



Sussex County Council Public/Media Packet

**MEETING:
June 19, 2018**

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

MICHAEL H. VINCENT, PRESIDENT
GEORGE B. COLE, VICE PRESIDENT
ROBERT B. ARLETT
IRWIN G. BURTON III
SAMUEL R. WILSON JR.



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ROBIN GRIFFITH
CLERK

Sussex County Council

AGENDA

JUNE 19, 2018

10:00 A.M.

Call to Order

Approval of Agenda

Approval of Minutes

Reading of Correspondence

Public Comments

Todd Lawson, County Administrator

1. Public Interview for Planning and Zoning Commission Nominee Holly Wingate
2. Wastewater Agreement No. 990-4
Sussex County Project No. 81-04
Ocean View Beach Club – Phase 3A Sewer
Bethany Beach Sanitary Sewer District
3. Administrator's Report

10:15 a.m. Public Hearings

Fiscal Year 2019 Budget and Related Ordinances

“AN ORDINANCE TO AMEND THE CODE OF SUSSEX COUNTY, CHAPTER 62 (“FEES”), ARTICLE VI (“RECORDER OF DEEDS”) REGARDING ONLINE DOCUMENT RETRIEVAL FEES”

ASSESSMENT ROLLS FOR SEWER AND WATER DISTRICTS

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



“AN ORDINANCE ESTABLISHING ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2019”

Hans Medlarz, County Engineer

1. Herring Creek Area Expansion of the Unified Sanitary Sewer District – Phase II

A. Approval of USDA Loan Resolution, Phase II

B. Discussion and Possible Introduction of a Proposed Ordinance entitled “AN ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$5,600,000 OF GENERAL OBLIGATION BONDS OF SUSSEX COUNTY IN CONNECTION WITH THE CONSTRUCTION AND EQUIPPING OF AN EXTENSION OF SANITARY SEWER SERVICES TO HERRING CREEK AND AUTHORIZING ALL NECESSARY ACTIONS IN CONNECTION THEREWITH”

2. 2018 Sussex County Delaware Coastal Airport, Industrial Park and Business Park Property Maintenance RFP

A. Recommendation to Award

Register of Wills Cindy Green

1. Presentation and discussion related to the storage of wills and Senate Bill No. 238

Grant Requests

1. Autism Delaware for Blue Jean Ball

2. Slaughter Neck Community Action Organization for senior center building repairs

3. Primeros Pasos Early Learning Center for tuition assistance

4. Camp Rehoboth, Inc. for Sundance 2018

5. Mid Atlantic Symphony Orchestra for 2017-2018 Concert Series

Introduction of Proposed Zoning Ordinances

Council Members' Comments

Adjourn

Sussex County Council meetings can be monitored on the internet at www.sussexcountyde.gov.

In accordance with 29 Del. C. §10004(e)(2), this Agenda was posted on June 12, 2018 at 4:30 p.m., and at least seven (7) days in advance of the meeting.

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

Agenda items listed may be considered out of sequence.

###

SUSSEX COUNTY COUNCIL - GEORGETOWN, DELAWARE, JUNE 12, 2018

A regularly scheduled meeting of the Sussex County Council was held on Tuesday, June 12, 2018, at 10:00 a.m. in the Council Chambers, Sussex County Administrative Office Building, Georgetown, Delaware, with the following present:

Michael H. Vincent	President
George B. Cole	Vice President
Robert B. Arlett	Councilman
Irwin G. Burton III	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 332 18
Amend
and
Approve
Agenda**

A Motion was made by Mr. Wilson, seconded by Mr. Arlett, to amend the agenda by deleting "Wastewater Agreement No. 1031-2" and "Recognition of Retiree Mary Sue Sharp," and to approve the agenda, as amended.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

Minutes

The minutes of June 5, 2018, were approved by consent.

**Corre-
spondence**

Mr. Moore read the following correspondence:

**BOBBIE J. BARENDS, VICE PRESIDENT AND CAMPUS DIRECTOR,
JACK F. OWENS CAMPUS, DELAWARE TECHNICAL COMMUNITY
COLLEGE, GEORGETOWN, DELAWARE.**

**RE: Letter in appreciation of contribution to 2018 Capital Campaign
Fund.**

**CLIF BAKHSH, CHAIR, THE DELAWARE GREENWING
COMMITTEE.**

**RE: Letter in appreciation of grant to the Greenwing Conservation
Festival.**

**SUZANNE BARGER, EXECUTIVE COORDINATOR, LAUREL
CHAMBER OF COMMERCE, LAUREL, DELAWARE.**

RE: Letter in appreciation of grant to the Broad Creek Bike and Brew.

**Public
Comments**

Public Comments

Kevin Burdette commented on the width of buffer areas in the County.

Dan Kramer commented on Board of Adjustment meetings and questioned the penalty for perjury.

**M 333 18
Approve
Consent
Agenda
Item**

A Motion was made by Mr. Burton, seconded by Mr. Cole, to approve the following item listed under the Consent Agenda:

**Wastewater Agreement No. 984-19
Sussex County Project No. 81-04
Coastal Club – Land Bay 6 – Phase A (Construction Record)
Goslee Creek Planning Area**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Planning
and Zoning
Commission
Appointment**

Mr. Lawson reported on the status of the vacancy on the Planning and Zoning Commission in Council District 5 (Councilman Arlett's appointment) due to the retirement of Marty Ross on June 30, 2018. Mr. Arlett advised that three individuals applied online and after the vetting process, he would like to nominate Holly Wingate for the appointment. Ms. Wingate lives in Millville and has past experience as a member of the Millville Planning and Zoning Commission. A public interview for Ms. Wingate will be scheduled on the next Council agenda.

**Town of
Delmar
Request
for
Funding**

Michael Houlihan, Mayor of Delmar, Delaware, along with State Representative Tim Dukes and Herb Frerichs of Perdue Agribusiness, discussed the relocation of Perdue's global headquarters to the north US 13 corridor in Delmar and a request to assist with infrastructure funding in the amount of \$150,000 to serve Perdue and five additional parcels in the area. Mayor Houlihan stated that the Town is offering \$125,000, and Representative Dukes advised that a verbal commitment has been received from Governor Carney for \$205,000 toward the project. Mr. Frerichs informed Council that Perdue is committed to moving forward with the relocation which will provide 200 corporate jobs as soon as possible. Additional job opportunities will be realized with infrastructure in place for the other five parcels as well. The project is expected to take approximately nine months and must be completed by 2019 or the State funding will be lost.

Mr. Lawson stated the request will be taken under consideration and placed on a future Council agenda.

**Adminis-
trator's
Report**

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

1. Sussex County Council Comprehensive Land Use Plan Workshop

The next Sussex County Council Comprehensive Land Use Plan Workshop will be held on Tuesday, June 19th, at 1:00 p.m. in Council Chambers. A copy of the agenda is attached.

2. Delaware State Police Activity Report

The Delaware State Police year-to-date activity report for May 2018 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 196 troopers assigned to Sussex County for the month of May.

3. Assistant County Engineer – Joseph J. Wright Retirement

It is with great reluctance that I announce the retirement of Assistant County Engineer Joe Wright. While Joe undoubtedly deserves to retire, we are all sad to see him leave. Joe joined the County in June 2013 after an accomplished career with the State of Delaware Department of Transportation. From the beginning, Joe fit seamlessly within the Engineering Department working under County Engineer Michael Izzo, as his personality and professionalism were always on display and became an example for all to follow. During his tenure with the County, Joe managed numerous projects and was an integral part of the airport improvements, including the \$8 million 4-22 extension project and the Taxiway A repaving and Taxiway B lighting projects.

One example of Joe's willingness to work for the betterment of the County and his peers was when he transitioned to Acting County Engineer upon Mr. Izzo's retirement in 2015. Joe served in that position for nearly three months, and I can attest to his stalwart efforts to keep the department working at a high-performance level. And for that I am personally grateful.

On behalf of a legion of grateful staff, colleagues, and peers, we want to wish Joe all the best in retirement – he certainly deserves it.

(A Tribute was presented to Mr. Wright thanking him for his service to Sussex County from June 2013 to June 2018.)

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

Insurance Coverage Recommendation

Mrs. Jennings presented a recommendation for insurance coverage, which is the second step in the Broker Request for Proposals (RFP) process for insurance coverage that was implemented this year. The first step was completed on April 17, 2018, by awarding the RFP to Alliant Insurance Services, and the second step is selecting the placements of all lines of insurance coverage. Alliant marketed the County's insurance program, obtained quotes from multiple carriers, and leveraged this position to drive the costs down. In addition to premium savings, the new carriers offer enhancements to existing coverages such as the ability to select legal counsel, increased cyber liability coverage, and replacement cost coverage for all mobile equipment. The proposal recommends two additional lines of insurance – Pollution and Fiduciary. The insurance coverage recommendation results in a net savings of \$255,000 from the County's expiring costs.

Mrs. Jennings commended Scott Agar of the Insurance Buyer's Council, representatives of Alliant, and Andrea Wall and Jen Brasure of the Accounting Division for doing a great job working together on this recommendation.

Scott Agar stated that the results of the RFP have been exemplary, noting expansion of coverage, cost savings, solid underwriters, and the many enhancements. With the vetting process, the results are very impressive.

**M 334 18
Authorize Placement of Insurance Coverage**

A Motion was made by Mr. Arlett, seconded by Mr. Burton, based on the recommendation of Alliant Insurance Services, Inc., Insurance Buyer's Council, and the Sussex County Finance Department, that the Sussex County Council authorizes the placement of insurance coverage as presented for the period of July 1, 2018, through June 30, 2019, at a cost not to exceed \$1,500,774.25.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

Request to Modify Effective Date of § 110-88 of Sussex County Code

Hans Medlarz, County Engineer, reported on a request to modify the effective date of § 110-88 of the Sussex County Code. Mr. Medlarz informed Council of an issue with one of the Code changes to Chapter 110 related to the effort of providing more affordable small residential housing units. With the effective date of the ordinance not being June 1, 2018, as initially anticipated, but July 1, the critical construction timeline for a couple of the projects was impacted. In order to allow the projects to proceed without a delay, the Engineering Department would like to modify the effective date of § 110-88 from July 1 to June 12, 2018.

**Density
and
Buffers
Discussion**

Mr. Burton discussed matters relating to density and buffers in Sussex County, providing information and examples through a PowerPoint presentation. Mr. Burton stated that the current Comprehensive Land Use Plan and the draft Land Use Plan in the process of being completed refer to the need to look at buffers and density in the County. To that end, three areas of concern were addressed to determine if Council would like to proceed with the next step in this effort.

Density

Discussion was held regarding the calculation of density in zoning districts, inclusion of tidal and nontidal wetlands in the calculation, determination of buildable area, wetlands delineation criteria, who determines and/or delineates wetlands, and where the guidelines are established.

It was agreed that Mr. Lawson will schedule a presentation with selected speakers (i.e. a local soil scientist, representatives of the State and Federal government, etc.) on a future Council agenda to discuss the process for wetlands delineation.

Buffers

Mr. Burton noted the importance of wetlands in Sussex County and expressed concern that buffers are not being utilized effectively to protect the environment, wetlands, and waterways. Discussion related to various types of wetlands that require different regulations, woodlands that are nowhere near waterways being declared as wetlands, isolated wetlands, watersheds, preservation of trees to help with flooding, and depletion of the natural habitat due to lack of sufficient buffers.

It was agreed that Mr. Lawson will schedule a presentation with selected speakers on a future Council agenda pertaining to the different kinds of wetlands and the type and size of buffers suggested for each.

Subdivision Buffers

The 20-foot buffer for all major subdivisions was discussed. Increasing buffers to 40 feet would allow for preservation and/or planting of trees, preservation of the natural habitat, and provide better separation between subdivisions to maintain the rural character of the County, the goal being to determine lands that are critical to natural resources and protect them.

An ordinance increasing the size of buffers for subdivisions from 20 feet to 40 feet will be drafted for introduction.

**Request
for
Time
Extension/
CU 2015**

Janelle Cornwell, Planning and Zoning Director, presented a request for a time extension for Conditional Use No. 2015 filed on behalf of Delaware Division of Facilities Management (Delaware State Police Troop 7). Council approval was received on June 16, 2015. Ms. Cornwell reported on the status of agency approvals and stated they are awaiting final site plan review; however, the project will not be under construction by June 16, 2018, as stipulated.

**M 335 18
Approve
Time
Extension
Request
(C/U 2015)**

A Motion was made by Mr. Arlett, seconded by Mr. Burton, that the Sussex County Council approve a one-time six-month time extension for Conditional Use No. 2015 filed on behalf of Delaware Division of Facilities Management (Delaware State Police Troop 7).

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Grant
Requests**

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

**M 336 18
Council-
manic
Grant**

A Motion was made by Mr. Cole, seconded by Mr. Arlett, to give \$500.00 from Mr. Cole's Councilmanic Grant Account to the Rehoboth Summer Children's Theatre for operating expenses.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**M 337 18
Council-
manic
Grant**

A Motion was made by Mr. Burton, seconded by Mr. Wilson, to give \$500.00 from Mr. Burton's Councilmanic Grant Account to Boy Scouts Troop One for participation in the Sea Base program.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**M 338 18
Council-
manic
Grant**

A Motion was made by Mr. Burton, seconded by Mr. Wilson, to give \$1,500.00 from Mr. Burton's Councilmanic Grant Account to the Lewes Public Library for Shakespeare Festival expenses.

Motion Adopted: 5 Yeas.

**M 338 18
(continued)**

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Introduction
of Proposed
Zoning
Ordinances**

Mr. Wilson introduced the Proposed Ordinance entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR AN INDOOR/OUTDOOR SOCCER FACILITY TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN CEDAR CREEK HUNDRED, SUSSEX COUNTY, CONTAINING 9.67 ACRES, MORE OR LESS” (Conditional Use No. 2146) filed on behalf of Jose Carrillo (Tax I.D. No. 330-15.00-10.00) (911 Address: 19008 Speed Street, Lincoln).

Mr. Cole introduced the Proposed Ordinance entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR MINI-STORAGE WITH CARETAKER RESIDENCE AND OFFICE TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 2.31 ACRES, MORE OR LESS” (Conditional Use No. 2148) filed on behalf of Sussex Farms, LLC c/o Samuel Connors (Tax I.D. No. 234-29.00-19.00) (911 Address: 26750 John J. Williams Highway, Millsboro).

Mr. Burton introduced the Proposed Ordinance entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN A MR MEDIUM DENSITY RESIDENTIAL DISTRICT FOR AN AMENDMENT OF CONDITION OF APPROVAL AND REVISE THE AREA FOR CONDITIONAL USE NO. 2012, ORDINANCE NO. 2430, TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN LEWES AND REHOBOTH HUNDRED, SUSSEX COUNTY, CONTAINING 36.647 ACRES, MORE OR LESS” (Conditional Use No. 2149) filed on behalf of Covered Bridge Trails, LLC (Tax I.D. No. 335-11.00-59.00) (911 Address: N/A).

The Proposed Ordinances will be advertised for Public Hearing.

**Council
Members’
Comments**

Council Members’ Comments

Mr. Cole questioned public comments on this date regarding the penalty for someone giving false information at Board of Adjustment meetings.

Mr. Arlett commented on Council support of an initiative by Cindy Green, Register of Wills, to expand the ability for the Register of Wills office in Sussex County to secure original wills for safekeeping as they do now in New Castle County. It was noted that Senate Bill No. 238 has been introduced in the Delaware General Assembly regarding this initiative. Mr. Lawson will schedule a presentation by Ms. Green regarding this matter on the next Council agenda.

**Public
Hearing/
CU 2128
(continued)**

There were no public comments in support of or in opposition to the application.

The Public Hearing and public record were closed.

**M 341 18
Defer
Action/
CU 2128**

A Motion was made by Mr. Cole, seconded by Mr. Arlett, to defer action on Conditional Use No. 2128 filed on behalf of Larry Martin.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Public
Hearing/
CU 2129**

A Public Hearing was held on the Proposed Ordinance entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN A GENERAL RESIDENTIAL DISTRICT FOR MINI-STORAGE BUILDINGS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN CEDAR CREEK HUNDRED, SUSSEX COUNTY, CONTAINING 11.70 ACRES, MORE OR LESS” (Conditional Use No. 2129) filed on behalf of Brian P. Lessard, Lessard Builders, Inc. (Tax I.D. No. 230-7.00-95.00, 96.00, and 97.00) (911 Address: 22754 Argos Corner Road, Lincoln).

The Planning and Zoning Commission held a Public Hearing on this application on May 24, 2018, at which time action was deferred.

(See the minutes of the Planning and Zoning Commission dated May 24, 2018.)

Janelle Cornwell, Director of Planning and Zoning, presented the application.

An Exhibit Booklet provided by the Applicant was previously distributed to Council.

The Council found that James Fuqua, Attorney; Brian Lessard, owner; and Pat Ryan with Ryan Architecture were present on behalf of the application. Mr. Fuqua discussed the proposed use of the property for 12 mini-storage buildings of various size and outdoor storage for 80 boats, RV’s, and campers; the conceptual site plan; water and sewer availability; delineated wetlands; stormwater management; other commercial activities in the area; signage; security of the area; buffers, landscaping, and fencing; office staffing and hours of operation; and the need for a modern storage facility to serve both the current and growing population in the area. It was noted that DelDOT did not require a Traffic Impact Study.

**Public
Hearing/
CU 2129
(continued)**

Mr. Fuqua stated that proposed conditions were submitted to the Planning and Zoning Commission to address issues raised by Christopher Hitchens regarding the setback and buffer from his property line, and the Applicant has agreed to make certain modifications to the site plan to address those issues.

Concerns were expressed by Council regarding the close proximity of other neighboring properties and that some accommodations should be made for them (similar to Mr. Hitchens), the 96-square-foot lighted sign, landscaping and fencing along the property line, and alignment of parking spaces to minimize impact.

Public comments were heard.

Paul Reiger commented regarding setbacks on the property, that buffers should be the same for all neighboring properties, and signage regulations in an AR versus GR district.

There were no additional public comments.

The Public Hearing and public record were closed.

**M 342 18
Defer
Action/
CU 2129**

A Motion was made by Mr. Cole, seconded by Mr. Arlett, to defer action on Conditional Use No. 2129 filed on behalf of Brian P. Lessard, Lessard Builders, Inc.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Public
Hearing/
CZ 1850**

A Public Hearing was held on the Proposed Ordinance entitled "AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A MR-RPC MEDIUM DENSITY RESIDENTIAL DISTRICT-RESIDENTIAL PLANNED COMMUNITY (EXTENSION OF CHANGE OF ZONE NO. 1471) FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 7.236 ACRES, MORE OR LESS" (Change of Zone No. 1850) filed on behalf of Swann Cove West, LLC (Tax I.D. No. 533-12.00-73.02) (911 Address: Not Available).

The Planning and Zoning Commission held a Public Hearing on this application on May 24, 2018, at which time action was deferred.

(See the minutes of the Planning and Zoning Commission dated May 24, 2018.)

**Public
Hearing/
CZ 1850
(continued)**

Janelle Cornwell, Director of Planning and Zoning, presented the application.

An Exhibit Booklet provided by the Applicant was previously distributed to Council.

Ms. Cornwell reported that an email was received from James Angus in opposition to the application.

The Council found that James Fuqua, Attorney, and Steve Gorski, Duffield Associates, were present on behalf of the application. Mr. Fuqua discussed the proposed rezoning of 7.236 acres of land for development of 20 single-family lots as an extension of and part of the existing Swann Cove West MR-RPC (Change of Zone No. 1471); history on the development of Swann Cove West; location and access points; water, sewer, and electric availability; the conceptual site plan; a right-of-way dedication along Old Mill Bridge Road; lot sizes and setbacks; sidewalks; stormwater management; density; and open space. It was noted that the Swann Cove West Homeowners Association has no objection to inclusion of the parcel. It was also noted that the site is located in an Environmentally Sensitive Development Area, and DelDOT did not require a Traffic Impact Study or Traffic Operational Analysis.

Mr. Fuqua stated that proposed conditions were submitted to the Planning and Zoning Commission.

In response to a question raised by Council in reference to the parcel appearing to be low compared to the rest of the community, Mr. Gorski stated the site will be raised two feet on average to prevent potential flooding and will basically be the same level as the existing community.

Public comments were heard.

Sandra Williams spoke in opposition to the application citing local flooding concerns as well as flooding on Old Mill Bridge Road, the inability of the clubhouse to accommodate additional members, sidewalks being inconsistent with the rest of the Swann Cove West community, and the loss of common space due to two larger lots being proposed.

There were no additional public comments.

The Public Hearing and public record were closed.

**M 343 18
Defer
Action/
CZ 1850**

A Motion was made by Mr. Cole, seconded by Mr. Arlett, to defer action on Change of Zone No. 1850 filed on behalf of Swann Cove West, LLC.

Motion Adopted: 5 Yeas.

**M 343 18
(continued)**

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**M 344 18
Adjourn**

**A Motion was made by Mr. Arlett, seconded by Mr. Cole, to adjourn at
3:06 p.m.**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

Respectfully submitted,

**Susan W. Webb
Administrative Secretary**

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

DRAFT

ENGINEERING DEPARTMENT

ADMINISTRATION	(302) 855-7718
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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

BRAD HAWKES
DIRECTOR OF UTILITY ENGINEERING

June 06, 2018

FACT SHEET

SUSSEX COUNTY PROJECT 81-04
OCEAN VIEW BEACH CLUB - PHASE 3A SEWER
AGREEMENT NO. 990 - 4

DEVELOPER:

Mr. Colby Cox
Windansea, LLC
172 Center St., Suite 204
P.O.Box 1686
Jackson Hole, WY 83001

LOCATION:

North side of Muddy Neck Road East of Beaver
Dam Road

SANITARY SEWER DISTRICT:

Bethany Beach Sanitary Sewer District

TYPE AND SIZE DEVELOPMENT:

Combination of Single family homes and
Townhouses.

SYSTEM CONNECTION CHARGES:

\$114,480.00

SANITARY SEWER APPROVAL:

Sussex County Engineering Department Plan Approval
7/29/18

Department of Natural Resources Plan Approval
07/29/13

SANITARY SEWER CONSTRUCTION DATA:

Construction Days – 12

Construction Admin and Construction Inspection Cost – \$8,633.55

Proposed Construction Cost – \$57,557.00



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ENGINEERING DEPARTMENT

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Sussex County

DELAWARE

sussexcountyde.gov

HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

BRAD HAWKES
DIRECTOR OF UTILITY ENGINEERING

June 19, 2018

PROPOSED MOTION

BE IT MOVED THAT BASED UPON THE RECOMMENDATION OF THE SUSSEX COUNTY ENGINEERING DEPARTMENT, FOR SUSSEX COUNTY PROJECT NO. 81-04, AGREEMENT NO. 990-4 THAT THE SUSSEX COUNTY COUNCIL EXECUTE A CONSTRUCTION ADMINISTRATION AND CONSTRUCTION INSPECTION AGREEMENT BETWEEN SUSSEX COUNTY COUNCIL AND "WINDANSEA, LLC." FOR WASTEWATER FACILITIES TO BE CONSTRUCTED IN "OCEAN VIEW BEACH CLUB – PHASE 3A SEWER", LOCATED IN BETHANY BEACH SANITARY SEWER DISTRICT.

ORDINANCE NO. 38
AGREEMENT NO. 990-4

TODD LAWSON
COUNTY ADMINISTRATOR



ORDINANCE NO. __

AN ORDINANCE TO AMEND THE CODE OF SUSSEX COUNTY, CHAPTER 62 (“FEES”), ARTICLE VI (“RECORDER OF DEEDS”) REGARDING ONLINE DOCUMENT RETRIEVAL FEES.

WHEREAS, Sussex County permits the public to access various online public records from the Office of the Recorder of Deeds in and for Sussex County; and

WHEREAS, Sussex County Code, Chapter 62 sets forth the fees associated with the document retrieval for these online records; and

WHEREAS, Sussex County wishes to amend the online document retrieval fee structure set forth in the Sussex County Code, as follows.

NOW THEREFORE, THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. Sussex County Code, Chapter 62, Article VI, Section 62-18 (“Enumeration of Fees”) shall be amended by the addition of the underlined language and deletion of the language in brackets, as follows:

§ 62-18. Enumeration of fees.

(a) ...

(b) ...

(c) The following fees are hereby established for [Internet search,] Internet document retrieval [and Internet printing services and payment for such services], as follows:

(1) Monthly Subscriber charges for unlimited downloading of documents:

(a) [Per index search: no charge for index search.] Single-user login fee: \$50.00.

(b) [Per page printed: \$0.25 per page.] Enterprise fee, up to 10 logins/users: \$300.00.

[(c) Monthly subscriber fee: \$50 per month.]

(2) Nonsubscriber charges: per document downloaded: \$1.00.

[(a) Per index search: no charge for index search.]

[(b) Per page printed: \$1 per page printed.]

(3) [The Recorder of Deeds shall establish a standard subscriber agreement to be signed by persons or entities desiring to execute a subscriber agreement and the payment of the monthly fee specified above, which will entitle them to print copies of documents at the discounted per page rate set

forth above.] The Recorder of Deeds shall establish a standard subscriber agreement that requires payment of a monthly fee for the subscriber option selected, entitling subscribers to download unlimited copies of documents at the monthly rate set forth above. The subscriber agreement must be executed by the subscriber(s) and may provide options for payment on a monthly, quarterly or annual basis.

(4) The Recorder of Deeds shall establish and maintain an online payment system that will permit users of the digitized document search and retrieval system to pay for services provided to them using [through the use of] debit or credit cards or other commercially acceptable electronic payment methods.

Section 2. The effective date of this Ordinance shall be July 1, 2018.

Synopsis

This Ordinance modifies the fee structure for the online document retrieval services of the Office of the Recorder of Deeds in and for Sussex County. Under this Ordinance, non-subscribers are charged \$1.00 for each document downloaded. Subscribers can sign an agreement for unlimited downloads on a monthly basis. A single-user subscriber account will cost \$50.00 per month and a multiple-user subscriber account, for up to ten users, will cost \$300.00 per month.

NOTICE OF PUBLIC HEARING

ASSESSMENT ROLLS FOR SUSSEX COUNTY DEWEY BEACH WATER DISTRICT AND THE UNIFIED SANITARY SEWER DISTRICT

The Dewey Beach Water District and the Unified Sanitary Sewer District assessment rolls for the period from July 1, 2018 through June 30, 2019 have been completed and filed in the Sussex County Billing Division located at the County Administrative Offices, 2 The Circle, Georgetown, Delaware. The assessment rolls may be reviewed in the Sussex County Billing Division between the hours of 8:30 a.m. and 4:30 p.m., local time, Mondays through Fridays, except on legal holidays recognized by the Sussex County Council.

The Sussex County Council will meet and hold a public hearing at 10:15 a.m., local time, on Tuesday, June 19, 2018, in Council Chambers, County Administrative Offices, 2 The Circle, Georgetown, Delaware to hear and consider any objections that may be made to the assessment rolls.

The proposed annual service charges used in preparing the assessment rolls are presented below.

SUSSEX COUNTY, DELAWARE	
SUMMARY OF ANNUAL SERVICE CHARGES JULY 1, 2018 – JUNE 30, 2019	
<u>District</u>	Annual Service Charge \$/EDU
DEWEY BEACH WATER	312.00
UNIFIED SEWER	292.00

The proposed annual assessment charges used in preparing the assessment rolls are presented below.

SUSSEX COUNTY, DELAWARE			
SUMMARY OF ANNUAL ASSESSMENT CHARGES JULY 1, 2018 – JUNE 30, 2019			
<u>Area</u>	Annual Assessment Charge		
	<u>Distribution Or Collection</u> \$/foot	<u>Transmission And/or Treatment</u> \$/foot	<u>Total</u> \$/foot
OCEAN WAY ESTATES I & II	2.29	.00	2.29
OCEAN VIEW EXPANSION	2.82	.86	3.68
CEDAR NECK EXPANSION	2.61	.78	3.39
NORTH MILLVILLE EXPANSION	3.92	.58	4.50
FENWICK ISLAND SEWER	.28	.04	.32
FENWICK ISLAND RT. 54 SEWER	1.04	6.02	7.06
HOLTS LANDING SEWER	.68	2.36	3.04
THE GREENS AT INDIAN RIVER SUBDISTRICT ²	5.23	2.36	7.59
LONG NECK SEWER	2.86	.19	3.05
DAGSBORO-FRANKFORD SEWER	.38	.22	.60
PRINCE GEORGE'S ACRES SUBDISTRICT ³	4.63	.22	4.85
WEST REHOBOTH SEWER EXPANSION	1.48	.84	2.32
MILLER CREEK SEWER	6.07	.57	6.64
ELLENDALE SEWER	.96	.92	1.88
NEW MARKET VILLAGE SUBDISTRICT ¹	3.97	.92	4.89
OAK ORCHARD SEWER	2.16	2.19	4.35

EXPANSION NO. 1 & CAPTAINS GRANT EXP.	2.61	1.58	4.19
BAY VIEW ESTATES SEWER	4.10	2.67	6.77
SEA COUNTRY ESTATES SEWER	4.79	.04	4.83
SOUTH OCEAN VIEW SEWER	4.88	.59	5.47
ANGOLA NECK SEWER	3.45	3.13	6.58
ANGOLA NORTH SEWER	.95	8.05	9.00
GOLF VILLAGE SEWER	1.47	0.00	1.47
WOODLANDS OF MILLSBORO SEWER	.00	.42	.42
JOHNSON'S CORNER SEWER	2.60	1.95	4.55
BLADES - CONCORD ROAD SEWER	0.00	4.24	4.24
Notes:			
<ol style="list-style-type: none"> 1. Part of Ellendale Sewer of the Unified Sanitary Sewer District. 2. Part of Holts Landing Sewer of the Unified Sanitary Sewer District. 3. Part of Dagsboro-Frankford Sewer of the Unified Sanitary Sewer District. <p>"foot" means assessable footage. "EDU" means equivalent dwelling unit.</p>			

The Sussex County Council will also consider the proposed system connection charges for the period from July 1, 2018 through June 30, 2019 for the Dewey Beach Water District; Unified Sanitary Sewer District; and the sub areas of the Unified Sanitary Sewer District known as Blades Sewer, Ellendale Sewer, Golf Village Sewer and the Woodlands of Millsboro Sewer.

The System Connection Charge shall be in addition to all other charges and assessments made in connection with the furnishing of water or sewer service and shall be billed and payable in a manner determined by the County. The proposed system connection charges are presented below.

SUSSEX COUNTY, DELAWARE			
SUMMARY OF SYSTEM CONNECTION CHARGES			
JULY 1, 2018– JUNE 30, 2019			
District	Connection Charge		Total System Connection Charge \$/EDU
	Transmission \$/EDU	Treatment \$/EDU	
DEWEY BEACH WATER	1,155	0	1,155
UNIFIED SANITARY SEWER	2,480	3,880	6,360
UNIFIED - BLADES	1,071	2,499	3,570
UNIFIED - ELLENDALE	2,400	5,600	8,000
UNIFIED - GOLF VILLAGE ²	-	-	-
UNIFIED - WOODLANDS OF MILLSBORO ³	-	-	-
Notes:			
<ol style="list-style-type: none"> 1. "EDU" means equivalent dwelling unit. 2. Amount equal to the Town of Georgetown's Impact Fee. 3. Amount equal to the Town of Millsboro's Impact Fee. 			

The Sussex County Council will also consider the one-time septic installation charge for the period from July 1, 2018 through June 30, 2019 for the Unified Sanitary Sewer District. The proposed one-time septic installation fee is presented below.

SUSSEX COUNTY, DELAWARE	
ONE-TIME SEPTIC INSTALLATION FEE	
JULY 1, 2018 – JUNE 30, 2019	
District	One-time Septic Installation Fee \$/EDU
Unified Sanitary Sewer	2,889
Notes: (1) "EDU" means "Equivalent Dwelling Unit."	

After holding the public hearing, the Sussex County Council will establish, at one of its regularly scheduled meetings, the assessment rolls to be known respectively as the "Dewey Beach Water District Assessment" and "Unified Sanitary Sewer District Assessment." Unless otherwise posted in the Office of the Clerk of the Sussex County Council, the Sussex County Council meets regularly every Tuesday at the posted time, in the County Administrative Offices, 2 The Circle, Georgetown, Delaware. After holding the public hearing, the Sussex County Council may change or amend the assessment rolls as it deems necessary or just and may confirm and adopt the assessment rolls as originally proposed, or as amended, or changed.

ORDINANCE NO.

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

THE COUNTY OF SUSSEX HEREBY ORDAINS:

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

- A. For an annual service charge: \$312.00 per EDU;

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

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

<u>Area</u>	<u>Annual Assessment Charge</u>		
	<u>Distribution Or Collection \$/foot</u>	<u>Transmission And/or Treatment \$/foot</u>	<u>Total \$/foot</u>
OCEAN WAY ESTATES I & II	2.29	.00	2.29
OCEAN VIEW EXPANSION	2.82	.86	3.68
CEDAR NECK EXPANSION	2.61	.78	3.39
NORTH MILLVILLE EXPANSION	3.92	.58	4.50
FENWICK ISLAND SEWER	.28	.04	.32
FENWICK ISLAND ROUTE 54 AREA	1.04	6.02	7.06
HOLTS LANDING SEWER	.68	2.36	3.04
THE GREENS AT INDIAN RIVER SUBDISTRICT ²	5.23	2.36	7.59
LONG NECK SEWER	2.86	.19	3.05
DAGSBORO-FRANKFORD SEWER	.38	.22	.60

PRINCE GEORGE'S ACRES SUBDISTRICT ³	4.63	.22	4.85
WEST REHOBOTH SEWER EXPANSION	1.48	.84	2.32
MILLER CREEK SEWER	6.07	.57	6.64
ELLENDALE SEWER	.96	.92	1.88
NEW MARKET VILLAGE SUBDISTRICT ¹	3.97	.92	4.89
OAK ORCHARD SEWER	2.16	2.19	4.35
EXPANSION NO. 1 & CAPTAINS GRANT EXP.	2.61	1.58	4.19
BAY VIEW ESTATES SEWER	4.10	2.67	6.77
SEA COUNTRY ESTATES SEWER	4.79	.04	4.83
SOUTH OCEAN VIEW SEWER	4.88	.59	5.47
ANGOLA NECK SEWER	3.45	3.13	6.58
ANGOLA NORTH SEWER	.95	8.05	9.00
GOLF VILLAGE SEWER	1.47	0.00	1.47
WOODLANDS OF MILLSBORO	0.00	.42	.42
JOHNSON'S CORNER	2.60	1.95	4.55
BLADES – CONCORD ROAD AREA SEWER	0.00	4.24	4.24
<u>Notes:</u> 1. Part of the Ellendale Sanitary Sewer District. 2. Part of the Holts Landing Sanitary Sewer District. 3. Part of the Dagsboro-Frankford Sanitary Sewer District. “foot” means assessable footage “EDU” means equivalent dwelling unit			

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

District	Connection Charge		Total System Connection Charge \$/EDU
	Transmission \$/EDU	Treatment \$/EDU	
DEWEY BEACH WATER	1,155	0	1,155
UNIFIED SEWER	2,480	3,880	6,360
BLADES SEWER	1,071	2,499	3,570
ELLENDALE SEWER	2,400	5,600	8,000
GOLF VILLAGE SEWER ¹	-	-	-
WOODLANDS OF MILLSBORO ²	-	-	-
<u>Notes:</u> 1. Amount equal to the Town of Georgetown's Impact Fee. 2. Amount equal to the Town of Millsboro's Impact Fee.			

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

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

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

Section 5. The annual service charge, annual assessment rate for collection and transmission and/or treatment, septic installation charge, and connection charge shall become effective July 1, 2018.

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

ORDINANCE NO.

AN ORDINANCE ESTABLISHING ANNUAL OPERATING BUDGET FOR
FISCAL YEAR 2019

THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. The Statement of Anticipated General Fund Revenues for the Fiscal Year Ending June 30, 2019 is as follows:

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2019</u>
<u>Revenues:</u>	
<u>Taxes</u>	
Real Property - County	\$ 14,078,550
Real Property - Library	1,650,660
Realty Transfer	22,500,000
Fire Service	1,400,000
Penalties and Interest	135,000
<u>Intergovernmental</u>	
Federal Grants	
Emergency Operations	160,000
Housing and Urban Development	1,604,879
Payments in Lieu of Taxes	5,700
State Grants	
Paramedic	3,892,366
Local Emergency Planning Commission	69,000
Library	341,000
Department of Health	10,000
<u>Charges for Services</u>	
Constitutional Office Fees	
Marriage Bureau	160,000
Recorder of Deeds	3,500,000
Recorder of Deeds - Maintenance	39,000
Recorder of Deeds - Town Realty Transfer Tax	50,000
Register of Wills	1,075,000
Sheriff	2,500,000

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2019</u>
General Government Fees	
Building Permits & Zoning Fees	1,880,000
9-1-1 System Fee	559,630
Manufactured Home Placement Fee	124,000
Building Inspection Fees	1,424,500
Airport Operations/Economic Development	536,000
Miscellaneous Fees	66,200
Private Road Review & Inspection Fees	1,039,550
<u>Miscellaneous Revenue</u>	
Fines and Forfeits	35,000
Investment Income	700,000
Miscellaneous Revenues	215,225
<u>Other Financing Sources</u>	
Interfund Transfers In	70,000
Appropriated Reserve	<u>14,321,000</u>
<u>Total Revenues</u>	<u>\$ 74,142,260</u>

Section 2. The Statement of Anticipated General Fund Appropriations and Expenditures for the Fiscal Year Ending June 30, 2019 is as follows:

<u>Expenditures</u>	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2019</u>
<u>General Government</u>	
County Council Administration	\$ 700,874
Legal	487,803
Finance	500,000
Assessment	2,044,869
Building Code	1,923,654
Mapping and Addressing	1,017,762
Human Resources & General Employment	910,111
Records Management	1,003,023
Building and Grounds	258,512
Information Technology	2,167,930
Constable	1,720,183
	1,192,431

<u>Expenditures (continued)</u>	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2019</u>
<u>Planning and Zoning</u>	1,830,397
<u>Paramedics</u>	16,218,192
<u>Emergency Preparedness</u>	
Administration	655,675
Emergency Operations	2,493,397
Communications	393,389
Local Emergency Planning Committee	83,355
<u>Engineering</u>	
Engineering Administration	919,348
Public Works	902,224
<u>Library</u>	
Administration	772,034
Operations	2,457,747
<u>Economic Development</u>	
Economic Development	294,236
Safety and Security	578,011
Airport and Business Park	939,637
<u>Community Development</u>	2,143,906
<u>Grant-in-aid</u>	15,196,049
<u>Constitutional Offices</u>	
Marriage Bureau	234,809
Recorder of Deeds	1,096,673
Register of Wills	694,289
Sheriff	626,240
<u>Other Financing Uses</u>	
Transfers Out	85,500
Additional Pension Contribution	10,000,000
Reserve for Contingencies	1,600,000
<u>Total Expenditures</u>	<u>\$ 74,142,260</u>

Section 3. The Tax Rate, Fireman's Enhancement Funding Program, Cluster Fees and miscellaneous fee increases from fiscal year 2018 for the Fiscal Year Ending June 30, 2019 is as follows:

- (a) County Property Tax Rate \$.4450 per \$100.00 of taxable assessed valuation.

- (b) Firemen’s Enhancement Funding Program – Building Permit surcharge of one-quarter of one percent (.25%) of construction values.
- (c) Cluster Fee for density bonus.
 - 1.) The Town Centers and Developing Areas around Greenwood, Bridgeville, Seaford, Blades, Laurel and Delmar - \$15,000 per unit in excess of two dwelling units per acre.
 - 2.) For the Town Centers and Developing Areas around Milford, Milton, Ellendale, Georgetown, Millsboro, Dagsboro, Frankford and Selbyville - \$15,000 per unit in excess of two dwelling units per acre.
 - 3.) For the Environmentally Sensitive Developing Area - \$20,000 per unit in excess of two dwelling units per acre.

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

Area	Fee Description	Fee	Unit of Measure
Public Works	Plan Review Fees - Chapter 99 - Subdivision - Flat fee for (2) reviews of submitted plans	\$2,500.00	Flat Fee
Public Works	Plan Review Fees - Chapter 99 - Subdivision - Per unit for (2) reviews of submitted plans	\$42.00	Per Unit (addition to Flat Fee)
Public Works	Plan Review Fees - Chapter 99 - Third Additional reviews - after first (2) Subdivision reviews	60%	Original Plan Review fees
Public Works	Plan Review Fees - Chapter 99 - Fourth Additional reviews - after first (3) Subdivision reviews	50%	Original Plan Review fees
Public Works	Plan Review Fees - Chapter 99 - Fifth Additional reviews - after first (4) Subdivision reviews	40%	Original Plan Review fees
Public Works	Plan Review Fees - Plan Revisions - Chapter 99 - After obtaining County approval.	\$1,000.00	Each
Public Works	Field Inspection Fees - Chapter 99	7%	Based on Accepted Construction Cost Estimates (independently verified)
Public Works	Field Inspection - Overtime - Holiday or Weekend hours	\$50.00	Per Hour
Utility Enterprise	Damage to County Infrastructure from outside sources.	Varies	Actual Cost or Equipment rates based on FEMA Schedule
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Flat fee including (2) reviews of submitted plans	\$2,000.00	Flat Fee
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Sewer District - Sewer - Per Unit including (2) reviews of submitted plans	\$20.00	Per Unit (addition to Flat Fee)
Utility Enterprise	Plan Review Fees - Chapter 110 - Sussex County Water District - Water - Flat fee including (2) reviews of submitted plans	\$1,500.00	Flat Fee

Department - Area	Fee Description	Fee	Unit of Measure
Utility Enterprise	Plan Review Fees -Chapter 110 - Third Additional reviews - after first (2) Sewer/Water plan review	60%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Chapter 110 - Fourth Additional reviews - after first (3) Sewer/Water plan review	50%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Chapter 110- Fifth Additional reviews - after first (4) Sewer/Water plan review	40%	Original Plan Review fees
Utility Enterprise	Plan Review Fees - Plan Revisions - Chapter 110 - After obtaining County approval.	\$1,000.00	Each
Utility Enterprise	Pump Station Review Fees – Chapter 110	\$2,000.00	Flat Fee including 2 reviews of submitted plans
Utility Enterprise	Field Inspection Fees - Chapter 110	15%	Based on Accepted Construction Cost Estimates (independently verified)
Utility Enterprise	Rescheduled connection inspections - each additional field inspection required due to contractor's methods, no call/no show, or cancellation within 2 hours of scheduled appointment	\$100.00	Per Occurrence
Utility Enterprise	Field Inspection - Overtime	\$50.00	Per Hour
Utility Enterprise	Sewer/Water Connection Permits	\$100.00	Per Permit
Utility Enterprise	Availability fee for Private Fire Service	\$250.00	Annually
Utility Enterprise	Waste hauler's annual septage discharge license fee	\$250.00	Annually
Utility Enterprise	Waste hauler fee - Septage Treatment Charges	\$0.070	Per gallon
Utility Enterprise	Wastewater Holding Tank Permit	\$100.00	Each
Utility Enterprise	Water Turn Off or On Fee	\$300.00	Each
Utility Enterprise	Bulk Water User Permit (Usage Fees charged separately)	\$50.00	Each
Utility Enterprise	Bulk Water Usage Fee - First 5,000 Gallons	\$25.00	5,000 Gallons
Utility Enterprise	Bulk Water Usage Fee - 5,001 Gallons and Up	\$4.00	1,000 Gallons
Utility Enterprise	Industrial Wastewater Discharge Permit	\$500.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - Permit Amendment	\$250.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - Permit Variance(s)	\$250.00	Per Issuance
Utility Enterprise	Industrial Wastewater Discharge - User Annual Monitoring Fee	\$250.00	Annually

Area	Fee Description	Fee	Unit of Measure
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 2 Acres or Less	\$500.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 2.1 - 9.9 Acres	\$750.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - 10 - 150.0 Acres	\$1,500.00	Each
Utility Enterprise	Application Fees - Extending District Boundaries - Sewer and/or Water - Over 150.0 Acres	\$2,500.00	Each
Utility Enterprise	Sewer Service Concept Evaluation Fee	\$1,000.00	Each
Utility Enterprise	Sewer Availability Fee	100%	Annual Service Charges
Utility Enterprise	Water Availability Fee	100%	Annual Service Charges

Section 5. The Statement of Anticipated Capital Project Fund Revenues and Expenditures for the Fiscal Year Ending June 30, 2019 is as follows:

<u>Revenues and Other Financing Sources</u>	<u>Amount Year Ending June 30, 2019</u>
Appropriated Reserves	\$ 6,602,500
Federal Grant	4,500,000
Interfund Transfer (RTT)	5,000,000
Investment Income	20,000
State Grant	500,000
<u>Total Revenues and Other Financing Sources</u>	<u>\$ 16,622,500</u>

Expenditures:

Administrative	
Building and Building Improvements	\$ 2,602,500
Information Technology Infrastructure	1,200,000
Land Acquisition/Improvements	1,400,000
Airport and Industrial Park	
Stormwater Improvements	400,000
Electrical Upgrades	475,000
Water Plant Improvements	250,000
Building Improvements	150,000
Aeronautical Obstruction	25,000
RW 10-28 Parallel Taxiway	5,000,000
Industrial Park Improvements	2,400,000

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2019</u>
<u>Expenditures (continued):</u>	
Engineering	
Landfill Property Acquisition	750,000
Libraries	
Infrastructure	470,000
Public Safety	
Public Safety Building	250,000
Stations and Property Acquisition	1,250,000
	<hr/>
<u>Total Capital Improvement Expenditures</u>	<u>\$ 16,622,500</u>

Section 6. The Statement of Anticipated Enterprise Fund Revenues and Expenses for the Fiscal Year Ending June 30, 2019 is as follows:

	<u>Amount Year</u> <u>Ending</u> <u>June 30, 2019</u>
<u>Revenues and Other Financing Sources</u>	
Operating Revenues	
Service Charges	\$ 22,381,017
Holding Tank Fees	300,000
Licenses, Permit, and Review Fees	960,000
Miscellaneous Fees	483,240
Non-Operating Revenues	
Assessment Charges	8,791,723
Capitalized Ord. 38 Fees	1,600,000
Connection Fees	3,282,569
Investment Results	434,620
Miscellaneous Revenues	200,000
Other Financing Sources	
Available Funds	173,973
Transfers	85,500
	<hr/>
<u>Total Revenues and Other Financing Sources</u>	<u>\$ 38,692,642</u>
<u>Expenses:</u>	
Administrative Costs	\$ 7,842,437
Operations and Maintenance Costs	13,294,400
Capital Expenditures	5,358,000
Debt Service	12,197,805
	<hr/>
<u>Total Expenses and Debt Service</u>	<u>\$ 38,692,642</u>

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

Section 8. The County Pay Plan and Salary Structure for Fiscal Year Ending June 30, 2019 shall be adopted by this Ordinance.

Grade	Minimum	Midpoint	Maximum
1	\$ 20,802	\$ 26,003	\$ 31,203
2	\$ 21,842	\$ 27,302	\$ 32,763
3	\$ 22,934	\$ 28,667	\$ 34,402
4	\$ 24,081	\$ 30,101	\$ 36,121
5	\$ 25,285	\$ 31,606	\$ 37,928
6	\$ 26,549	\$ 33,187	\$ 39,824
7	\$ 27,877	\$ 34,845	\$ 41,815
8	\$ 29,270	\$ 36,588	\$ 43,906
9	\$ 30,734	\$ 38,417	\$ 46,101
10	\$ 32,271	\$ 40,338	\$ 48,406
11	\$ 33,884	\$ 42,356	\$ 50,827
12	\$ 35,579	\$ 44,473	\$ 53,367
13	\$ 37,358	\$ 46,697	\$ 56,036
14	\$ 39,225	\$ 49,031	\$ 58,838
15	\$ 41,187	\$ 51,482	\$ 61,779
16	\$ 43,246	\$ 54,057	\$ 64,868
17	\$ 45,408	\$ 56,760	\$ 68,112
18	\$ 47,678	\$ 59,598	\$ 71,517
19	\$ 50,063	\$ 62,578	\$ 75,093
20	\$ 52,566	\$ 65,706	\$ 78,848
21	\$ 55,193	\$ 68,992	\$ 82,790
22	\$ 57,953	\$ 72,441	\$ 86,930
23	\$ 60,851	\$ 76,063	\$ 91,277
24	\$ 63,894	\$ 79,867	\$ 95,840
25	\$ 67,088	\$ 83,860	\$ 100,632
26	\$ 70,442	\$ 88,054	\$ 105,664
27	\$ 73,964	\$ 92,456	\$ 110,947
28	\$ 77,663	\$ 97,079	\$ 116,494
29	\$ 81,546	\$ 101,933	\$ 122,319
30	\$ 85,623	\$ 107,030	\$ 128,435
31	\$ 89,905	\$ 112,381	\$ 134,857
32	\$ 94,400	\$ 118,000	\$ 141,599
33	\$ 99,120	\$ 123,899	\$ 148,679
34	\$ 104,076	\$ 130,095	\$ 156,114

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

Section 10. This Ordinance shall become effective on July 1, 2018.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE NO. ADOPTED BY THE SUSSEX COUNTY COUNCIL ON THE ST DAY OF JUNE 2018.

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 George Cole, Vice President
The Honorable Samuel R. Wilson Jr
The Honorable I.G. Burton III
The Honorable Robert B. Arlett

FROM: Hans Medlarz, P.E., County Engineer
Gina A. Jennings, MPA, MBA, Finance Director

DATE: June 19, 2018

RE: **HERRING CREEK AREA OF THE UNIFIED SANITARY SEWER DISTRICT,
APPROVAL OF USDA LOAN RESOLUTION, PHASE 2
INTRODUCTION OF AN ASSOCIATED DEBT ORDINANCE**

On July 9, 2016, the voters of the proposed Herring Creek Sewer Area approved the sewer district expansion. On August 2, 2016 County Council created said Herring Creek Area expansion. On November 1, 2016, County Council approved WRA Associates, Inc.'s professional services Amendment No. 8 for Aerial Mapping & Environmental Assessment in the Herring Creek expansion area. During the same business meeting, County Council further directed the County Engineer to procure rights-of-way and prepare plans and specifications. Since then, the Engineering Department identified easement acquisitions, approached owners, ordered appraisals and secured many key easements but not all.

On March 20, 2017, the Finance Department filed an overall funding application for approximately \$20,500,000 with USDA/Rural Development, Rural Utility Service. Due to the size of the project USDA approached the County with a phasing plan. Phase 1 encompasses the pump stations and pressure mains in conjunction with the necessary the right-of-way acquisitions. Phase 2 will provide the sewer collection systems for the Herring Creek Estates, Pinewater Farms, Brandywood and Pinewater Woods subdivisions.

On June 21, 2017, the County accepted the letter of conditions and the obligating document associated with the Phase 1 in the amount of \$4,287,000 of loan and \$990,000 of grant funding. On January 30, 2018 Council approved the USDA Loan Resolution for Phase 1 and introduced the associated ordinance which was heard and approved by Council on March 13, 2018.

On June 8, 2018, the County received the letter of conditions and the obligating document associated with the Phase 2 in the amount of \$5,600,000 of loan and \$1,899,000 of grant funding. The Finance and Engineering Departments now recommend Council's approval of the USDA Loan Resolution for Phase 2 and introduction of the associated ordinance authorizing the issuance of up to \$5,600,000 of general obligation bonds of Sussex County in connection with the construction and equipping of Phase 2 of the Herring Creek Area Expansion of the Unified Sanitary Sewer District.



LOAN RESOLUTION
(Public Bodies)

A RESOLUTION OF THE _____

OF THE _____
AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A
PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS_____
FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the _____

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

pursuant to the provisions of _____; and**WHEREAS**, the Association intends to obtain assistance from the United States Department of Agriculture,
(herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921
et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event
that no other acceptable purchaser for such bonds is found by the Association:**NOW THEREFORE**, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as _____ of the _____

hereby certify that the _____ of such Association is composed of _____ members, of whom , _____ constituting a quorum, were present at a meeting thereof duly called and held on the _____ day of _____ ; and that the foregoing resolution was adopted at such meeting by the vote shown above, I further certify that as of _____ , the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been rescinded or amended in any way.

Dated, this _____ day of _____

Title _____

ORDINANCE NO. ____

AN ORDINANCE AUTHORIZING THE ISSUANCE OF UP TO \$5,600,000 OF GENERAL OBLIGATION BONDS OF SUSSEX COUNTY IN CONNECTION WITH THE CONSTRUCTION AND EQUIPPING OF AN EXTENSION OF SANITARY SEWER SERVICES TO HERRING CREEK AND AUTHORIZING ALL NECESSARY ACTIONS IN CONNECTION THEREWITH

WHEREAS, pursuant to Title 9, Delaware Code, Section 7001(a) Sussex County (the "County") has "all powers which, under the Constitution of the State, it would be competent for the General Assembly to grant by specific enumeration, and which are not denied by statute" (the "Home Rule Power");

WHEREAS, acting pursuant to its Home Rule Power, and pursuant to Title 9, Delaware Code, Chapters 65 and 67, the County has authorized the design, construction and equipping of an extension of sanitary sewer services to Herring Creek (the "Project");

WHEREAS, pursuant to Title 9, Delaware Code, Section 6706, the County is authorized to issue its bonds and to pledge its full faith and credit thereto, to finance the cost of any object, program or purpose for which the County is authorized to raise, appropriate or expend money under Chapter 67 of Title 9; and

WHEREAS, acting pursuant to the aforesaid authority, the County desires to authorize the issuance of general obligations of the County to finance the costs of the Project and for the other purposes described herein.

NOW THEREFORE THE COUNTY OF SUSSEX HEREBY ORDAINS (AT LEAST FOUR FIFTHS OF THE MEMBERS OF COUNCIL CONCURRING HEREIN):

Section 1. Amount and Purpose of the Bonds. Acting pursuant to Title 9, Delaware Code, Chapters 65 and 67, Sussex County shall issue its negotiable general obligations in the maximum aggregate principal amount not to exceed \$5,600,000 (the "Bonds") to finance or reimburse the County for a portion of the cost of the design, construction and equipping of the Project.

The monies raised from the sale of the Bonds (including the investment earnings thereon) after the payment of the costs of issuance, shall be held in one or more Project accounts and shall be expended only for the purposes authorized herein or as may otherwise be authorized by subsequent action by County Council. Authorized purposes include the costs of planning, constructing, acquiring and equipping the Project or any portion thereof; interest on the Bonds and any interim financing during the construction period and for a period of up to one year following the estimated date of completion; the reasonable costs of issuance of the Bonds and any interim financing; the repayment of temporary loans incurred with respect to the Project; and the reimbursement of authorized costs previously expended by the County from other funds.

Section 2. Security for the Bonds. The principal, interest and premium, if any,

on the Bonds may be paid by ad valorem taxes on all real property subject to taxation by the County without limitation as to rate or amount, except as limited by Title 9, Delaware Code Section 8002 (c). Pursuant to Title 9, Delaware Code, Section 6706, the full faith and credit of the County is pledged to such payment. The Bonds shall contain a recital that they are issued pursuant to Title 9, Delaware Code, Chapter 67, which recital shall be conclusive evidence of their validity and of the regularity of their issuance. While the Bonds are backed by the County's full faith and credit, it is expected that the debt service will be paid from revenues of the Herring Creek extension.

Section 3. Terms of the Bonds. The Bonds shall be sold at such prices and upon such other terms and conditions consistent with the provisions of this Ordinance and otherwise as the County Administrator shall determine to be in the best interests of the County. The Bonds shall bear interest at such rate or rates and shall mature in such amounts and at such times, but not exceeding 40 years from the date of issue of the Bonds, and shall be subject to redemption, as the County Administrator shall determine.

Section 4. Sale of the Bonds. The Bonds may be issued in one or more series and shall be sold in one or more public sales or private negotiated transactions upon such terms and conditions as the County Administrator shall determine shall be in the best interest of the County. It is anticipated that the Bonds will be sold to the United States of America, Rural Utilities Service (or any successor agency).

Section 5. Details of the Bonds. The County Administrator is authorized to determine the details of the Bonds including the following: the date or dates of the Bonds; provisions for either serial or term bonds; sinking fund or other reserve fund requirements; due dates of the interest thereon; the form of the Bonds; the denominations and designations of the Bonds; registration, conversion and transfer provisions; provisions for the receipt, deposit and investment of the proceeds of the Bonds; provisions for the replacement of lost, stolen, mutilated or destroyed Bonds; and provisions for issuing uncertificated obligations and all procedures appropriate for the establishment of a system of issuing uncertificated debt. The Bonds shall be executed by the manual or facsimile signature of the County Administrator, shall contain an impression of the County seal or a facsimile thereof and shall be attested by the manual signature of the County Clerk. The County Administrator shall determine the form of the Bonds.

Section 6. Debt Limit. It is hereby determined and certified, as of the effective date hereof, that the issuance of the Bonds is within the legal debt limit of the County.

Section 7. Further Action. The President of the County Council, the County Administrator, the Finance Director and the County Clerk are authorized and directed to take such other action on behalf of the County, as may be necessary or desirable to effect the adoption of this Ordinance and the issuance and sale of the Bonds and to provide for their security and to carry out the intent of this Ordinance, including the publication of notices and advertisements and the execution and delivery of customary closing certificates.

Section 8. Effective Date. This Ordinance shall become effective immediately upon its passage. The County Clerk is hereby directed to publish a notice of the adoption hereof in accordance with Section 7002(m)(2) of Title 9 of the Delaware Code, as amended.

SYNOPSIS: This Ordinance provides for the issuance of up to \$5,600,000 of Sussex County General Obligation Bonds in order to finance or reimburse the County for a portion of the costs for the design, construction and equipping of an extension of sanitary sewer services to Herring Creek (the "Project").

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF ORDINANCE NO. ____ ADOPTED BY THE SUSSEX COUNTY COUNCIL ON THE _____ DAY OF _____, 2018.

Robin A. Griffith
Clerk of the Sussex County Council

(Herring Creek Ordinance)

TO BE INTRODUCED

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 George B. Cole, Vice President
The Honorable I.G. Burton, III
The Honorable Robert B. Arlett
The Honorable Samuel R. Wilson, Jr.

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

RE: ***2018 Sussex County Delaware Coastal Airport, Industrial Park and Business Park Property Maintenance RFP
Award of one (1)-year Maintenance Contract***

DATE: June 19, 2018

The Sussex County Engineering Department solicited, for a second time, proposals for a one (1) year site maintenance agreement, with the option to renew annually based on satisfactory performance, for up to five (5) years for the Delaware Coastal Airport, Industrial Park and Business Park. Bid Items 1-3 involved mowing activities at the premises and were previously rejected by Council on March 20, 2018, due to insufficient competition.

On April 24, 2018, Council approved award of Base Bids 1 and 2 to Cutting Edge Lawn Care Services, Inc., for their low bid amount of \$317,160.00 and \$33,750.00, respectively, and Base Bid 3 to Layaou Landscaping, Inc., for their total low bid of \$39,500.00 for a 5-year period. Unfortunately, neither Cutting Edge Lawn Care Services, Inc. nor Layaou Landscaping, Inc could perform the services satisfactorily and the Engineering Department subsequently terminated the respective contracts for base bids 1, 2 and 3.

The Engineering Department reached out to the third lowest bidder, Creative Visions Landscaping and confirmed in writing that they would honor their overall bid for all three base bid items. Therefore, the Department is now requesting Council's concurrence in the contract terminations for non-performance and award for base bids 1, 2 and 3 in the annual not to exceed amount of \$70,506.10, \$9,930.00 and \$23,329.40, respectively for the first-year maintenance to Creative Visions Landscaping. If their performance is satisfactory, the Engineering Department would award an additional year, for up to 5 years, at the same unit cost per cut. Partial funding for this contract has been approved in the Fiscal Year 2019 budget. Funding for subsequent years will be budgeted accordingly.



Memo

To: Sussex County Council
From: Cynthia Green, Register of Wills
CC:
Date: 6/15/2018
Re: SB 238 – Deposit of Original Wills

This memo is to provide you with a brief overview of my discussion on Tuesday, June 19, 2018.

Sussex County Register of Wills is interested in getting on board with New Castle County in the depositing of original Wills for customers in Sussex County. There will be a minimal fee to the customer and a meeting would be required for the customer or attorney to provide us with the Will. I plan to send a couple of my staff to New Castle County to find out the proper procedures once this Bill is approved.

There will be costs incurred to get this up and going. We have to purchase a waterproof, fireproof filing cabinet and specific envelopes for the Wills to be stored in. once the Bill is approved I plan to have some of my staff visit New Castle County to see the proper procedures necessary to implement this.

This is a service to our customers of Sussex County. We have had many inquiries during my term as the Register of why we do not have the capability to store Wills for customers.

Thank you.

Cindy Green



SPONSOR: Sen. Richardson & Sen. Pettyjohn & Rep. Wilson
Sen. Hocker; Rep. Baumbach

DELAWARE STATE SENATE
149th GENERAL ASSEMBLY

SENATE BILL

AN ACT TO AMEND TITLE 12 OF THE DELAWARE CODE RELATING TO THE REGISTER OF WILLS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

1 Section 1. Amend § 2513, Title 12 of the Delaware Code by making deletions as shown by strike through and
2 insertions as shown by underline as follows:

3 § 2513. Deposit of original wills with Register in New Castle County and Sussex County.

4 (a) An original will may be deposited by any testator, testatrix, attorney-in-fact or attorney-at-law for safekeeping
5 in the office of the Register of Wills for New Castle County or Sussex County upon payment of a fee of \$5.

6 (e) The Register, upon receipt of notice of death and an affidavit of the proposed personal representative which
7 alleges that, at the time of the decedent's death, the decedent was not a resident of ~~New Castle County~~ the county in which
8 the will was deposited at the time of the decedent's death, shall deliver the will to the probate officer or Register of Wills for
9 the county or state where the decedent is alleged to have resided at the decedent's death.

10 (h) The fee to be paid the Register may be increased or reduced by the ~~New Castle County Council~~ county council
11 in which the will was deposited, at ~~its~~ the county council's election.

SYNOPSIS

Under current law, a person may deposit, for a fee, an original will with the Register of Wills in New Castle County for safekeeping. The person is not required to be a resident of New Castle County, but only the New Castle County Register of Wills is authorized to store original wills.

This Act expands current law to authorize the Register of Wills in Sussex County to similarly store original wills.

Author: Senator Richardson



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: **Autism Delaware**

PROJECT NAME: **Blue Jean Ball**

FEDERAL TAX ID: **20-2110190** 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: **Autism Delaware's mission is to help people and families affected by autism.**
Our vision is that all people with autism have opportunities to learn, grow and live full lives as included and valued members of their communities.

ADDRESS: **17517 Nassau Commons Blvd.**
Unit 1
Lewes DE 19958
(CITY) (STATE) (ZIP)

CONTACT PERSON: **Deanna Principe**
TITLE: **Events Manager**
PHONE: **302-563-3026** EMAIL: **deanna.principe@delautism.org**

TOTAL FUNDING REQUEST: \$2000

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

If YES, how much was received in the last 12 months? **\$2000**

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 type="checkbox"/> Other | <input type="checkbox"/> Educational |

BENEFICIARY CATEGORY

- | | | |
|--|--|-----------------------------------|
| <input checked="" 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 type="checkbox"/> Other | |

BENEFICIARY NUMBER

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

1000+

SECTION 3: PROGRAM SCOPE

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

The Blue Jean Ball helps to fund both family support services and adult vocational services in Sussex County.

Our family support services include taking calls from families with newly diagnosed children and helping them to navigate the programs and services needed for their individual child. We also help families with school aged children with educational and behavioral services and attend school IEP meetings when requested. Our adult vocational program called Productive Opportunities for Work & Recreation or POW&R for short, helps adults with autism get and keep jobs - helping them to become tax-paying, valued members of their community.

Autism Delaware is committed to serving each individual with autism as an individual. Each person with autism has a variety of individualized needs and services, each very different. Because of our individualized approach, state and federal subsidies do not cover the gap in the cost of providing such services.

Organizations such as the Sussex County Council help to fill the gaps for our children and adults.

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	63,077.00
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)	
Operating Cost: including food & beverage, venue, entertainment, etc.	-\$ 20,000.00
TOTAL EXPENDITURES	-\$ 20,000.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	\$ 43,077.00

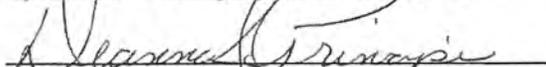
SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Autism Delaware agrees that:
(Name of Organization)

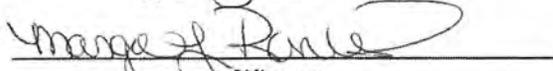
- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. 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

6/5/18
Date


Witness

6-5-18
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 initials]

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.

[Signature]
Applicant/Authorized Official

Events Manager
Title

[Signature]
Witness

4/5/18
Date

Burton
6-05-18



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Slaughter Neck Community Action Organization

PROJECT NAME: Maintenance & Grounds

FEDERAL TAX ID: 51-0109444 NON-PROFIT: YES NO

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

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

ORGANIZATION'S MISSION:

ADDRESS:

2294 Slaughter Neck Rd
22942

Lincoln
(CITY)

De.
(STATE)

19960
(ZIP)

CONTACT PERSON:

Vance Griffin Daniels

TITLE:

President

PHONE:

302-260-4437 EMAIL: Yor21948@Aol.Com

TOTAL FUNDING REQUEST: _____

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)

- Fair Housing
 Infrastructure¹

- Health and Human Services
 Other _____

- Cultural
 Educational

BENEFICIARY CATEGORY

- Disability & Special Needs
 Elderly Persons
 Minority

- Victims of Domestic Violence
 Low to Moderate Income²
 Other _____

- Homeless
 Youth

BENEFICIARY NUMBER

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

1,000

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.

This request is for our Senior Center building. I am requesting funds for the upkeep of Maintenance + Grounds. that is dire need of repairs. Anything you can do to help our Center will be greatly appreciated. Some of the Problems we have are: roof is leaking, causing the tile in the store room to come up, tile in hall need to be replaced, just to name a few items.

We're asking for \$1,500.00

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)	
<i>Total Operating Expenses 42,500.00</i>	
<i>Includes Personnel 19,520.00</i>	
<i>Utilities , other expenses</i>	
<i>Supplies</i>	
<i>Professional Fees</i>	
<i>Payroll Taxes</i>	
<i>Repairs + Maintenance</i>	
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 Slaughter Neck Community Action 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.

N/A

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

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

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

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

SECTION 5: STATEMENT OF ASSURANCES (continued)

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

Vance H. Daniels
Applicant/Authorized Official

6/4/18
Date

Lashon D. Harris
Witness

6/4/18
Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

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



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

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.

Vance B. Daniels (Sr.)
Applicant/Authorized Official

President
Title

Leslyn D. Harris
Witness

June 4, 2018
Date

Burton
6/11/18



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Primeros Pasos Early Learning Center

PROJECT NAME: Tuiton Assistance

FEDERAL TAX ID: 51-0375288 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: Since 1996, Primeros Pasos has provided safe, affordable and nurturing care and educational support for children in the Georgetown area who would otherwise not have the opportunity for this experience. The mission of Primeros Pasos Early Learning Center is to provide a high quality education in a culturally diverse environment for all children.

ADDRESS: 20648 Savannah Road

Georgetown DE 19947
(CITY) (STATE) (ZIP)

CONTACT PERSON: Mary Lou Tietz

TITLE: Development Manager

PHONE: 302-539-0793 EMAIL: maryloutietz@yahoo.com

TOTAL FUNDING REQUEST: \$1,000.00

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

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

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

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

If YES, approximately what percentage of the project's funding does the Council grant represent? <1%

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 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 checked="" type="checkbox"/> Low to Moderate Income ² | <input checked="" type="checkbox"/> Youth |
| <input type="checkbox"/> Minority | <input type="checkbox"/> Other _____ | |

BENEFICIARY NUMBER

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

125

SECTION 3: PROGRAM SCOPE

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

Since 1996, Primeros Pasos has provided safe, affordable and nurturing care and educational support for children in the Georgetown area who would otherwise not have the opportunity for this experience. The mission of Primeros Pasos Early Learning Center is to provide a high quality education in a culturally diverse environment for all children. Many of our students come to us understanding and speaking only Spanish. Our bilingual staff gives the children a sense of security when they know they can understand what is being said to them. Most of the children enrolled in the Early Learning Center come from families residing in the area of Georgetown and the surrounding communities. Their parents typically work in beginning-level jobs that pay little more than minimum wage. Families are referred to Primeros Pasos by friends, area churches, and the public school system.

After operating for 10 years out of the basement of St. Paul's Episcopal Church in Georgetown, in 2017 Primeros Pasos finally realized its dream of opening a new, 4,000 sq. ft., state-of-the-art Early Learning Center on Savannah Road. The center is licensed for up to 47 children ages 12 weeks to 12 years. Primeros Pasos participates in Delaware STARS for Early Success, a program initiated by the Delaware Early Childhood Council to ensure that all children enter school ready to succeed. Following the opening of our new Early Learning Center in 2017, Primeros Pasos was evaluated and awarded the highest 5 Star rating by Delaware STARS.

Tuition costs for most of the children at Primeros Pasos are paid from a voucher program that is awarded to families due to their low-income status. 40% of students at Primeros Pasos come from families with single mothers as heads-of-household. Affordable child care and education is a necessity for these parents, who would be unable to retain their jobs if they did not have access to a safe, secure early care and education center for their children each day. When an emergency such as illness or job loss takes place, parents can count on Primeros Pasos to provide their children with an outstanding pre-school curriculum, critical to ensuring that they are prepared to enter the public school system. A grant from Sussex County would help Primeros Pasos offset these costs.

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	463,929.00
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)	
Personnel Costs	-\$ 367,067.00
Building Operations	-\$ 31,890.00
Insurance & Fees	-\$ 16,331.00
Office Expenses	-\$ 3,955.00
Occupancy	-\$ 18,115.00
Accounting	-\$ 5,800.00
Supplies	-\$ 11,040.00
Contingency	-\$ 10,731.00
TOTAL EXPENDITURES	-\$ 464,929.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	-\$ 1,000.00

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Primeros Pasos Early Learning Center 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.**

Mary Lou Tietz
Applicant/Authorized Official

5/12/18
Date

Sandy Baker
Witness

5/12/18
Date

Completed application can be submitted by:

Email: gjennings@sussexcountype.gov

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

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

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

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

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

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

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

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

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

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

Mary Lou Tietz
Applicant/Authorized Official

Development Manager
Title

Sandy Baker
Witness

5/12/18
Date

*Wilson
6/12/18*



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: CAMP Rehoboth, Inc

PROJECT NAME: Sundance 2018

FEDERAL TAX ID: 51-0331962 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:

CAMP Rehoboth is a 501(c)(3) nonprofit community service organization dedicated to creating a more positive environment in Rehoboth Beach and its related communities. We seek to promote cooperation and understanding among all people, as we work to build a safer and more inclusive community with room for all.

ADDRESS: 37 Baltimore Ave

Rehoboth Beach DE 19971
(CITY) (STATE) (ZIP)

CONTACT PERSON: Murray Archibald

TITLE: Interim Executive Director

PHONE: 302-227-5620 EMAIL: murray@camprehoboth.com

TOTAL FUNDING REQUEST: \$5,000

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? 3%

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

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

BENEFICIARY CATEGORY

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

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:
1500

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.

Now in its 31st year, CAMP Rehoboth presents Sundance 2018—Rainbow XXXI: In the Name of Love (in memory of Steve Elkins), a two-day celebration over Labor Day weekend at the Rehoboth Beach Convention Center. Funds raised from this weekend support all of the programs of CAMP Rehoboth. 250 volunteers work in support of this event. Net funds raised are estimated to be between \$115,000-\$150,000. These funds apply towards CAMP Rehoboth General Operating Expenses.

Who is CAMP Rehoboth: CAMP Rehoboth seeks to promote community well-being on all levels; to foster the development of community groups; to develop community space; to promote human and civil rights; to work against prejudice and discrimination; to lessen tensions among the community at large; and to help foster the economic growth of the area.

CAMP Rehoboth works toward these ends through activities such as the following:

Fundraising for other non-profit organizations, such as AIDS service organizations, gay, lesbian, bisexual and transgender community organizations, recycling programs, environmental projects, literacy training, and other ventures for the general betterment of the community.

Networking resources and information by publishing a magazine/newsletter, and functioning as an alternative tourist bureau and information center.

Promoting artistic expressions and creative thinking, and giving aid to artists and craftspeople with an emphasis on the works of lesbians and gay men in both its CAMPus and other venues.

Education and outreach to the larger community, including sensitivity training seminars, and printed materials to promote positive images of gay and lesbian people and others.

Promoting political awareness to build a safe and inclusive community through voter information, education, and registration; and analysis of issues and candidates.

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	237,562.00
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)	
2017 facilities/rent	-\$ 11,316.00
2017 production	-\$ 68,487.00
2017 food and beverage	-\$ 7,380.00
2017 marketing promotion/postage	-\$ 11,540.00
2017 talent/support	-\$ 8,812.00
2017 stewardship	-\$ 6,311.00
2017 materials	-\$ 4,977.00
TOTAL EXPENDITURES	-\$ 118,823.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	\$ 118,739.00

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the CAMP Rehoboth 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

6/8/2018

Date



Witness

6/8/2018

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

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

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

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

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

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

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

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

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

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

Applicant/Authorized Official

Witness

EX. Director CAAP Rehabilitation
Title

6-8-18
Date

*Cole
6/12/18*



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: Mid-Atlantic Symphony Orchestra

PROJECT NAME: 2017-18 Concert Series

FEDERAL TAX ID: 52-2308928 NON-PROFIT: YES NO

52-2308928

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

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

ORGANIZATION'S MISSION: The mission of the Mid-Atlantic Symphony Orchestra is to "enrich life in the Mid-Atlantic region through the power of classical music."

ADDRESS: P.O. Box 3381

Easton MD 20601
(CITY) (STATE) (ZIP)

CONTACT PERSON: Mary Lou Tietz

TITLE: Development Manager

PHONE: 302-539-0793 EMAIL: maryloutietz@yahoo.com

TOTAL FUNDING REQUEST: \$1,500.00

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

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

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

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

If YES, approximately what percentage of the project's funding does the Council grant represent? <1%

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

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

BENEFICIARY CATEGORY

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

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:
1,500

SECTION 3: PROGRAM SCOPE

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

The Mid-Atlantic Symphony Orchestra (MSO) is a regional company of professional musicians of the highest caliber dedicated to keeping the orchestral art form alive and active in the Mid-Atlantic region. We perform a repertoire of classical and modern compositions in venues across the area and have become an integral part of the cultural life on the Eastern Shore and in Sussex County. The MSO is the only professional orchestra presenting a season subscription series each year in this region. The MSO season includes five concerts given at each of our three venues in Ocean View, DE, and Ocean Pines and Easton, MD, plus special annual performances in Fenwick Island. More than 1,500 people attend MSO concerts annually in Sussex County. Our audiences most appreciate the fact that they have a professional orchestra available locally, at a reasonable cost, so they do not have to travel to a major city to hear quality classical music.

Operating funds for the 2017-18 season, the MSO's 20th Anniversary of performing in the mid-Atlantic region, have brought several outstanding programs to Sussex County patrons at our regular venue at Mariner's Bethel Church in Ocean View. We are thrilled to have performed such symphonies as Bizet's Symphony No. 1, Brahms' Symphony No. 4, and Mahler's Symphony No. 4. The MSO welcomed such tremendous artists as Virgil Boutellis-Taft, the Baltimore Symphony's Phil Munds, and Leon Fleisher, one of the world's greatest musical legends.

Each MSO concert costs upwards of \$30,000 to carry out, including costs for musicians, venue rental, rehearsal space, music rental, and advertising. The support of the community, individuals, and businesses is vital to the livelihood of the MSO, since ticket sales only account for about a third of our operating budget. In order to bring artists of the highest caliber to our region, the MSO relies upon contributions from corporate sponsors and local government agencies to help us meet our annual budget. A contribution from the Sussex County Council would help ensure that the MSO is able to meet its operating budget and continue to provide a quality arts experience to county residents of all ages. By partnering with the MSO, the Sussex County Council demonstrates its commitment to the arts, and assists the MSO in furthering our mission to "enrich life in the mid-Atlantic region through the power of classical music."

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	262,800.00
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)	
Salaries/Services	-\$ 93,000.00
Concert Costs	-\$ 139,100.00
Advertising/Marketing	-\$ 3,000.00
Fees	-\$ 2,700.00
Printing	-\$ 9,200.00
Mailing/Supplies/Phone	-\$ 3,700.00
Dues/Insurance/Reserve	-\$ 11,800.00
Technology	-\$ 1,800.00
TOTAL EXPENDITURES	-\$ 264,300.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	-\$ 1,500.00

SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Mid-Atlantic Symphony Orchestra 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.**

Mary Lou Tietz
Applicant/Authorized Official

5/12/18
Date

Jeffrey Parker
Witness

5/12/18
Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

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

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

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.

Mary Lou Tietz
Applicant/Authorized Official

Development Manager
Title

Jeffrey Parker
Witness

May 12, 2018
Date

Cole
6/12/18

To Be Introduced 06/19/18

**Council District No. 3 - Burton
Tax I.D. No. 230-21.00-12.01 (portion of)
911 Address 10449 Cedar Creek Road, Lincoln**

ORDINANCE NO. ____

AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A LAWNMOWER AND SMALL ENGINE REPAIR BUSINESS TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN CEDAR CREEK HUNDRED, SUSSEX COUNTY, CONTAINING 0.83748 ACRES, MORE OR LESS

WHEREAS, on the 8th day of June 2018, a conditional use application, denominated Conditional Use No. 2150 was filed on behalf of Leo Sweeney; and

WHEREAS, on the ____ day of _____ 2018, a public hearing was held, after notice, before the Planning and Zoning Commission of Sussex County and said Planning and Zoning Commission recommended that Conditional Use No. 2150 be _____; and

WHEREAS, on the ____ day of _____ 2018, a public hearing was held, after notice, before the County Council of Sussex County and the County Council of Sussex County determined, based on the findings of facts, that said conditional use is in accordance with the Comprehensive Development Plan and promotes the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of Sussex County, and that the conditional use is for the general convenience and welfare of the inhabitants of Sussex County.

NOW, THEREFORE, THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. That Chapter 115, Article IV, Subsection 115-22, Code of Sussex County, be amended by adding the designation of Conditional Use No. 2150 as it applies to the property hereinafter described.

Section 2. The subject property is described as follows:

ALL that certain tract, piece or parcel of land, lying and being situate in Cedar Creek Hundred, Sussex County, Delaware, and lying on the northeast side of Cedar Creek Road (Route 30) approximately 0.788 mile north of Jefferson Road. and being more particularly described in the attached legal description prepared by Moore and Rutt, PA, said parcel containing 0.83748 acres, more or less.

This Ordinance shall take effect immediately upon its adoption by majority vote of all members of the County Council of Sussex County, Delaware.

To Be Introduced 06/19/18

**Council District No. 4 - Cole
Tax I.D. No. 134-11.00-805.01
911 Address: N/A**

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE COMPREHENSIVE ZONING MAP OF SUSSEX COUNTY FROM AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT TO A CR-1 COMMERCIAL RESIDENTIAL DISTRICT FOR A CERTAIN PARCEL OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 0.51646 ACRES, MORE OR LESS

WHEREAS, on the 8th day of June 2018, a zoning application, denominated Change of Zone No. 1863 was filed on behalf of Triumpf I, LLC and

WHEREAS, on the ____ day of _____ 2018, a public hearing was held, after notice, before the Planning and Zoning Commission of Sussex County and said Planning and Zoning Commission recommended that Change of Zone No. 1863 be _____; and

WHEREAS, on the ____ day of _____ 2018, a public hearing was held, after notice, before the County Council of Sussex County and the County Council of Sussex County has determined, based on the findings of facts, that said change of zone is in accordance with the Comprehensive Development Plan and promotes the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of Sussex County,

NOW, THEREFORE, THE COUNTY OF SUSSEX HEREBY ORDAINS:

Section 1. That Chapter 115, Article II, Subsection 115-7, Code of Sussex County, be amended by deleting from the Comprehensive Zoning Map of Sussex County the zoning classification of [AR-1 Agricultural Residential District] and adding in lieu thereof the designation CR-1 Commercial Residential District as it applies to the property hereinafter described.

Section 2. The subject property is described as follows:

ALL that certain tract, piece or parcel of land lying and being situate in Baltimore Hundred, Sussex County, Delaware, and lying on the west side of Roxanna Road, approximately 1,040 feet south of Atlantic Avenue and being more particularly described in the attached legal description prepared by Thomas & Libowitz, P.A., said parcel containing 0.51646 acres, more or less.

This Ordinance shall take effect immediately upon its adoption by majority vote of all members of the County Council of Sussex County, Delaware.