Offenses			Clearances		
	YTD '19	YTD '20	% Change	YTD '19	YTD '20	% Change
Burglary	63	74	17%	20	35	75%
Larceny - theft	308	434	41%	142	184	30%
Motor Vehicle Theft	14	17	21%	9	6	-33%



* National Rates for 2018 - most recent available.

Drug Arrest Hot Spots 2020

Drug Law Violations Resulting
in Arrests: **379**



Drug Arrests through month of report.

Delaware State Police

Sussex County



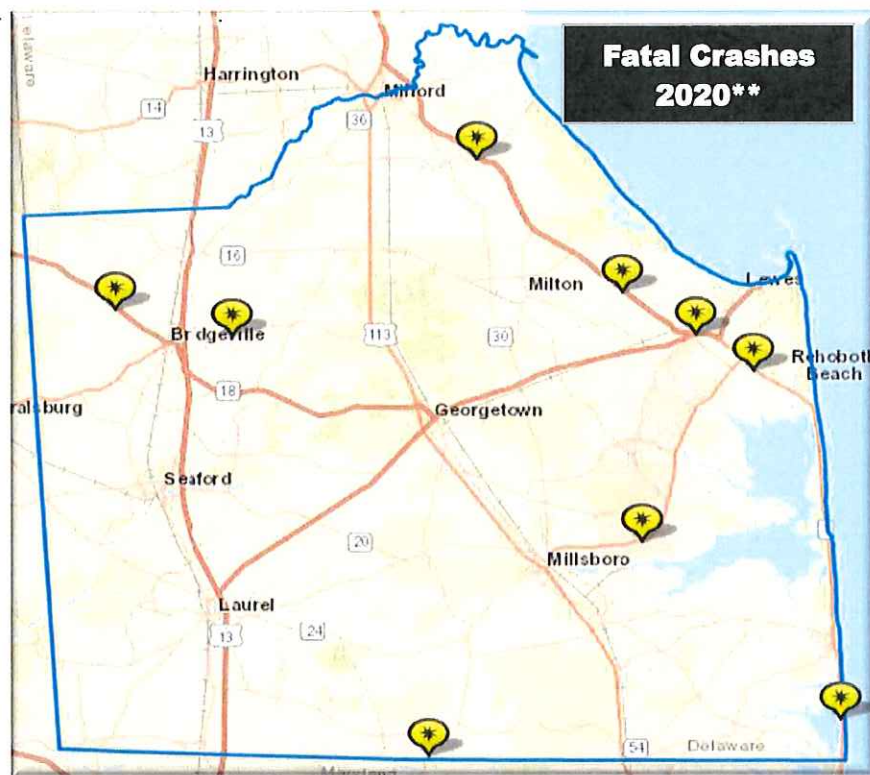
Reporting Month: **February 2020**

Traffic Arrests

	YTD '19	YTD '20	% Change
Total Traffic Arrests (Charges)	7,257	7,714	6%
# of Persons Arrested			
for Traffic Violations	4,699	4,871	4%
DUI Arrests	168	221	32%

Crashes Investigated

	YTD '19	YTD '20	% Change
Fatal Crashes	0	9	N/A
Personal Injury Crashes	111	129	16%
Property Damage Only Crashes	608	525	-14%
Private Property / Minor Damage Crashes	120	93	-23%
Total Crashes	839	756	-10%



** Fatal crashes as of reporting month

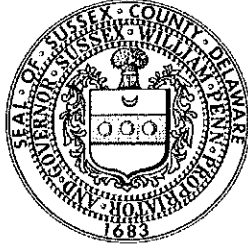
All incidents may not be distinguishable on map due to location overlap.

Personnel

2019	2020
191	191

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

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HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

BRAD HAWKES
DIRECTOR OF UTILITY ENGINEERING

MEMORANDUM

To: Todd Lawson ✓
Sussex County Administrator

From: Keith Bryan *KAB*
Assistant Director
Utility Engineering

REF: OCEAN VIEW BEACH CLUB NORTH –
PHASE 1 (FKA LIGHTHIPE) (CONSTRUCTION RECORD)
BETHANY BEACH PLANNING AREA
SUSSEX COUNTY TAX MAP NUMBER
134-17.00-12.00
CLASS-1
AGREEMENT NO. 1033 - 1

Date: March 18, 2020

The above referenced project has received Substantial Completion effective, March 16, 2020. Attached for your use is a fact sheet for the project. Please include this information in your Administrator's Report to the Sussex County Council.

KB:set

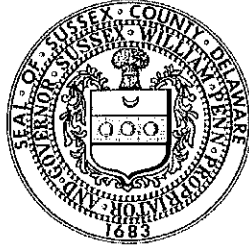
Attachment

xc: Mr. Hans Medlarz, P. E.
Mr. Brad Hawkes



ENGINEERING DEPARTMENT

ADMINISTRATION	(302) 855-7718
AIRPORT & INDUSTRIAL PARK	(302) 855-7774
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FAX	(302) 855-7799



Sussex County

DELAWARE
sussexcountyde.gov

HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

BRAD HAWKES
DIRECTOR OF UTILITY ENGINEERING

March 18, 2020

FACT SHEET

SUSSEX COUNTY PROJECT 81-04
OCEAN VIEW BEACH CLUB NORTH - PHASE 1 (FKA LIGHTHIPE) (CONSTRUCTION
RECORD)
AGREEMENT NO. 1033 - 1

DEVELOPER:

Mr. Spencer Van Shaack
Lighthipe, LLC
172 Center Street, Suite 204
P.O. Box 1686
Jackson Hole, WY 83001

LOCATION:

N/Rd362 (Muddy Neck Road), east and south of
Ocean Way Estates and also north of Ocean View
Beach Club Community in the Town of Ocean View
with access from Nantasket Avenue, Old Orchard
Avenue, Ocean Beach Avenue and Gooseberry
Avenue.

SANITARY SEWER DISTRICT:

Bethany Beach Planning Area

TYPE AND SIZE DEVELOPMENT:

Residential Planned Community.
123 single family lot, 41 Townhouses. 51 units in
this phase.

SYSTEM CONNECTION CHARGES:

\$0.00

SANITARY SEWER APPROVAL:

Sussex County Engineering Department Plan Approval
06/14/17

Department of Natural Resources Plan Approval
06/30/17

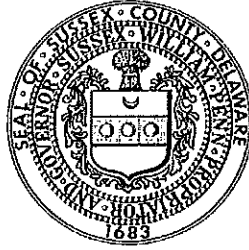
SANITARY SEWER CONSTRUCTION DATA:

Construction Days – 58
Construction Admin and Construction Inspection Cost – \$74,980.05
Proposed Construction Cost – \$499,867.00



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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FAX	(302) 855-7799



Sussex County

DELAWARE
sussexcountyde.gov

HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

BRAD HAWKES
DIRECTOR OF UTILITY ENGINEERING

MEMORANDUM

To: Jen Brasure
Accountant III

From: Keith Bryan *74AB*
Assistant Director
Utility Engineering

REF: OCEAN VIEW BEACH CLUB NORTH –
PHASE 1 (FKA LIGHTHIPE) (CONSTRUCTION RECORD)
BETHANY BEACH PLANNING AREA
SUSSEX COUNTY TAX MAP NUMBER
134-17.00-12.00
CLASS-1
AGREEMENT NO. 1033 - 1

Date: March 18, 2020

Please be advised, the above referenced project has been installed and is being presented in the Sussex County's Administrator's Report on Tuesday for Substantial Completion. Please take the steps necessary to provide insurance coverage for the following:

Gravity piping of 4033 lineal feet at a cost of \$499,867.00.

Pumping Station at a cost of \$0.00.

Force Main of 0 lineal feet at a cost of \$0.00.

Should you have any questions, please do not hesitate to contact me.

KB:set

xc: Mr. Todd F. Lawson
Mr. Hans Medlarz, P. E.
Mrs. Jayne Dickerson



ENGINEERING DEPARTMENT

ADMINISTRATION	(302) 855-7718
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PUBLIC WORKS	(302) 855-7703
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UTILITY ENGINEERING	(302) 855-7717
UTILITY PERMITS	(302) 855-7719
UTILITY PLANNING	(302) 855-1299
FAX	(302) 855-7799



Sussex County

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HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

BRAD HAWKES
DIRECTOR OF UTILITY ENGINEERING

MEMORANDUM

To: Todd Lawson
Sussex County Administrator

From: Keith Bryan *KLAB*
Assistant Director
Utility Engineering

REF: **TIDEWATER LANDING - PHASE 3C
WEST REHOBOTH EXPANSION NORTH PLANNING AREA
SUSSEX COUNTY TAX MAP NUMBER
234-6-90
CLASS-1
AGREEMENT NO. 891 - 8**

Date: March 25, 2020

The above referenced project has received Substantial Completion effective, March 25, 2020. Attached for your use is a fact sheet for the project. Please include this information in your Administrator's Report to the Sussex County Council.

KB:sdt

Attachment

xc: Mr. Hans Medlarz, P. E.
Mr. Brad Hawkes



COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 589
GEORGETOWN, DELAWARE 19947

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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Sussex County

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HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

BRAD HAWKES
DIRECTOR OF UTILITY ENGINEERING

March 25, 2020

FACT SHEET

SUSSEX COUNTY PROJECT 81-04
TIDEWATER LANDING - PHASE 3C
AGREEMENT NO. 891 - 8

DEVELOPER:

Mr. Rich Rishel
CMF Tidewater Landing LLC
21 Village Green Dr., Ste 200
Ocean View, DE 19970

LOCATION:

Robinsonville Road (Road 277) at Kendale Road
(Rd 287)

SANITARY SEWER DISTRICT:

West Rehoboth Expansion North Planning Area

TYPE AND SIZE DEVELOPMENT:

24 single family lots in this phase.

SYSTEM CONNECTION CHARGES:

\$152,640.00

SANITARY SEWER APPROVAL:

Sussex County Engineering Department Plan Approval
04/05/17

Department of Natural Resources Plan Approval
05/05/17

SANITARY SEWER CONSTRUCTION DATA:

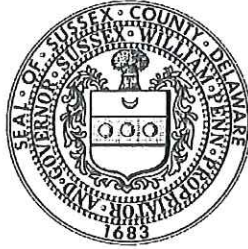
Construction Days – 30
Construction Admin and Construction Inspection Cost – \$13,031.49
Proposed Construction Cost – \$86,876.58



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GEORGETOWN, DELAWARE 19947

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Sussex County

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HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

BRAD HAWKES
DIRECTOR OF UTILITY ENGINEERING

MEMORANDUM

To: Jen Brasure
Accountant III

From: Keith Bryan *NAB*
Assistant Director
Utility Engineering

REF: **TIDEWATER LANDING - PHASE 3C
WEST REHOBOTH EXPANSION NORTH PLANNING AREA
SUSSEX COUNTY TAX MAP NUMBER
234-6-90
CLASS-1
AGREEMENT NO. 891 - 8**

Date: March 25, 2020

Please be advised, the above referenced project has been installed and is being presented in the Sussex County's Administrator's Report on Tuesday for Substantial Completion. Please take the steps necessary to provide insurance coverage for the following:

Gravity piping of 1188 lineal feet at a cost of \$86,876.58.

Pumping Station at a cost of \$0.00.

Force Main of 0 lineal feet at a cost of \$0.00.

Should you have any questions, please do not hesitate to contact me.

KB:set

xc: Mr. Todd F. Lawson
Mr. Hans Medlarz, P. E.
Mrs. Jayne Dickerson



COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 589
GEORGETOWN, DELAWARE 19947

KAREN BREWINGTON
DIRECTOR OF HUMAN RESOURCES
(302) 855-7711 T
(302) 855-7715 F
kbrewington@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: Karen Brewington, Director Human Resources

DATE: March 17, 2020

SUBJECT: **Pharmacy Benefit Manager Request for Proposal (RFP)
Recommendation**

During Tuesday's Council meeting, Steve Fallon from Insurance Buyer's Council (IBC) will be presenting you with the Pharmacy Benefit Manager (PBM) RFP information. The goal of the PBM RFP was to reduce and control the costs of pharmacy benefits for Sussex County Government and its employees while maintaining minimal member disruption.

The Pharmacy Benefit Manager RFP was officially released on December 13, 2019. The deadline for submission was January 21, 2020 and the County received six (6) proposals. The RFP Review Panel met on March 4, 2020 to review the proposals and review options. The result was two competitive bidders, our current provider, Highmark "Express Scripts" and Heritage Health Solutions. The results identified significant savings which will be presented by IBC in today's meeting.

It is the recommendation of the RFP Review Panel to seek Sussex County Council's approval to enter into a contract with Highmark Blue Cross Blue Shield of Delaware "Express Scripts" effective May 1, 2020 with a standard three (3) year contract.

Please do not hesitate to contact me at 855-7711 with any questions or concerns.

Sussex County Government



Pharmacy Benefit Manager Review

March 2020

Presented by:



About IBC, Inc.

- Insurance Buyers' Council (IBC), Inc. is an independent, fee-based consulting firm delivering a full range of Employee Benefits and Risk Management consulting services. We are proud of our long-standing relationship with Sussex County Government. In the past several years, we have completed several projects for SCG (not including the Property and Liability consulting provided by other IBC team members).
- Highlights of previous consulting projects include the following:
 - Restructuring of the dental and vision program from an in-house reimbursement plan to managed dental and vision plans with industry leading carriers to enhance benefits, reduce in-house claim processing and reimbursements, and stretch employee "dollars" using negotiated provider discounts
 - Moving from an in-house short-term disability to consolidation of Life and Disability plans with one carrier-Hartford. These plans include advice to pay STD which helped remove SCG from making disability decisions and eliminated the handling of sensitive employee data.
 - Managing the annual medical stop loss renewal and evaluating competitive proposals from other carriers.



Table of Contents

Section I: Pharmacy Benefit Manager
Request for Proposal

Section II: RFP Analysis

Section III: Pricing Detail

Section 1



Pharmacy Benefit Manager RFP

RFP Overview

- Review current Highmark contract (fees, rebates, rebate share, Rx costs) and make recommendations to reduce and control the costs of pharmacy benefits
- Conduct comprehensive Request for Proposal (RFP) process to evaluate the competitiveness of the Sussex County Government PBM program
- Presentation of current and future trends in pharmacy, and the future cost impact of those trends
- Recommendations which will position Sussex County Government for sound budget management of Pharmacy Benefit Plans now and into the future

RFP Objectives

- Maximize savings through improved pharmacy contract
- Evaluate the competitiveness of the current contract
- Minimize member disruption
- Maintain access to an administrative platform which supports Sussex County Government's service model and plan design philosophy

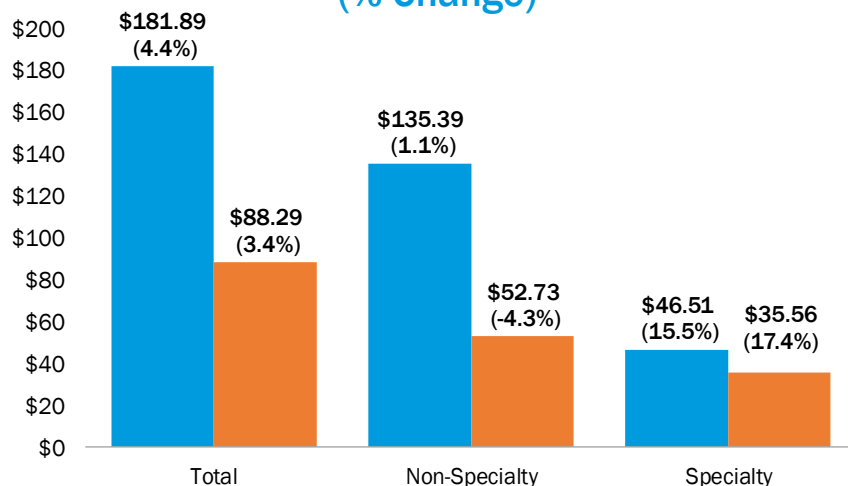
Current Highmark Rx Plan Design

Prescription Drug Benefits Mandatory Generic ¹	Up to 30-day supply	Up to 90-day supply
Generic Prescription Drug	\$10 copayment	\$20 copayment
Preferred Brand Prescription Drug	\$25 copayment	\$50 copayment
Non-Preferred Brand Prescription Drug	\$35 copayment	\$70 copayment

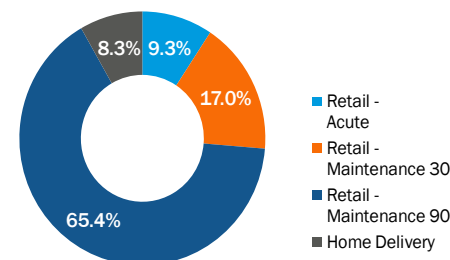
¹Unless the prescribing physician indicates Dispense as Written, if an individual chooses a Preferred or Non-Preferred Brand drug when a Generic drug is available, he or she will have to pay the difference between the charge for the Preferred or Non-Preferred Brand drug and the Generic drug, plus the copay for the Preferred or Non-Preferred Brand Drug.

Trend Dashboard – How Your Plan Compares

Plan Cost PMPM
(% Change)



Days Supply by Channel



Description	10-18 - 9-19	10-17 - 9-18	Change
Average Members per Month	1,336	1,353	-1.3%
Total Plan Cost	\$2,916,133	\$2,828,375	3.1%
Average Member Age	40.6	40.1	1.4%
Total Plan Cost PMPM	\$181.89	\$174.20	4.4%
Non-Specialty Plan Cost PMPM	\$135.39	\$133.95	1.1%
Specialty Plan Cost PMPM	\$46.51	\$40.25	15.5%
Generic Fill Rate	84.9%	84.3%	0.6
90 Day Utilization	73.7%	70.7%	3.0
Retail - Maintenance 90 Utilization	65.4%	62.2%	3.2
Home Delivery Utilization	8.3%	8.5%	-0.2
Member Cost %	8.0%	8.6%	-0.6
Specialty Percent of Plan Cost	25.6%	23.1%	2.5

Peer*	
10-18 - 9-19	Change
39.9	
\$88.29	3.4%
\$52.73	-4.3%
\$35.56	17.4%
86.3%	0.6
59.4%	0.6
47.0%	1.9
12.4%	-1.4
12.2%	-0.7
40.3%	4.8

Peer = DE Market

Section II



RFP Analysis

Executive Summary

RFP Methodology

- Savings projections based on current utilization and reflects the savings or cost avoidance when comparing the current pharmacy contract with the proposed (improved) contract terms.
- Actual costs subject to change based on a shift in generic vs. brand utilization and retail vs. mail order utilization as well as overall drug mix, specialty drug impact and cost inflation

Results

- Two competitive bidders: Highmark (Express Scripts) and Heritage Health Solutions
- RFP processed identified significant savings without any changes
- Additional savings opportunities depending on the level of change including risk, plan design and member impact

Executive Summary

Highlights of Highmark Proposal

- Projected year 1 savings without any changes in plan or comprehensive formulary - Highmark Transparent Pricing Option 1: \$233,649
 - Highmark Transparent Pricing Option 2 (National Select Formulary): \$275,922
 - Highmark Transparent Pricing Option 3 (Comprehensive Formulary): \$314,727
 - Highmark Transparent Pricing Option 4 (National Select Formulary): \$368,080
- Estimated 3-year gross savings with Highmark Proposal: \$793,062 - \$1,228,572
- Additional savings opportunities:
 - Migrate to National Select Formulary (member impact)
 - Implement cost containment features
 - Hemophilia Program
 - Market Watch
 - National Walgreens Network
 - Retail Exclusivity Program for Specialty, etc.
- Current integration of medical and pharmacy benefits provides opportunity to reduce costs
 - Highmark projects plan sponsors save an average of \$172 PMPY as a result of integration of medical and Rx benefits

Executive Summary

Highlights of Heritage Health Solutions Proposal

- Competitive pricing – greater savings than Highmark proposed
 - Year 1 savings of \$764,693
- Significant member impact through formulary disruption (not “apples to apples”)
 - 2,106 unique scripts (10%) impacted by formulary disruption
- References do not reflect local footprint

Pharmacy Cost Projections

- Pharmacy trends have decreased in the past 18 months but remain higher than overall inflation rate. 2020 projected Rx trend is 7.1% (Segal 2020 Trend Survey)
- Specialty drugs remain a challenge and a new diagnosis to a single member can skew plan performance results.
 - Specialty drugs currently consume 25.6% of overall Rx spend and this will likely increase
 - New medications in the approval pipeline (example: Pallorzia - treats peanut allergies). Projected cost: \$900/patient/per month.

Executive Summary

Pharmacy Savings through Plan Optimization

- Raise copays to increase member cost sharing
 - Currently low at 8% (Highmark peer benchmark 12.1%)
 - Increase copayment differential to incentivize:
 - Increase generic utilization vs. brand medications
 - Increase preferred brand utilization vs. non-preferred brand
 - Increase mail order utilization
 - Copay change to \$10/\$30/\$50 (2xMOD) \$6,385 - \$8,000 annual savings projection
- Implement Smart 90 with Walgreens/Happy Harry's exclusivity (57% of all scripts)
 - Savings 2.25% (\$57,465)
 - 3rd fill will force members to exclusive pharmacy or mail-order
- Other cost containment options
 - Consider implementing Highmark National Select formulary
 - Evaluate other cost containment programs

PBM RFP Bid List

Sussex County Government Quotes Received		
Carrier	Pass-Through/ Transparent (Current Model)	Traditional
CastiaRx	Quoted	Quoted
Heritage Health Solutions	Quoted	Quoted
Highmark (<i>incumbent</i>)	Quoted	n/a
Magellan Rx Management	Quoted	n/a
MedTrak Rx (Envision)	Quoted	Quoted

Declined to Quote		
Carrier	Pass-Through/ Transparent (Current Model)	Traditional
Cigna	X	X
Citizens Rx	X	X
CVS Caremark	X	X
Express Scripts	X	X
MedOne	X	X
Navitus	X	X
ServeYouRx	X	X

Carrier Strengths & Weaknesses

HIGHMARK	HERITAGE	MAGELLAN	MEDTRAKRX	CASTIARX
STRENGTHS				
Incumbent	Very competitive pricing	Own and operate their own specialty pharmacy	Quoted both traditional & transparent pricing models	Strong references
Integrated with medical	Quoted both traditional & transparent pricing models			
Competitive pricing	Open network of pharmacies			
Provided numerous cost savings options				
No disruption/member impact (unless SCG chooses managed formulary)				
Local to Sussex in Dover, DE				
WEAKNESSES				
Did not provide a “traditional” pricing model	Significant formulary disruption	Do not offer a “traditional” pricing model (pass-through only)	Rebate offer not competitive	Pricing not competitive
Does not offer pharmacy (only) performance guarantees	Additional costs for various services	Pricing not competitive	Service/Administration concerns	Additional fees for non-base administration & consultative services

Criteria and Rating System

Criteria and Rating System	
Pricing and length of guarantee(s) (including claim target guarantee and network utilization guarantees)	40 Points
Service platform	10 Points
References	10 Points
Integration with Current Medical TPA	10 Points
Performance Guarantees	20 Points
Implementation Timeline and Proposal Response	10 Points
Total Possible Points	100 Total

Weighted Comparison

Category	Maximum Possible Points	Highmark	Heritage	Magellan	MedTrakRx	CastiaRx
Pricing and length of guarantees <i>(includes factor for formulary disruption)</i>	40	38	33	20	20	30
Service Platform	10	10	4	5	2	5
References	10	10	4	10	10	10
Integration with Current Medical TPA	10	10	0	0	0	0
Performance Guarantees	20	0	20	12	15	12
Implementation timeline and proposal response	10	10	7	7	7	7
	100	78	68	54	54	64

Sussex County



PROFESSIONAL SERVICES BID TABULATION SHEET

Project: Pharmacy Benefit Manager RFP

Award Date:

Awarded Entity:

Consultant/ Pharmacy Benefit Manager	Rank
Highmark	1
Heritage Health Solutions	2
CastiaRx	3
Magellan Rx Management	4 (tied)
MedTrakRx	4 (tied)

Section III



Pricing Detail

Current Highmark Pharmacy Pricing Summary

Sussex County Government:	
Pricing Effective: 5/1/2019 – 4/30/2020	
Retail – AWP Discounts	
Contract Type	Traditional
Network	National Plus (Broadest)
Brand 30	AWP – 18.00%
Brand 90	AWP – 20.50%
Generic	AWP – 80.25%
Dispensing Fees	1 – 83 Days: \$0.70 Per Claim 84+ Days: \$0.20 Per Claim
Mail – AWP Discounts	
Mail Brand	AWP – 25.00%
Mail Generic	AWP – 84.25%
Dispensing Fees	\$0.00 Per Claim
Specialty – AWP Discounts	
Specialty Retail Exclusivity Program	AWP – 19.00%
Dispensing Fees	\$0.00 Per Claim
Rebates	
Arrangement	PCPM
Rates	\$46.81
Credit Payment	Sussex County Government will receive a credit on their monthly invoice reflective of the prior month's enrollment.
Administration	
Administrative Fees	\$0.00 PCPM

Proposed Transparent Pricing Summary: Highmark only

Highmark – Current (Transparent)		Highmark - Option 1 Comprehensive Formulary (Current)	Highmark – Option 2 National Select Formulary	Highmark – Option 3 Comprehensive Formulary	Highmark – Option 4 National Select Formulary
Retail – AWP Discount					
Generic	80.25%	81.50%	81.50%	81.50%	81.50%
Brand 30	18.00%	18.00%	18.00%	18.00%	18.00%
Brand 90	20.50%	20.50%	20.50%	20.50%	20.50%
Dispensing Fee	1-83 Days: \$0.70 per claim 84+ Days: \$0.20 per claim	1-83 Days: \$0.70 per claim 84+ Days: \$0.20 per claim	1-83 Days: \$0.70 per claim 84+ Days: \$0.20 per claim	1-83 Days: \$0.70 per claim 84+ Days: \$0.20 per claim	1-83 Days: \$0.70 per claim 84+ Days: \$0.20 per claim
Specialty – AWP Discount					
Retail	19.00% (not used)	19.00%	19.00%	19.00%	19.00%
Mail – AWP Discount					
Generic	84.25%	85.50%	85.50%	85.50%	85.50%
Brand	25.00%	25.00%	25.00%	25.00%	25.00%
Dispensing Fee	\$0.00 per claim	\$0.00 per claim	\$0.00 per claim	\$0.00 per claim	\$0.00 per claim
Administrative Fees					
	\$0.00 PCPM	\$0.00	\$0.00	\$4.00 per script	\$4.00 per script
Rebates					
Retail/Brand				Year 1 - \$189.66 Year 2 - \$199.14 Year 3 - 209.10	Year 1 - \$202.94 Year 2 - \$213.08 Year 3 - \$223.74
Mail/Brand				Year 1 - \$418.20 Year 2 - \$439.11 Year 3 - \$461.07	Year 1 - \$447.47 Year 2 - \$469.85 Year 3 - \$493.34
Specialty/Brand				Year 1 - \$1,637.33 Year 2 - \$1,719.20 Year 3 - \$1,805.16	Year 1 - \$1,751.94 Year 2 - \$1,839.54 Year 3 - \$1,931.52
PEPM	\$46.81	Comprehensive Formulary / PCPM*: Year 1 - \$75.00 Year 2 - \$78.75 Year 3 - \$82.69	National Select Formulary / PCPM*: Year 1 - \$80.25 Year 2 - \$84.26 Year 3 - \$88.48	Comprehensive Formulary / 100% Pass-Through**	National Select Formulary / 100% Pass-Through**
Rate Guarantee		3 years	3 years	3 years	3 years

*SCG will receive a credit on their monthly invoice reflective of the prior month's enrollment

**SCG will receive 100% of the rebates for their membership. The rates above represent the minimum floors. If the total annual value of the rebates does not meet these, Highmark will pay the client the shortfall. If the total annual value exceeds these, the client will retain that amount.

Proposed Transparent Pricing Summary: All other

Highmark – Current (Transparent)		Envision Rx (MedTrakRx)	Heritage Health Solutions	Magellan Rx	CastiaRx
Retail – AWP Discount					
Generic	80.25%	80.75%	81.25%	82.00%	Year 1 - 80.50% Year 2 - 80.75% Year 3 - 81.00%
Brand 30	18.00%	18.00%	17.90%	17.50%	18.00%
Brand 90	20.50%	22.00%	20.25%	20.50%	21.00%
Dispensing Fee	1-83 Days: \$0.70 per claim 84+ Days: \$0.20 per claim	1-83 Days: \$0.65 per claim 84+ Days: \$0.00 per claim	1-83 Days: \$1.00 per claim 84+ Days: \$0.00 per claim	1-83 Days: \$1.00 per claim 84+ Days: \$0.00 per claim	1-83 Days: \$1.00 PNPC 84+ Days: \$0.00 PNPC
Specialty – AWP Discount					
Retail	19.00% (not used)	17.50%	17.65%	N/A	Year 1 - 19.25% Year 2 - 19.50% Year 3 - 19.75%
Mail – AWP Discount					
Generic	84.25%	85.00%	84.40%	84.00%	Year 1 - 85.00% Year 2 - 85.25% Year 3 - 85.50%
Brand	25.00%	25.00%	24.00%	24.00%	25.00%
Dispensing Fee	\$0.00 per claim	\$0.00 per claim	\$0.00 per claim	\$0.00 per claim	\$0.00 per claim
Administrative Fees					
	\$0.00 PCPM	\$0.00	\$1.50 PNPC	\$0.00	\$1.25 PNPC
Rebates					
Retail/Brand		\$116.00		\$124.21	Year 1 - \$82.50 PNPB Year 2 - \$85.00 PNPB Year 3 - \$87.50 PNPB
Retail 90/Brand		\$204.00		\$310.42	Year 1 - \$225.00 PNPB Year 2 - \$230.00 PNPB Year 3 - \$235.00 PNPB
Mail/Brand		\$301.00		\$442.30	Year 1 - \$250.00 PNPB Year 2 - \$260.00 PNPB Year 3 - \$270.00 PNPB
Specialty/Brand		\$1,013.00		N/A	Year 1 - \$575.00 PNPB Year 2 - \$600.00 PNPB Year 3 - \$625.00 PNPB
Per Rx		\$189.83		N/A	
PEPM	\$46.81 PCPM	\$72.02	\$149.86	N/A	
Rate Guarantee		3 years	3 years	3 years	3 years

Gross Savings for Highmark and Heritage Options

	Current Costs - Highmark	Highmark – Option 1 Comprehensive Formulary (Current)	Highmark – Option 2 National Select Formulary	Highmark – Option 3 Comprehensive Formulary	Highmark – Option 4 National Select Formulary	Heritage Health Solutions
Year 1 – Total Spend and Savings						
Net Rx Spend	\$2,554,005.85	\$2,320,356.57	\$2,278,083.57	\$2,239,279.28	\$2,185,925.37	\$1,789,313.00
Gross Savings		(\$233,649)	(\$275,922)	(\$314,727)	(\$368,080)	(\$764,693)
% Savings		-9%	-11%	-12%	-14%	-30%
Years 2 and 3 – Total Spend						
Year 2 Net Rx Spend	\$2,554,005.85	\$2,290,161.57	\$2,245,795.05	\$2,201,183.87	\$2,145,172.05	\$1,789,313.00
Year 3 Net Rx Spend	\$2,554,005.85	\$2,258,436.69	\$2,211,815.61	\$2,161,166.79	\$2,102,347.17	\$1,789,313.00
Total Spend and Savings over 3 Years						
Total Net Spend	\$7,662,017.55	\$6,868,954.83	\$6,735,694.23	\$6,601,629.94	\$6,433,444.59	\$5,367,939.00
Gross Savings		(\$793,062.72)	(\$926,323.32)	(\$1,060,387.61)	(\$1,228,572.96)	(\$2,294,078.55)
% Savings		-10%	-12%	-14%	-16%	-30%

Highmark Formulary Disruption

(impact of moving from current Comprehensive formulary to National Select)

Highmark Pharmacy Sussex County Government – Formulary Disruption 12/01/2018 – 11/31/2019 Utilization						
Incentive to NSF Disruption	NDC's	% of Total	Scripts	% of Total	Member Impact	% of Total
Non-Formulary to Formulary	43	1%	263	1%	75	5%
Formulary to Non-Formulary	54	2%	227	1%	77	5%
Exclusions	69	2%	418	2%	130	8%
No Change	2,892	95%	18,429	95%	1,274	82%
Total	3,058	100%	19,337	100%	1,556	100%

Pricing Definitions

- PCPM – Per Contract (Member) per Month
- PEPM – Per Employee per Month
- PNPC – Per Net Paid Claim
- PNPB – Per Net Paid Brand
- Highmark Options 1 and 2:
 - Fixed (guaranteed) PEPM rebate (not utilization-specific)
 - No administrative fees
 - SCG will continue to receive a rebate credit on their monthly invoice reflective of the prior month's enrollment
- Highmark Options 3 and 4:
 - Rebates are per script; rebate total dollars are based on utilization
 - Administrative fee applies
 - Typical lag of 6-9 months for pass-through rebates
 - SCG will receive 100% of the rebates for their membership. The rates represent the minimum floors. If the total annual value of the rebates does not meet these minimums, Highmark will pay the client the shortfall. If the total annual value exceeds these minimums, the client will retain that amount.
- Highmark Options 1 and 3: Comprehensive Formulary
- Highmark Options 2 and 4: National Select Formulary

Thank you.



ENGINEERING DEPARTMENT

ADMINISTRATION	(302) 855-7718
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Sussex County

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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: ***SUSSEX COUNTY ADMINISTRATION BUILDING COOLING TOWER,
Project C20-04
Change Order No. 1***

DATE: April 7, 2020

County Council included funding in the FY20 budget for replacement of the Administration Building cooling tower due to end of design life and decreasing reliability.

The project was publicly advertised and on January 22, 2020, two (2) bids were received. On February 4, 2020, Council awarded the Sussex County Administration Building Cooling Tower Project to Joseph T. Richardson, Inc, in the amount of \$120,000.00 for their best value bid.

The cooling tower water is treated for corrosion through a basic chemical addition system located on the 3rd floor. In order to improve the treatment capabilities overall and the system reliability in particular, the Engineering Department requested a quote to replace 4 isolation valves, install 2 flexible couplings, a maintenance hose bib, and an improved water treatment system. The new water treatment system will provide increased protection from corrosion and scale deposits, thereby increasing reliability while reducing maintenance costs.

Sussex County Engineering Department requests Council's concurrence of Change Order No. 1 for the installation of the new water treatment system, valves and other miscellaneous items in the amount of \$26,645.00 for a total contract amount of \$146,645.00.





***SUSSEX COUNTY
CHANGE ORDER REQUEST***

A. ADMINISTRATIVE:

1. Project Name: **Sussex County Administrative Building Cooling Tower**
2. Sussex County Project No. C20-04
3. Change Order No. 1
4. Date Change Order Initiated - 3/30/20
5.
 - a. Original Contract Sum \$120,000.00
 - b. Net Change by Previous Change Orders \$ 0
 - c. Contract Sum Prior to Change Order \$120,000.00
 - d. Requested Change \$26,645.00
 - e. Net Change (No. of days)
 - f. New Contract Amount \$146,645.00
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:

Replacement of isolation valves and installation of flexible couplings, a maintenance hose bib and an improved water treatment system.

D. JUSTIFICATION FOR CHANGE ORDER INCLUDED?

Yes X No

E. APPROVALS

1. Joseph T. Richardson, Contractor

Signature Date

Representative's Name in Block Letters

2. Sussex County Engineer

Signature Date

3. Sussex County Council President

Signature Date

Joseph T. Richardson, Inc.

ELECTRIC
PLUMBING
HEATING AND
AIR CONDITIONING

MECHANICAL

CONTRACTOR

FAX: 302-398-9504

P.O. BOX 269 • HARRINGTON, DELAWARE 19952 • PHONE: 302-398-8101

March 12, 2020

Rick Garner, P.E.
Sussex County Government
2 The Circle
Georgetown, DE 19947

Re: Cooling Tower Replacement
PCO #1

We are pleased to quote on the following:

Remove & Replace Four 6" Isolation Valves.....\$2,800.00

Install Two 6" Flexible Pipe Connectors.....\$6,900.00

Provide & Install Water Treatment.....\$12,000.00

Install Hose Bibb.....\$400.00

Heat Trace on Make Up Water, Chemical Feed, Bleed Pipe and Hose Bibb.....\$4,200.00

Install 20 AMP GFIC Outlet.....\$345.00

TOTAL \$26,845.00

All prices are for acceptance within 30 days and subject to change without notice. All work to be performed under OPEN SHOP conditions. All Quotations are accepted subject to our ability to secure sufficient, satisfactory materials and labor to perform the job. Terms: monthly payment on account of work performed and/or materials delivered to the job will be required and balance in thirty (30) days net cash after completion of our work; thereafter, a 1½% monthly charge will be added. Any State or Federal tax not included in this quote will be charged for extra.

Yours truly,
JOSEPH T. RICHARDSON, INC.



John Dunbar, President

Rick Garner

From: Rick Garner
Sent: Monday, March 2, 2020 9:36 AM
To: John Dunbar
Cc: Doug Stoakley (dstoakley@sussexcountyde.gov); Hans Medlarz (hans.medlarz@sussexcountyde.gov); Glenn Seeman
Subject: RE: Admin. Bldg. Cooling Tower - Change Order Request

John,

Per our telephone conversation this morning, please delete Item 3 of the change order request below and replace it with the following:

3. Provide and install a new heated water treatment system as manufactured by U.S. Water in accordance with the specifications provided in my Feb 24th email. Price shall include all labor, equipment and materials required to install and fully commission the new water treatment system. Price shall also include the initial passivation process for the new cooling tower.

Also per our discussion, please provide for our review a proposed work schedule with the work beginning Thursday afternoon, April 9, tower lifts occurring Thursday evening (after rush hour), and the rest of the work continuing Friday through Sunday (4/10 -4/12) with Monday 4/13 being reserved as a contingency day if necessary.

As always, thank you for your assistance with these items and please do not hesitate to contact me with any questions.

Best regards,

Rick Garner, P.E. | Facilities Director | Sussex County Engineering Dept.
Sussex County Government
2 The Circle
Georgetown, DE 19947
302-855-7718 | 302-855-7799 fax



From: Rick Garner
Sent: Monday, February 24, 2020 2:44 PM
To: John Dunbar <john@jtrmech.net>
Cc: Doug Stoakley (dstoakley@sussexcountyde.gov) <dstoakley@sussexcountyde.gov>; Hans Medlarz (hans.medlarz@sussexcountyde.gov) <hans.medlarz@sussexcountyde.gov>
Subject: Admin. Bldg. Cooling Tower - Change Order Request

Good afternoon John,

[Handwritten signature]

As discussed in our pre-con meeting of Feb 21, 2020, Sussex County Engineering Department is requesting quotes for the following items to be added to J.T. Richardson's scope of work in the above referenced project, Sussex County Project No. C20-04:

1. Provide and install a quantity of four (4) 4" isolation valves to replace the existing valves at the cooling tower. Replacement valves are to be of the same type and quality as those currently in use. Submittals required.
2. Provide and install a quantity of four (4) 4" flex connectors to replace the existing flex connectors. Please provide submittal(s) on recommended product(s).
3. Provide and install inlet, outlet and bleed piping as required to connect new water treatment enclosure (by U.S. Water). Details were provided in separate email of 2/24/2020. Coordinate with U.S. Water as required. Work to include heat trace and insulation as required for freeze protection (see task 5 below).
4. Provide and install all materials as required to add maintenance hose bib. Hose bib to be tapped off make up water line, 1/2" galvanized steel or copper pipe, secured to tower support structure.
5. Provide and install new heat trace on make up water line, hose bib, water treatment pipes and bleed line. Heat trace shall be 8 watts/ft., self regulating, Chromalox Type CPR or approved equal.
6. Provide and install all materials as required for additional 120 volt, 20 ampere circuit and weatherproof (in-use) GFCI outlet for new water treatment enclosure. Outlet to be attached to tower support structure near water treatment enclosure. Provide and install 20 amp circuit breaker in existing outdoor breaker panel.

Please provide separate costs for each task above, including all labor, equipment, materials as required to complete the task. Should you have any questions, please do not hesitate to contact me.

Best regards,

Rick Garner, P.E. | Facilities Director | Sussex County Engineering Dept.

Sussex County Government

2 The Circle

Georgetown, DE 19947

302-855-7718 | 302-855-7799 fax



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

JOSEPH WRIGHT, P.E.
ASSISTANT 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: ***Wolfe Neck Regional Wastewater Facility – Conversion***
A. Approval - Whitman, Requardt & Associates, Amendment No. 16
B. Approval in principle - Equal area property exchange between the State & Sussex County

DATE: April 7, 2020

During the July 19, 2016 County Council meeting, the Engineering Department presented Sussex County's proactive wastewater infrastructure planning with the goal of optimal long-term utilization of existing transmission and treatment capacity. On August 30, 2016, Council authorized lease negotiations with the Department of Natural Resources and Environmental Control (DNREC), Division of Parks & Recreation, the owner of the spray irrigation lands at the Wolfe Neck Facility.

On December 31, 2016, the original 20-year land lease with DNREC expired and on January 10, 2017, County Council approved the Wolfe Neck Regional Wastewater Facility's first 1-year land lease extension which was administratively extended by both parties for a second 1-year term through 2018. Finally, on January 29, 2019, Council approved an innovative Spray Irrigation Site & Agricultural/Silvaculture Lease Agreement with DNREC under an initial 25-year term with a 25-year extension option. .

Part of the approved approach was a loss compensation of Stafford Farms, Inc., the State's farm lease holder at the time, and assumption of the interim farming operation by County staff. Sub-sequentially the State canceled the farm lease and on January 23, 2018, Council approved the loss compensation. For the last two growing seasons, County staff has performed all required farming activities. Due to significantly improved internal coordination, the number of spray days lost due to farming activities has been reduced by +/-75%.



In addition to the lease, County Council also approved on January 29, 2019, a standalone Hunting Program Agreement with the State and a Memorandum of Understanding with the Center of the Inland Bays for the reforestation of the property after it is converted to a fixed head spray system.

The Lease Agreement furthermore requires a County contribution of \$1,000,000 towards the design and construction of an onsite trail system open to the public with implementation responsibility and long-term maintenance by DNREC, Division of Parks. The Lease Agreement has milestones and the DNREC, Division of Parks has now developed the attached trail alignment. The next milestone is the County's obligation to design the fixed head spray system complementing said trail alignment.

In 2014, County Council awarded a five (5) year base contract for engineering services in the North Coastal Planning Area to Whitman, Requardt and Associates, LLP (WRA) which was extended in 2019 for another five (5) year term. Since then, Council utilized the contract by approving fifteen (15) amendments totaling \$8,792,334.43 in value. All of the most recent amendments were associated with the Inland Bays RWF. On August 29, 2017, Council approved Amendment No.11, the last one associated with Wolfe Neck RWF for the permitting of the effluent spray irrigation expansion on the north side of Wolfe Neck Road for a parcel not previously part of the lease.

The proposed Amendment No. 16 in the amount of \$59,913.00 covers the design of the conversion from center pivot agricultural rigs to a fixed head irrigation grid. It does not cover the addition of filtration to the treatment process allowing public access. This will be covered in a future amendment.

In order to move the entire proposed trail onto State property the DNREC, Division of Parks and the Engineering Department recommend an equal area property exchange via a minor lot line adjustment giving the State all lands outside the northern fence while giving the County an equal acreage to the east of the storage lagoon needed in the filtration expansion.

In addition, the County is in the process of securing a new 5-year land application permit from DNREC, Division of Water, in accordance with the implementation milestones. Not yet covered and to be addressed in a future memorandum, is the agreed upon design and construction of public sanitary restroom facilities at the trail head parking lot with ongoing future facility maintenance performed by DNREC, Division of Parks.

In summary, the Engineering Department requests approval of WRA's Amendment No. 16 for the fixed spray head design and an equal area land exchange to move the entire trail on State property.

NORTH COASTAL PLANNING AREA

SUSSEX COUNTY, DELAWARE

CONTRACT AMENDMENT NO. 16

This contract amendment, **Contract Amendment No. 16** dated _____, **2020** amends our original contract dated January 14, 2014 between Sussex County, a political subdivision of the State of Delaware, as First Party, hereinafter referred to as the COUNTY and Whitman, Requardt and Associates, LLP, a State of Maryland Limited Liability Partnership, hereinafter referred to as CONSULTANT, whose address is 801 South Caroline Street, Baltimore, Maryland 21231 (Original Contract). Except as specifically amended herein, the provisions of the Original Contract dated January 14, 2014, as thereafter amended, remain in effect and fully valid.

By execution of this Amendment, the following sections are hereby added as new sections to the Original Contract, as respectfully numbered below.

ARTICLE FOUR

FEE STRUCTURE

- 4.4.1 The previous versions of Section 4.4 as set forth in **Contract Amendment Nos. 1 to 15** are hereby incorporated by reference. Notwithstanding any language to the contrary in such Amendments, the parties agree that those Amendments are intended to be additions to the Original Contract between the parties dated January 14, 2014.
- 4.4.2 In accordance with the method of fee determination described in Articles 4.3.1, 4.3.2, 4.3.3, and 4.3.4 of this Agreement, the total compensation and reimbursement obligated and to be paid the CONSULTANT by the COUNTY for the CONSULTANT's Scope of Services for **Wolfe Neck RWF Fixed Head Disposal Conversion Design Engineering** as set forth in **Attachment A**, which is attached hereto and incorporated by reference, shall not exceed **Fifty-Nine Thousand Nine Hundred Thirteen Dollars (\$59,913.00)**. In the event of any discrepancy or inconsistency between the amounts set forth in this Article 4.4.2 and any appendices, exhibits, attachments or other sections of this Agreement, the amounts set forth in this Article 4.4.2 shall govern.

ARTICLE FOURTEEN

INCORPORATED DOCUMENTS

- 14.1.2 **Attachment A: Consultant's Scope of Services, Wolfe Neck RWF Fixed Head Disposal Conversion Design Engineering with Man-hour Spreadsheets. (Contract Amendment No.16).**

By execution of this Agreement, the following sections are amended as set forth below:

- 2.4 The CONSULTANT shall perform the Scope of Services attached hereto as Attachment A and all additional Scopes of Services as may be set forth in consecutively numbered subsets of Attachment A.
- 4.3 The COUNTY shall pay the CONSULTANT for the satisfactory completion of the Scope of Services specified herein before in Attachment A and all additional Scopes of Services as may be set forth in consecutively numbered subsets of Attachment, based on and limited to the following method of determination....”

IN WITNESS WHEREOF, the parties hereunto have caused this Amendment No. **16** to this Agreement to be executed on the day and year first written hereof by their duly authorized officers.

SEAL

FOR THE COUNTY:
SUSSEX COUNTY

President, Sussex County Council

APPROVED AS TO FORM:

Date

Assistant Sussex County Attorney

ATTEST:

Clerk of the Sussex County Council

FOR THE CONSULTANT:

WHITMAN, REQUARDT and ASSOCIATES, LLP



Dennis J. Hasson, P.E., Partner

WITNESS:



Katherine McCleave



SCOPE OF SERVICES

WOLFE NECK RWF FIXED HEAD DISPOSAL CONVERSION DESIGN ENGINEERING

This attachment outlines the required Scope of Services for design engineering for the **Wolfe Neck RWF Fixed Head Disposal Conversion**. This work effort includes the development of spray field layout drawings for the effluent disposal conversion at the Wolfe Neck RWF. A spreadsheet detailing labor, subcontract, and expense costs is included as an attachment to this scope of work.

PART A: EFFLUENT DISPOSAL CONVERSION DESIGN

The purpose of this section is to prepare proposed layout drawings for the effluent disposal conversion of the existing rotating rig irrigation system to a fixed head spray system at the Wolfe Neck RWF. The effluent disposal conversion will include an effluent forcemain connection and irrigation spray field. The irrigation system will be a fixed head system installed in the existing and proposed fields at the plant. The design does not include any meter vaults or control valves on the distribution system. The design will be developed using existing topographic information as well as GIS data. A list of anticipated drawings is included as an attachment to this scope of work.

1. Design Criteria Development: Develop design criteria for effluent disposal conversion including equipment sizing and selection. Conduct a review meeting with the County to finalize design criteria.
2. Preliminary Layout. Based on finalized equipment sizing, develop preliminary layout drawings for the effluent disposal conversion. Submit plans to County for review. Conduct review meeting with County and incorporate comments received. Develop hydraulic model for the proposed system and a review of the existing pump station hydraulics.
3. Proposed Layout. Prepare proposed layout plans for effluent disposal conversion design. Submit plans to County for review. Conduct review meeting with County and incorporate comments received.
4. Project Management. Work items will include
 - a. Overall Project Management for contract design.
 - b. Schedule Updates
 - c. Progress Meetings with meeting minutes (1 meeting assumed)

Assumptions:

1. Project will be funded with County funds and therefore a Preliminary Engineering Report/Environmental Assessment and Archeology/Historical Resource Section 106 scope items will not be required.

2. Any required upgrades to the existing pump stations identified are not included in this design.
3. Design engineering reports, subsurface borings, supplemental surveys, project permitting and advertise/bidding services are not included.

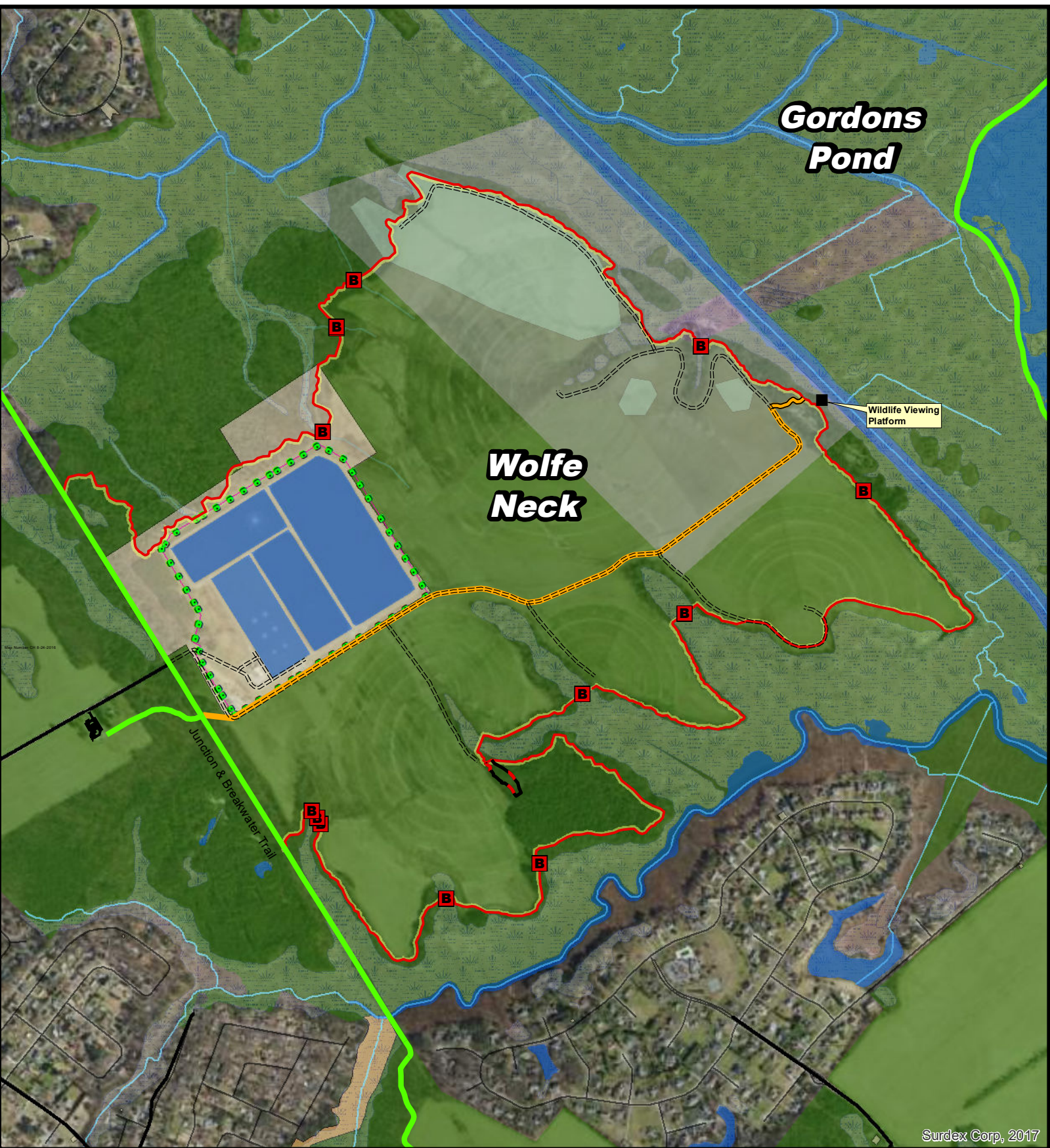
**WOLFE NECK REGIONAL WASTEWATER FACILITY (WNRWF)
EFFLUENT DISPOSAL CONVERSION DESIGN ENGINEERING
LIST OF DRAWINGS**

<u>Sheet No.</u>	<u>Title</u>
G-1	Cover Sheet
G-2	General Notes, Abbreviations and Legend
G-3	Key Sheet
C-1 through C-8	Irrigation System Layout (100 Scale)
C-9 through C-10	Irrigation System Details

**WR&A
EXPENSES**

T = Travel @.48 mile
R = Reproduction
E = Equipment Rental
S = Subcontractor
L = laboratory Cost

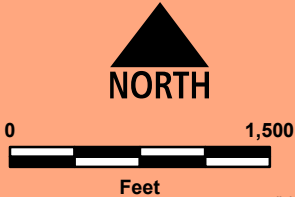
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Surdex Corp, 2017

Cape Henlopen State Park: Spray Facility Trail Concept

	Trails - Existing		Ditch, Canal, or Stream		Protected Lands		Bridges - Proposed
	Trails - Planned		Wetland		State Park		800' of Bridging
	10' Wide Trail - 6,500'		Water		County		Fenceline
	3' Wide Trail - 31,000'		Archaeological Sites		Municipal		Road
	Trail Alternate		National Register Area		Nature Preserve		Parking Lot
	Outer Loop Buffer - 30'						





CONCEPTUAL PLAN OF WOLFE NECK SPRAY IRRIGATION MODIFICATIONS

SUSSEX COUNTY ENGINEER

Hans M. Medlarz

HANS M. MEDLARZ, P.E.
DATE: MARCH 2, 2018

EXHIBIT "B"

SEAL

Exhibit C
Cape Henlopen State Park
Meadow Land

FSA Tracts 3051 & 3053
Part of Tax Parcels 334-7.00-30.00, 15.00 & 15.02

Leased Spray Land Meadow Land

0 115 230 460 690 920 Feet



Parcel 15.00
Tract 3051

34.1 Ac.

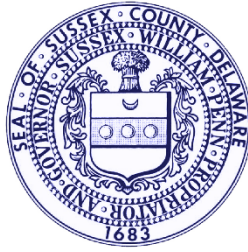
Existing Trailhead Parking,
Proposed Sanitary Facility

18.4 Ac.

Parcel 15.02

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 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. Electrical Construction, Project C19-17, Change Order No.3
B. Materials – Forcemain Consolidation, Project M20-11

DATE: April 7, 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.



Additional materials became necessary as consolidation work began. The County secured several fittings and valves required to ensure flow control at the influent headworks, as well as items to address differing field conditions, including existing pipe materials and layout. Change Order No. 1 identifies all four (4) modifications requested to date, with a total value of \$ 66,457.39. The Engineering Department recommends Council authorize Change Order No. 1 to increase the contract as presented. In the meantime, the General Labor & Equipment Contractor is continuing the installation with an anticipated completion in May 2020.

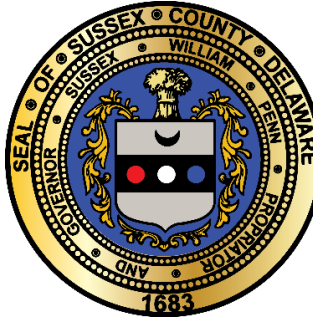
- c. Drainage Network Rerouting;
The design completed but construction was not included in the base bid. After cost comparison between the General Labor & Equipment Contract versus a change order under Ronca's general construction contract; Council awarded Change Order Request 554-001 to Ronca & Sons, Inc. in the amount of \$104,592.96 on March 10, 2020.
 - 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.
 - 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. The Engineering Department now requests acceptance of BW Electric, Inc.'s Change Order No. 3 in the amount of \$235,637.33.
- 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	39,723,037.27
BW Electric Inc.	SCRWF/RBWWTP Electrical Construction	21,648,136.53
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	337,895.99
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		73,723,122.54



***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. 1
4. Date Change Order Initiated - 11/22/2019
5.
 - a. Original Contract Sum \$271,438.60
 - b. Net Change by Previous Change Orders \$ 0
 - c. Contract Sum Prior to Change Order \$271,438.60
 - d. Requested Change \$66,457.39
 - e. Net Change (No. of days) 0
 - f. New Contract Amount \$337,895.99
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, four (4) occurrences have impacted materials necessary to complete the SCRWF forcemain consolidation:

- Additional fittings were requested with the initial order given under Notice to Proceed;
- Additional valves and fittings were necessary to address an Owner design change, represented by proposal dated 03/05/2020;
- An additional valve and fittings were necessary to address an Owner design change for improved influent flow control and to resolve connections to unanticipated existing pipe materials, represented by proposal dated 03/17/2020;
- Work was able to be completed prior to delivery of small diameter ductile iron pipe, and as such the 10" and 12" pipe items were cancelled by Owner with full credit issued to contract.

D. JUSTIFICATION FOR CHANGE ORDER INCLUDED?

Yes X No

E. APPROVALS

1. Core & Main, LP

Signature Date

Representative's Name in Block Letters

2. Sussex County Engineer

Signature Date

3. Sussex County Council President

Signature Date



***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. 3
4. Date Change Order Initiated - 3/30/20
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 \$235,637.33
 - e. Net Change (No. of days) 0
 - f. New Contract Amount \$21,648,136.53
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:

Design change due to DP&L's request to change the service entrance location at the RBWTP.

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**

**Bryon Warren
President
302-270-5719**

**Office: 302.566.6248
Fax: 302.566.6251**

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

March 24, 2020

Subject: RBWWTP Utility Primary Service

Dear Hans Medlarz,

Our price to perform the electrical work associated with the above project is based on RFP No. 4 and site knowledge. Our price does not include the use of Prevailing Wages. We will perform this work on a Time and Material basis not to exceed **\$235,637.33**. All equipment and labor will be based on the BID FORM(REVISED 5/13/16) Time and Material pricing(attached), all markup is applicable as listed. The materials will include costs plus applicable markup. The invoices for the material will be included in the weekly invoices. The scope of work includes the following:

1. Duct bank shall consist of two 5" schedule 40 PVC conduits. Duct bank and cables shall extend from the Utility Switching Pedestal shown on Drawing RB-E9002 and Figure RFP-004-001 to Sussex County Pump Station No.5 shown on Figures RFP-004-001 and RFP-004-002.
2. Provide concrete encased duct bank between utility switching pedestal and roadway at entrance into RBWWTP, underneath roadway at entrance into RBWWTP, and for another 5' on opposite side of roadway from utility switching pedestal. Install one duct bank pile underneath concrete encased duct bank 7' away from utility switching pedestal. Remainder of duct bank shall be gravel encased.
3. Utility switching pedestal will be provided by DP&L. Provide one pile underneath utility switching pedestal. Stub up new duct bank into proposed location of pedestal shown on Drawing RB-E9002 and Figure RFP-004-01.
4. Coordinate all work at utility switching pedestal and at pad mounted switch with DP&L.

5. Remove existing (abandoned and empty) 8" sanitary force main as required to install new duct bank as shown in the detail on Figure RFP-004-01. Dispose of piping in accordance with the Contract Documents. Cap each end of 8" DIP pipe that remains with a mechanical joint pipe cap or approved equal.
6. Provide 4' x 4' minimum handhole adjacent to Sussex County PS as shown on Figure RFP-004-02.
7. Pad mounted switch shown on Figure RFP-004-02 and all terminations at utility switching pedestal and at pad-mounted switch shall be by DP&L. Stub up new duct bank into proposed location of pad-mounted switch shown on Figures RFP-004-01 and RFP-004-02.
8. Final grading for the work described in this RFP shall be by the Electrical Contractor.
9. Provide one person for traffic control.

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,



Jason R. Walters
B. W. Electric, Inc.
Superintendent
JRW/brw

BID FORM (REVISED 5/13/16)

Bid Item	Description	Units	Quantity Estimate	Unit Price	Total Price
1.	General Conditions including permitting (Total not to exceed 3% of Bid)	Month	12	\$5,104.00	\$61,248.00
2.	Performance and Payment bonds ****	LS/year	1	25,766.00	25,766.00
3.	LABOR FORCE (Incl. personal tools, safety equipment and fringe benefits)	Indicate "yes" if staff is on Bidder's payroll			
A.1	Foreman, General w/ Tool Trailer	YES	Hour *	2,750	92.00 253,000.00
A.2	Foreman, Electrician w/ Van & License	YES	Hour*	320	101.85 32,592.00
A.3	Foreman, Boring/Drilling Foreman w/ Tool Trailer	YES	Hour *	200	92.00 18,400.00
B	Mechanic	YES	Hour *	4,000	mm 48.39 193,560.00
C	Welder	YES	Hour*	200	62.19 12,438.00
D	Painter (Special Coatings)		Hour *	200	89.78 17,956.00

****Applies to year 2 if extended

E.1	Heavy Equipment Operator	YES	Hour *	4,400	44.62	196,328.00
E.2	Paving Machine Operator	YES	Hour *	320	45.70	14,624.00
E.3	Boring/Drilling Machine Operator	YES	Hour *	200	48.39	9,678.00
E.4	Crane Operator	YES	Hour *	160	54.85	8,776.00
F	Pipe Layer, Skilled	YES	Hour *	4,000	36.56	146,240.00
G.1	Laborer, General	YES	Hour *	2,000	30.11	60,220.00
G.2	Laborer, Paving	YES	Hour *	1,900	34.41	65,379.00
H	Concrete Finisher	YES	Hour *	250	40.86	10,215.00
I	Carpenter	YES	Hour *	250	40.86	10,215.00
J	Commercial Truck Driver	YES	Hour *	1,500	45.70	68,550.00
K	Electrician (Journeyman/Apprentice)		Hour *	640	60.90	38,976.00
4.	SMALL EQUIPMENT (Incl. fuel & delivery to & from job site)	Indicate "yes" if equipment is owned by Bidder				
A	Compressor or Portable Generator to power tools and other equipment	YES	Hour **	300	12.65	3,795.00
B	Welder, Electric or Conventional	YES	Hour **	40	3.45	138.00

C	Blaster, Water or Sand	YES	Hour **	40	5.75	230.00
D	Air Hammer	YES	Hour **	40	2.30	92.00
E	Grinder, Concrete or Metal	YES	Hour **	40	2.30	92.00
F	Concrete Saw (up to 12" depth)	YES	Hour **	80	34.50	2,760.00
G	Core Drill Machine - up to 12" diameter	YES	Hour **	40	28.75	1,150.00
H	Skid Steer Loader	YES	Hour **	100	40.25	4,025.00
I	Hydraulic Lift	YES	Hour **	100	57.50	5,750.00
J	Submersible Dewatering Pump	YES	Hour**	200	5.75	1,150.00
K	Tamping Machine	YES	Hour**	200	2.30	460.00
L	Lighting Tower	YES	Hour**	200	6.90	1,380.00
M	Dewatering Pump up to 600 pts. (Incl. Fuel)	YES	Hour**	400	28.57	11,428.00
5.	HEAVY EQUIPMENT (Incl. fuel and hauling to & from job site)	Indicate "yes" if heavy equipment is owned or under long term lease by Bidder				
A	Dump Truck - 6 Wheels	YES	Hour **	500	18.40	9,200.00
B	Dump Truck - Tri Axle	YES	Hour **	1,000	34.50	34,500.00
C	Backhoe - 4 wheel drive	YES	Hour **	1,200	23.00	27,600.00

D	Excavator +/-35k Lbs.	YES	Hour **	3,000	40.25	120,750.00
E	Excavator +/-60k Lbs.	YES	Hour **	1,200	55.20	66,240.00
F	Mini Excavator	YES	Hour **	400	23.00	9,200.00
G	Posi-track Loader min. bucket size 0.5 CY	YES	Hour **	400	40.25	16,100.00
H	Specialty Excavator Attachments such as Concrete Crusher, Pecker, Driver, etc.	YES	Hour **	100	8.05	805.00
I	Power Rake	YES	Hour **	200	19.55	3,910.00
J	Trench Box(10ft. X 20ft.), or similar	YES	Hour **	2,000	6.90	13,800.00
K	Trench Roller	YES	Hour **	2,000	13.80	27,600.00
L	Front-end Loader – min. bucket size 3 CY	YES	Hour **	2,000	49.45	98,900.00
M	Gradall 660 or equal	YES	Hour **	200	51.75	10,350.00
N	Auger - 24" diameter unit	YES	Hour **	80	115.00	9,200.00
O	Akkerman Guidance System or equal	YES	Hour **	80	115.00	9,200.00
P	Directional drill min. 80k pounds of torque w/appurtenances	YES	Hour **	160	184.00	29,440.00
Q	Fusion machine for up to 12" diameter HDPE pipe	YES	Hour **	80	28.75	2,300.00

R	Rotomiller with drum range 6' - 7'	YES	Hour **	80	230.00	18,400.00
S	Dozer (D-6)	YES	Hour **	200	63.25	12,650.00
T	Dozer (D-3)	YES	Hour **	200	32.20	6,440.00
U	Paving Machine, 8' to 12' width	YES	4 hour Period	40	345.00	13,800.00
V	Pickup Truck w/ crane	YES	Hour**	500	13.80	6,900.00
W	Street Sweeper - Vacuum Type	YES	Hour**	80	63.25	5,060.00
X	RT Crane 25 ton min.		Hour**	80	80.50	6,440.00
6.	MATERIALS (Supply purchases and subcontractor markup factor to be multiplied with estimated amount of \$250,000.00)		(1+ %) x Est. Quantity ***	\$250,000	1.05	262,500.00
TOTAL BID PRICE					\$2,097,896.00	

7.	EQUIPMENT AND LABOR AVAILABILITY				
A	Percentage, determined on a line item basis of heavy equipment listed above owned by Bidder (#"yes"/24*100)	%	95.83%		
B	Percentage, determined on a line item basis of Labor Categories listed above provided by Bidder (#"yes"/17*100)	%	88.24%		
C	Percentage of Subcontractor Categories, determined by ratio (#"self"/1*100)	%	71.43%		
	AVERAGE PERCENTAGE OF EQUIPMENT AND LABOR AVAILABILITY				85.17%

* Hours spent on site excluding travel

** Hours of actual equipment use

*** Example - a 10% markup would result in a factor of 1.10

**** Bond costs are for a one (1) year contract periods. Invoice of surety required as billing back-up.



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: **American Cancer Society**

PROJECT NAME: **Relay For Life of sussex County**

FEDERAL TAX ID: **13-1788491** 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: **The American Cancer Society's mission is to save lives, celebrate lives, and lead the fight for a world without cancer**

ADDRESS: **1315 Mt. Hermon Road, Suite D**

Salisbury **Maryland** **21804**
(CITY) (STATE) (ZIP)

CONTACT PERSON: **Ashley Webb**

TITLE: **Community Development Manager**

PHONE: **410-749-1635** EMAIL: **ashley.webb@cancer.org**

TOTAL FUNDING REQUEST: \$1,500

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 checked="" type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Infrastructure ¹ | <input type="checkbox"/> Other _____ | <input checked="" 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 ² | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Minority | <input checked="" type="checkbox"/> Other All affected by cancer | |

BENEFICIARY NUMBER

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

3,000

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.

The American Cancer Society is committed to saving lives from cancer with programs to help those fighting currently as well as ground breaking research for treatments as well as the hope that we will find a cure once and for all to cancer. Your donations help us fight every type of cancer, for individuals from all walks of life, in communities around the globe. Donations to the American Cancer Society's Relay For Life help fund programs such as Hope Lodge which provides free lodging for cancer patients receiving treatments away from home. Road To Recovery provides transportation to treatments for cancer patients. Through our local offices we provide free wigs and wig fittings for local cancer patients. The American Cancer Society participates in numerous health fairs to increase education and awareness about early detection. At each of our Relay For Life events we kick off the night with a survivor and caregiver lap following by a survivor luncheon to honor those who are or have fought cancer and their families.

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

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	
EXPENDITURES	
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. (Put amounts in as a negative)	
TOTAL EXPENDITURES	\$ 0.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	\$ 0.00

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the The Relay For Life of Sussex County 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)

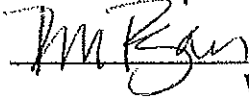
- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom 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

3/13/2020

Date



Witness

3/13/2020

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

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

867

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.

Ashley R. West
Applicant/Authorized Official

Jim Kan
Witness

Community Development Manager

Title

3-13-2020

Date

Vincent
3/19/2020



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: **Race4Warriors Inc**
PROJECT NAME: **Race4Warriors**
FEDERAL TAX ID: **EIN 83-0579793** 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: **MISSION STATEMENT**
The orchestration of an annual Race4Warriors event to honor veterans who have served in the Middle East. To provide support to our Wounded Warriors and Homeless Veterans, while educating our communities and strengthening their bonds with our veterans. Connect education with community involvement to enhance our support of veterans who have served in the Middle East.

ADDRESS:

26183 Tuscany Drive

Millsboro

(CITY)

DE

(STATE)

19966

(ZIP)

CONTACT PERSON:

CMSgt (Ret) Michael Bellerose

TITLE:

Chairman of the Board

PHONE:

603-391-8668

EMAIL:

Bellerose@Race4Warriors.o

TOTAL FUNDING REQUEST: \$2,649

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?

\$2,000

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? **5%**

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

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

BENEFICIARY CATEGORY

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

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.

Over 2.7 million service members have been deployed to the war zones of Iraq and Afghanistan since 2001. These numbers do not include our service members deployed during the Persian Gulf War, or as early as August 1982 when the Marines were deployed as part of a temporary multinational force in Lebanon. "According to the United States Department of Housing and Urban Development, the number of homeless veterans in the U.S. "was more than the combined seating capacity of the football stadiums for the Army, Navy, Air Force, Marine Corps, and Coast Guard—which together seat 123,192 people." This is a powerful image that relays the need to care about veteran homelessness" (InvisiblePeople.TV) More than 52,000 service members have been physically wounded in the current conflicts and it is estimated that as many as 400,000 service members who live with the invisible wounds of war, including combat stress, traumatic brain injury (TBI), depression, and post-traumatic stress disorder (PTSD).

The Race4Warriors nonprofit will distribute funds raised in the following manner: 35% Wounded Warriors in Delaware, 35% Homeless Veterans (Home of the Brave, Milford), 10% Fort Miles Historical Society preserving our history, 10% JROTC Scholarship Program (Impacting SIX high school JROTC programs in Sussex County) building our future, 10% will support military human resource programs through the Air Force First Sergeant Council nonprofit. 90% OF FUNDING WILL STAY IN SUSSEX COUNTY!

NOTE: In 2019 we received a Grant from Sussex County in the amount of \$2,000. These funds were used to support the Veterans Middle East Memorial. (Picture Attached) 7,132 military dog tags were purchased and will be placed within the memorial to honor every woman and man who gave the ultimate sacrifice while deployed to the Middle East. Each dog tag has the name, rank, service, place and date of their sacrifice. The grant will impact thousands of people living in Sussex County and individuals visiting our great area.

2020 GRANT: If approved, the grant funds will be used to pay the Sussex County EMS to support the event on May 16, 2020.

IT MUST BE NOTED THE RACE4WARRIORS NONPROFIT HAS NO PAID EMPLOYEES. EVERYTHING EARNED GOES TO RUNNING AND EVENT WHICH HELPS OUR COMMUNITY.

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

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	15,500
EXPENDITURES	
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. (Put amounts in as a negative)	
Audio Visual	\$3,000
Operational Expenses	\$12,362
Sussex County EMS	\$2,649
Event Operational Expenditures	\$27,560
State Park Expenditures	\$3,200
Middle East Historical Exhibit	\$10,000
TOTAL	\$58,771
TOTAL EXPENDITURES	\$ 0.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	\$ 0.00

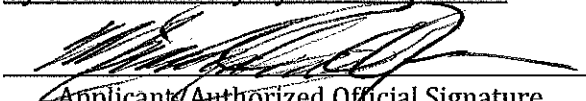
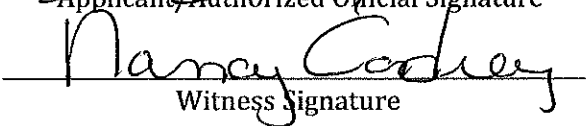
SECTION 5: STATEMENT OF ASSURANCES



If this grant application is awarded funding, the **RACE4WARRIORS** 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.
- 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


Date

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

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

[Handwritten signature]

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

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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.

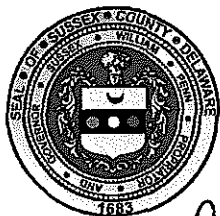
I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

[Handwritten signature]
Applicant/Authorized Official Signature

Nancy Cordrey
Witness Signature

Chairman of the Board
Title
3/9/2020
Date

Rieley
3/11/20
Rev. 02/2019



SUSSEX COUNTY GOVERNMENT
GRANT APPLICATION

Payable to: Greater Lewes Foundation

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: **Lewes Community Garden**
PROJECT NAME: **Build Community Garden**
FEDERAL TAX ID: **51-0400305** 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 space for members to garden together, to create a shared vision, to work collaboratively, and to cultivate a space for individuals and families to learn about and experience the rewards of growing organic, fresh and healthy foods. We are deeply committed to community pride and unity, teaching organic gardening methods, sharing produce with the needy and preserving open space and native habitat for biodiversity

ADDRESS: **306 West Cape Shores Drive**

Lewes

(CITY)

DE>

(STATE)

19958

(ZIP)

CONTACT PERSON: **Louis D. Papp**

TITLE: **Fundraising Chairman**

PHONE: **3026450230** EMAIL: **loudot2@verizon.net**

TOTAL FUNDING REQUEST: \$1750.00

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? **\$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? **18%**

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

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

BENEFICIARY CATEGORY

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

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.

The Lewes Community Garden when finally completed will consist of eighty(4'x8') raised beds. In our first year(2019) we built our starter garden consisting of 20 beds and plan to build another 24 this year. The garden is surrounded by a 8 foot deer/critter fence which will be expanded as we grow. The garden also includes a storage shed and several compost bins. To be added this year beside the 24 new beds will be three outdoor picnic tables, a kiosk, a native plant garden and butterfly habitat. and shade trees. Water service to the garden was installed last year.

The garden will service the "Greater Lewes" area which consists of about 33000 residents. Through communications the past year ,utilizing the Cape Gazette and various local events, we received a huge favorable response from the community. We currently have a waiting list of over 80 individuals who expressed an interest in renting beds.

Our community garden will provide access to fresh produce that will be organically farmed and have greatly reduced exposure to chemical fertilizers and harmful pesticides. It will be an area for recreation and exercise. A great place to make new friends and establish relationships across physical and social barriers. Our plans are to share a portion of our produce with those in need. We will also donate to local food banks, homeless shelters, and veteran homes.

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

REVENUE	\$2775
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$2775
EXPENDITURES	
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. (Put amounts in as a negative)	
Build twenty four(4'x8') raised beds including soil	(\$4350)
Clear remainder of garden leased lot	(\$1350)
Purchase three outdoor commercial grade picnic tables	(\$2235)
Build ramp, shelving and other organizing features for shed	(\$500)
Build a kiosk to post information.	(\$300)
Construct a native plant garden and butterfly habitat	(\$325)
Plant native shade trees as plan	(\$300)
Purchase a utility cart	(\$200)
TOTAL EXPENDITURES	(\$ 9560) \$0.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	(\$ 6785) \$0.00

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the **Lewes Community Garden** 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.
- 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.**

Louis D. Papp / Louis D. Papp

Applicant/Authorized Official Signature

Marilyn Var

Witness Signature

03/14/2020

Date

3/14/2020

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

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

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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.

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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.

LOUIS D. PAPP / *Louis D. Papp*
Applicant/Authorized Official Signature

Marilyn Vai
Witness Signature

Fundraising Chair

Title

3/14/2020

Date