



Sussex County Council Public/Media Packet

**MEETING:
July 31, 2012**

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**Sussex County Council
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Georgetown, DE 19947
(302) 855-7743**



SUSSEX COUNTY COUNCIL

AGENDAS & MINUTES

SUSSEX COUNTY COUNCIL

A G E N D A

JULY 31, 2012

10:00 A.M.

Call to Order

Approval of Agenda

Approval of Minutes

Reading of Correspondence

Todd Lawson, County Administrator

1. Administrator's Report

Jim Hickin, Director of Airport & Industrial Park Operations

1. Review & Approval of Airport Policies

Susan Webb, Finance Director

1. Delaware Transit Corporation Program Budget Request

Robert Stuart, Director of EMS

1. Paramedic Station 104/100 – Lease Renewal Correction/Clarification

Juel Gibbons, Project Manager

1. Airport Wetland Mitigation Project – Contract 11-06
 - A. Change Orders Nos. 1 and 2
2. Inland Bays Regional Wastewater Facility Expansion, Phase 2A Pole Building – Contract 12-09
 - A. Change Orders Nos. 1 and 2

**3. Inland Bays Regional Wastewater Facility Expansion, Phase 2A
Spray Rig Expansion – Contract 12-11**

A. Final Change Order

B. Substantial Completion

Grant Requests

- 1. Immanuel House of Praise Church for Community Outreach Day**
- 2. City of Seaford Police Department for Community Night Out**
- 3. Coverdale Crossroads Community Council for Summer
Enrichment/Cultural Program**

Introduction of Proposed Zoning Ordinances

Any Additional Business Brought Before Council

**Executive Session – Job Applicants’ Qualifications, Personnel, Pending/Potential
Litigation, and Land Acquisition pursuant to 29 Del. C. §10004(b)**

Possible Action on Executive Session Items

**12:30 p. m. Luncheon - Sussex County Association of Realtors at Sussex Pines
Country Club, Georgetown**

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 July 24, 2012 at 4:35 p.m., at the time it was prepared by the County Administrator and at least seven (7) days in advance of the meeting. This Agenda 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, JULY 24, 2012

A regularly scheduled meeting of the Sussex County Council was held on Tuesday, July 24, 2012, at 10:00 a.m., in the Council Chambers, Sussex County Administrative Office Building, Georgetown, Delaware, with the following present:

Michael H. Vincent	President
Samuel R. Wilson, Jr.	Vice President
George B. Cole	Councilman
Joan R. Deaver	Councilwoman
Vance Phillips	Councilman
Todd F. Lawson	County Administrator
Susan M. Webb	Finance Director
Everett Moore	County Attorney

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

**Call to
Order**

Mr. Vincent called the meeting to order.

**M 389 12
Amend
and
Approve
Agenda**

A Motion was made by Mrs. Deaver, seconded by Mr. Wilson, to amend the Agenda by deleting "Executive Session - Job Applicants' Qualifications, Personnel, Pending/Potential Litigation, and Land Acquisition" and "Possible Action on Executive Session Items"; and to approve the Agenda, as amended.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea

Minutes

The minutes of July 17, 2012 were approved by consent.

**Food
Bank of
Delaware**

Mr. Lawson announced the Council's financial support of the Food Bank of Delaware's capital campaign. Funding will be used for a \$2.8 million expansion of the Food Bank's Milford facility which will increase their warehouse space, construct a culinary school and provide backpacks to needy school children.

Patricia Beebe, President and CEO of the Food Bank of Delaware, announced a September 17th groundbreaking of the Food Bank of Delaware's Milford Branch expansion project. Mrs. Beebe introduced Chad Robinson who was recently hired as the Branch Manager of the Food Bank's Milford facility.

(continued) The Council presented a check to the Food Bank of Delaware in the amount of \$25,000.

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

trator's
Report

1. DelDOT 2013-2018 Capital Transportation Program

Sussex County residents are reminded to submit their comments for the upcoming 2013-2018 Capital Transportation Program request by this Friday, July 27th. Residents and property owners with ideas for improving the local transportation network and other related infrastructure can go on the County's website to submit their suggestions. The Administration will review all suggestions and compile a draft report for the County Council's consideration in late August before submitting it to DelDOT in September.

Mrs. Deaver questioned if there was any news on the Metropolitan Planning Organization's (MPO) idea for Sussex County. Mr. Lawson responded that he has met with DelDOT officials regarding this item and he reported that DelDOT is reaching out to federal officials to get more information as to the process and the decisions behind the MPO's expansion. He stated that he has asked DelDOT, once they have obtained this information, to make a presentation to the Council.

Mr. Cole referenced the Council's future presentation to DelDOT regarding the Capital Transportation Program and he commented on the locations of the DART bus stops, i.e. on road sides, along Coastal highway, etc.

Wastewater Mr. Godwin presented wastewater agreements for the Council's Agreement consideration.

M 390 12 A Motion was made by Mr. Cole, seconded by Mrs. Deaver, based upon the Approve recommendation of the Sussex County Engineering Department, for Sussex Wastewater County Project No. 81-04, Agreement No. 889, that the Sussex County Agreement/ Council execute a Construction Administration and Construction The Inspection Agreement between Sussex County Council and Bay Twenty, Woods at LLC, for wastewater facilities to be constructed in The Woods at Johnson's Johnson's Corner, A/K/A Fenwick Hamlet, A/K/A Fox Haven, Phase 1, located in the Corner Johnson's Corner Sanitary Sewer District.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea

M 391 12
Approve
Wastewater
Agreement/
Waters
Run

A Motion was made by Mr. Cole, seconded by Mr. Phillips, based upon the recommendation of the Sussex County Engineering Department, for Sussex County Project No. 81-04, Agreement No. 634-1, that the Sussex County Council execute a Construction Administration and Construction Inspection Agreement between Sussex County Council and Waters Run Development Group, LLC, for wastewater facilities to be constructed in Waters Run – Phase 1B, located in the Fenwick Island Sanitary Sewer District.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

Proposed
Lochwood
Chapter 96
Sussex
Community
Improve-
ment
Project

Patti Deptula, Director of Special Projects, reported on the Proposed Lochwood Chapter 96, Sussex Community Improvement (SCI) Project. Mrs. Deptula reported that, on May 15, 2012, the Council approved a Resolution establishing a date, time, place and judge for an election to consider the project. The Resolution also approved an estimated annual assessment of \$324.43 per buildable property for a 15 year time period. On June 28, 2012, the election was held and the vote was certified as favorable to proceed with the project with ninety-six (96) Yes votes cast and forty-one (41) No votes cast out of a total of 244 possible votes. Construction is planned for the Spring of 2013.

M 392 12
Adopt
R 013 12

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, to Adopt Resolution No. R 013 12 entitled “A RESOLUTION AUTHORIZING THE SUSSEX COUNTY ENGINEER TO PERFORM IMPROVEMENTS AND THE SUSSEX COUNTY ENGINEER AND FINANCE DIRECTOR TO DETERMINE A UNIFORM ASSESSMENT RATE FOR BILLING UPON SUBSTANTIAL COMPLETION OF THE IMPROVEMENTS FOR THE LOCHWOOD CHAPTER 96 SUSSEX COMMUNITY IMPROVEMENT PROJECT”.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

Old
Business/
C/U
No. 1930

The Council discussed Conditional Use No. 1930 filed on behalf of Penn Central, LLC.

The Planning and Zoning Commission held a Public Hearing on this application on May 10, 2012 at which time action was deferred. On May 31, 2012, the Commission deferred action again. On June 21, 2012, the Commission recommended that the application be approved with the following conditions:

**Old
Business/
C/U
No. 1930
(continued)**

1. No more than 3 units shall be constructed upon the property.
2. This recommendation for no more than 3 units is also contingent upon the approval of that number of units from the Sussex County Board of Adjustment. Such a variance is not required if only two units are constructed.
3. The development shall be served as part of a Sussex County Sanitary Sewer District, and the developer shall comply with all County Engineering Department requirements for connections and possible upgrades to the system necessary for service to these units.
4. Construction, site work, grading, and deliveries of construction materials, landscaping materials and fill on, off or to the property shall only occur during the hours between 8 a.m. and 6 p.m., Monday through Saturday.
5. The units shall be served by central water.
6. All entrances shall be designed and completed in accordance with DelDOT regulations.
7. The Final Site Plan shall include a landscape plan. The large pine trees along the southern boundary of the property shall be depicted on the Final Site Plan and retained on the site.
8. The Final Site Plan shall identify all parking areas and spaces for the multi-family units.
9. The Final Site Plan shall be subject to approval of the Planning and Zoning Commission.

**M 393 12
Adopt
Ordinance
No. 2272
(C/U
No. 1930)**

A Motion was made by Mr. Phillips, seconded by Mr. Wilson, to Adopt Ordinance No. 2272 entitled "AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN A B-1 NEIGHBORHOOD BUSINESS DISTRICT FOR A MULTI-FAMILY DWELLING STRUCTURE (3 UNITS) TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 8,030 SQUARE FEET, MORE OR LESS" (Conditional Use No. 1930 filed on behalf of Penn Central, LLC, with the following conditions:

1. No more than 3 units shall be constructed upon the property.
2. This recommendation for no more than 3 units is also contingent upon the approval of that number of units from the Sussex County Board of Adjustment. Such a variance is not required if only two units are constructed.
3. The development shall be served as part of a Sussex County Sanitary Sewer District, and the developer shall comply with all County Engineering Department requirements for connections and possible upgrades to the system necessary for service to these units.
4. Construction, site work, grading, and deliveries of construction materials, landscaping materials and fill on, off or to the property shall only occur during the hours between 8 a.m. and 6 p.m., Monday through Saturday.
5. The units shall be served by central water.
6. All entrances shall be designed and completed in accordance with

**M 393 12
Adopt
Ordinance
No. 2272
(C/U
No. 1930)
(continued)**

- DelDOT regulations.**
- 7. The Final Site Plan shall include a landscape plan. The large pine trees along the southern boundary of the property shall be depicted on the Final Site Plan and retained on the site.**
 - 8. The Final Site Plan shall identify all parking areas and spaces for the multi-family units.**
 - 9. The Final Site Plan shall be subject to approval of the Planning and Zoning Commission.**

Motion Adopted: 3 Yeas, 1 Nay, 1 Abstention.

**Vote by Roll Call: Mrs. Deaver, Nay; Mr. Cole, Abstained;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Beebe
Medical
Center
Update
and
Vision**

Jeffrey Fried, President & CEO of Beebe Medical Center was in attendance to provide an update on the Medical Center and the hospital's vision for Sussex County. Mr. Fried shared thoughts and plans as to where they see healthcare going in the area and some of the opportunities they have already identified. Mr. Fried stated that the existing healthcare system is not sustainable the way it is currently structured and that Beebe has some alternatives identified that will help provide better care in a more cost effective way, i.e. alternatives to traditional hospital care. Mr. Fried stated that one of the big challenges in the County is the availability of doctors, particularly primary care doctors, and Beebe is working very hard to recruit not only more primary care doctors, but also mid-level providers, nurse practitioners, and physician assistants. Mr. Fried also reported that Beebe has had some major expansions over the years (Route 24 and Millville, Ocean View areas), and they are concentrating now on the Route 113 corridor; Beebe has some plans that are in process for expanding their services in Millsboro and Georgetown. Alex Sydnor, Vice President for External Affairs, presented information on Beebe's plans to expand services in the Georgetown and Millsboro area.

Mr. Fried announced that Beebe Medical Center is working with the other two hospitals in Sussex County to combat health problems in the area. The three hospitals announced their "Healthier Sussex" initiative on Wednesday, July 18th; the initial focus of this initiative is on diabetes and breast cancer.

**Grant
Requests**

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

**M 394 12
Council-
manic
Grant**

A Motion was made by Mr. Phillips, seconded by Mrs. Deaver, to give \$3,000 from Mr. Vincent's Councilmanic Grant Account to the Seaford Historical Society for project costs.

Motion Adopted: 5 Yeas.

M 394 12
(continued)

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

M 395 12
Council-
manic
Grant

A Motion was made by Mr. Phillips, seconded by Mr. Wilson, to give \$500.00 (\$100.00 from each Councilmanic Grant Account) to Making Strides Against Breast Cancer, an event to be held in Georgetown to benefit the American Cancer Society.

Motion Adopted: 5 Yeas.

Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea

M 396 12
Council-
manic
Grant

A Motion was made by Mrs. Deaver, seconded by Mr. Phillips, to give \$3,000 from Mrs. Deaver's Councilmanic Grant Account to the Lewes Fire Department for the purchase and equipping of a Traffic Control Unit.

Motion Adopted: 5 Years.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

M 397 12
Council-
manic
Grant

A Motion was made by Mr. Wilson, seconded by Mr. Phillips, to give \$10,000 (\$5,000 each from Mr. Wilson's and Mrs. Deaver's Councilmanic Grant Accounts) to the Ellendale Volunteer Fire Company for costs associated with a new well.

Motion Adopted: 5 Years.

Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea

M 398 12
Council-
manic
Grant

A Motion was made by Mr. Cole, seconded by Mrs. Deaver, to give \$2,500 (\$500 from each Councilmanic Grant Account) to the Nanticoke Indian Association to sponsor the annual Powwow.

Motion Adopted: 3 Yeas, 2 Nays.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Nay; Mr. Wilson, Nay;
Mr. Vincent, Yea**

M 399 12
Grant

A Motion was made by Mrs. Deaver, seconded by Mr. Cole, to give \$500 from Mrs. Deaver's Councilmanic Grant Account to the Milton Historical Society for the Auction & Garden Party fundraiser.

**M 399 12
(continued)**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**M 400 12
Council-
manic
Grant**

A Motion was made by Mrs. Deaver, seconded by Mr. Cole, to give \$1,000 from Mrs. Deaver's Councilmanic Grant Account to the Overfalls Foundation for printing/publishing costs.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

**Additional
Business**

Under Additional Business, Dan Kramer referenced the presentation by Jeffrey Fried of Beebe Medical Center and comments regarding expanding services and locations and he questioned why the doctors in this area refer patients to other doctors and hospitals.

Under Additional Business, Mr. Cole suggested that the County Administrator look into the possibility of holding Council meetings every other week.

**M 401 12
Adjourn**

A Motion was made by Mr. Phillips, seconded by Mrs. Deaver, to adjourn at 11:02 a.m.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mrs. Deaver, Yea; Mr. Cole, Yea;
Mr. Phillips, Yea; Mr. Wilson, Yea;
Mr. Vincent, Yea**

Respectfully submitted,

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

MEMORANDUM

TO: **Sussex County Council**

THROUGH: Todd Lawson
County Administrator

FROM: Jim Hickin, A.A.E.
Airport & Industrial Park

RE: **MINIMUM STANDARDS POLICY**

DATE: July 26, 2012

I'm on the July 31st Council agenda to present the attached Minimum Standards policy for your adoption.

You rescinded the previous minimum standards policy April 7, 2009 and directed the County staff to develop a new policy. The Sussex County Airport Advisory Committee has been discussing and developing this document since January 2010 and voted unanimously at its June 27th meeting to recommend the County Council adopt this document as County policy.

As the owners of the Sussex County Airport, you have the right to establish the terms and conditions for the public's use of the property, including use by commercial activities (businesses). However, you have agreed with the FAA, in your grant agreements, that these terms and conditions will be "reasonable and not unjustly discriminatory". This means that users of the Airport that are "similarly situated" must be subject to the same terms and conditions for use of the Airport. This proposed policy, *Minimum Standards for Commercial Aeronautical Activity*, simply states the terms and conditions that you have established for aviation businesses at the Airport.

As the name implies, these are minimum standards to be met by aviation businesses at the Airport. Businesses should be encouraged to exceed the standards, in order to better serve the public. Standards included in the policy include how to receive County approval to operate a business on the County's property, types of certifications required, equipment requirements, hours of operation, insurance requirements, and others.

Please call me at 855-7775 if you have any questions.

cc: Mike Izzo, P.E., County Engineer



Sussex County Airport Policies

Volume IV: Minimum Standards For Commercial Aeronautical Activity

1.	Introduction	4
1.1	Purpose and Scope	4
1.2	Applicability	4
1.3	Review and Update	5
2.	General Requirements	5
2.1	Experience/Capability	5
2.2	Agreement/Approval	5
2.3	Restricted Activities	5
2.4	Facility Maintenance	6
2.5	Products, Services, and Facilities	6
2.6	Non-Discrimination	6
2.7	Licenses, Permits, Certifications, and Ratings	6
2.8	Personnel	7
2.9	Multiple Activities	7
3.	Fixed Base Operator (FBO)	7
3.1	Definition	7
3.2	Minimum Standards	7
4.	Aircraft Maintenance Operator (SASO)	8
4.1	Definition	8
4.2	Minimum Standards	8
5.	Aircraft Rental Operator (SASO)	8
5.1	Definition	8
5.2	Minimum Standards	8
6.	Flight Training Operator (SASO)	8
6.1	Definition	8
6.2	Minimum Standards	9
7.	Aircraft Sales Operator (SASO)	9
7.1	Definition	9
7.2	Minimum Standards	9
8.	Aircraft Storage Operator (SASO)	9
8.1	Definition	9
8.2	Minimum Standards	9
9.	Air Charter or Air Taxi Operator (SASO)	9
9.1	Definition	9
9.2	Minimum Standards	9
10.	Specialized Commercial Aeronautical Operators (SASO)	10
10.1	Definitions	10
10.2	Minimum Standards	10
11.	Flying Clubs	10
11.1	Definition	10
11.2	Requirements	11
12.	Procedural Guidelines for Commercial Aeronautical Activity Application/Permit ..	11
12.1	Application	11
12.2	Approval	12
12.3	Reasons for Disapproval	12
12.4	Permit	13

12.5	Existing Operator with an Existing Agreement	13
13.	Appendix A.	14
13.1	Insurance requirements	14

1. Introduction

1.1 *Purpose and Scope*

1.1.1 The purpose of these Minimum Standards is to (1) encourage the provision of high quality products, services, and facilities to Airport users, (2) encourage the development of quality Improvements at the Airport; (3) promote safety, (4) promote the economic health of Airport businesses, (5) promote the orderly development of Airport property and (6) promote the health and growth of general aviation. To this end, all Entities desiring to engage in Commercial Aeronautical Activities (Activities) at the Airport shall be accorded reasonable opportunities, without unjust discrimination, to engage in such Activities, subject to the rules and regulations set forth in these Minimum Standards.

1.1.2 The following sections set forth the minimum standards for an Entity desirous of engaging in one or more Activities at the Airport. These Minimum Standards are not intended to be all-inclusive. Any Entity engaging in Activities at the Airport shall comply with all applicable Regulatory Measures pertaining to such Activities.

1.1.3 In all cases where the words "standards" or "requirements" appear, it shall be understood that they are modified by the word "minimum" except where a "maximum" is clearly identified. Determination of what constitutes an acceptable "minimum" and whether or not an Operator is in compliance with a standard shall be at the sole and exclusive discretion of the County. All Operators are encouraged to exceed the "minimums". No Operator shall occupy land or Improvements or engage in Activities at the Airport under conditions less than the "minimum".

1.1.4 Activities may exist which are too varied to reasonably permit the establishment of specific minimum standards. When specific Activities are proposed which do not fall within the categories in these Minimum Standards, the County shall develop appropriate minimum standards on a case-by-case basis and incorporate them into any Agreement or Permit relating to the occupancy or use of Airport land or Improvements or engaging in Activities, taking into consideration the desires of the Operator, the Airport, and the public interest in or demand for such Activities at the Airport.

1.1.5 Specialized Aviation Service Operators (SASOs) are encouraged to be subtenants of Fixed Base Operators (FBOs). However, if suitable land or Improvements are not available or cannot be secured from an FBO, SASOs may sublease Improvements from another SASO, lease land from the County and construct Improvements on such land in the areas designated by the County, or lease Improvements from the County.

1.2 *Applicability*

1.2.1 These Minimum Standards shall apply to all providers of aeronautical services at the Sussex County Airport.

1.2.2 These Minimum Standards shall not be deemed to modify any existing Agreement under which an Entity is required to exceed these Minimum Standards, nor shall they prohibit the Airport from entering into or enforcing an Agreement that requires an Entity to exceed the Minimum Standards.

1.2.3 Operators currently providing Activities have 12 months from the date of the adoption hereof to become compliant with these Minimum Standards, unless otherwise determined by the County.

1.2.4 These Minimum Standards do not apply to

1.2.4.1 Free-lance FAA-certified flight instructors providing instruction in aircraft not owned by the instructor

1.2.4.2 FAA-certified mechanics providing services not normally available at the Airport to tenants of Aircraft storage spaces (including tie-downs) at the tenant's assigned storage space

1.2.4.3 FAA-certified mechanics providing services to itinerant aircraft to the extent required to make the Aircraft airworthy

1.3 *Review and Update*

1.3.1 The County shall review and update this document within 36 months of the last adoption by the County.

1.3.2 Minimum standards not updated within 36 months shall remain in effect until updated.

2. General Requirements

2.1 *Experience/Capability*

2.1.1 Operators shall demonstrate, in the sole judgment of the County, the capability of providing good quality products, services, and facilities or engaging in Activities in a good and workmanlike manner.

2.1.2 Operators shall demonstrate, in the sole judgment of the County, the financial responsibility and capability to develop and maintain Improvements; procure and maintain required vehicles, equipment, or Aircraft; employ personnel; and engage in the Activity.

2.2 *Agreement/Approval*

2.2.1 No Entity shall engage in an Activity unless an Agreement authorizing such Activity has been entered into, and the Entity has received approval from the County to conduct the Activity at the Airport.

2.2.2 Future Agreements shall not reduce or limit Operator's obligations with respect to these Minimum Standards.

2.3 *Restricted Activities*

2.3.1 Activities not explicitly identified in these Minimum Standards shall be restricted at the Airport. No Entity shall engage in restricted activities at the Airport without the prior written permission of the County.

2.4 Facility Maintenance

2.4.1 Operators shall maintain the Leased Premises including, but not limited to, all related and associated appurtenances, landscaping, paved areas, installed Equipment, utility services, and security lighting in a neat and orderly condition as determined by the County.

2.4.2 Operators shall provide all necessary cleaning services for its Leased Premises, including janitorial and custodial services, trash removal services, and any related services necessary to maintain the Improvements in good condition, normal wear and tear excepted. If any such contracted services provider is provided access to the airfield, said contractor's access, whether authorized or not, will be the responsibility of the Lessee.

2.4.3 Operators shall replace in like kind, as determined by the County and/or property owner, any property damaged by its Employees, patrons, or Operator's Activities.

2.5 Products, Services, and Facilities

2.5.1 Operators shall furnish their services on a reasonable, and not unjustly discriminatory, basis to all users thereof. They may charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the Operator may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

2.5.2 Operators shall conduct its Activities on and from their Leased Premises in a safe, efficient, manner consistent with the degree of care and skill exercised by experienced operators providing comparable products, services, and facilities and engaging in similar Activities from similar leaseholds in like markets.

2.6 Non-Discrimination

2.6.1 Operator shall not discriminate against any person or class of persons by reason of race, color, creed, sex, religion or national origin in providing any products or services or in the use of any of its facilities provided for the public, in any manner prohibited by applicable Regulatory Measures.

2.7 Licenses, Permits, Certifications, and Ratings

2.7.1 Operator and Operator's personnel shall obtain and comply with, at Operator's sole expense, all necessary licenses, permits, certifications, or ratings required for the conduct of Operator's Activities at the Airport as required by the County or any other duly authorized Agency prior to engaging in any Activity at the Airport. Upon request, Operator shall provide copies of such licenses, permits (including building permits), certifications, or ratings to the Airport Manager.

2.8 Personnel

2.8.1 Operator shall have in its employ, on duty, and on premises during operating hours, trained personnel in such numbers as are required to meet these Minimum Standards and to meet the reasonable demands of the aviation public for each Activity being conducted in a safe and efficient manner.

2.8.2 Operator shall provide responsible and qualified supervisory personnel to supervise Activities and such personnel shall be authorized to represent and act for and on behalf of Operator during all hours of Activities. When such personnel are not on the Leased Premises, he/she/they shall be immediately available by telephone or pager.

2.9 Multiple Activities

2.9.1 When more than one Activity is conducted, Operators shall meet the requirements for each Activity. Requirements shall not necessarily be cumulative.

2.9.2 Operators shall comply with the aircraft requirements, including the equipment thereon for each aeronautical service to be performed except that multiple uses can be made of all aircraft owned or under lease by Operator except aircraft used for crop dusting, aerial application, or other commercial use of chemicals.

3. Fixed Base Operator (FBO)**3.1 Definition**

3.1.1 Fixed Base Operator means a commercial Entity who engages in the primary activity of Aircraft refueling and a minimum of one (1) of the following secondary activities pursuant to an Agreement with the Sussex County Council: flight training; aircraft rental; the sale, storage and/or hangaring of Aircraft; the services of maintenance, repair and/or modification of Aircraft, engines or other equipment; air charter or air taxi operations; the cleaning and provisioning of aircraft; and the provision of transient and related services.

3.2 Minimum Standards

3.2.1 The FBO shall maintain at least one (1) single product truck for dispensing AVGAS. The truck shall meet all Federal, State, and County standards for fuel handling equipment.

3.2.2 FBO shall provide one (1) 10,000 gallon above ground AVGAS storage tank and shall meet all applicable Federal, State, and County standards for fuel storage.

3.2.3 FBO shall provide fuel and oil dispensing service eight (8) hours per day, seven days a week.

3.2.4 FBO shall maintain insurance specified in Appendix A.

4. Aircraft Maintenance Operator (SASO)

4.1 Definition

4.1.1 An Aircraft Maintenance Operator is a Commercial Operator engaged in providing maintenance, preventive maintenance, rebuilding, and alteration of Aircraft airframes, engines, propellers, appliances, or component parts of such Aircraft (as described in FAR Part 43, Appendix A). Typically, this type of repair is performed on the aircraft, although it may also include the bench repair of items removed from an aircraft that are intended to be replaced on that aircraft. This category of service also includes the sale of aircraft parts and accessories.

4.2 Minimum Standards

4.2.1 SASO shall provide aircraft maintenance services eight (8) hours per day, five (5) days per week.

4.2.2 SASO shall employ and have on duty during the appropriate business hours, not less than one (1) person who possesses the appropriate FAA certificate(s) for the work being performed.

4.2.3 SASO shall provide a permanent building or hangar facility appropriate to the work performed.

4.2.4 SASO shall make available restrooms and customer and employee parking.

4.2.5 SASO shall maintain insurance specified in Appendix A.

5. Aircraft Rental Operator (SASO)

5.1 Definition

5.1.1 An Aircraft Rental Operator is a Commercial Operator engaged in the leasing or rental of general aviation Aircraft to the public.

5.2 Minimum Standards

5.2.1 SASO shall own or have exclusive lease (in writing) of one (1), two-seat Aircraft. Aircraft will be maintained in accordance with all applicable FAA regulations.

5.2.2 SASO shall maintain insurance specified in Appendix A.

6. Flight Training Operator (SASO)

6.1 Definition

6.1.1 A Flight Training Operator is a Commercial Operator engaged in providing flight instruction to the public and/or providing such related ground school instruction as is necessary to complete the knowledge and/or practical tests for any category of pilot certificate or rating.

6.2 **Minimum Standards**

6.2.1 The SASO shall have available for use in flight training an aircraft properly certified for use in the flight instruction being offered.

6.2.2 The SASO shall employ at least one (1) flight instructor who has been properly certified by the FAA to provide the type of training offered.

6.2.3 SASO shall maintain insurance specified in Appendix A.

7. **Aircraft Sales Operator (SASO)**

7.1 **Definition**

7.1.1 An Aircraft Sales Operator is a Commercial Operator engaged in purchasing and selling of new and/or used Aircraft through various methods including matching potential customers with an Aircraft (brokering), assisting a customer in the purchase or sale of an Aircraft, or purchasing used Aircraft and marketing them to potential purchasers.

7.2 **Minimum Standards**

7.2.1 SASO shall maintain insurance specified in Appendix A.

8. **Aircraft Storage Operator (SASO)**

8.1 **Definition**

8.1.1 An aircraft storage operator leases and rents hangars or hangar space, multiple T-hangars, and/or tie-down space to aircraft owners or operators solely for aircraft storage purposes.

8.2 **Minimum Standards**

8.2.1 SASO shall maintain insurance specified in Appendix A.

9. **Air Charter or Air Taxi Operator (SASO)**

9.1 **Definition**

9.1.1 An Aircraft Charter or Air Taxi Operator provides air transportation of persons or property to the general public for hire, either on a scheduled or unscheduled basis, or as defined by the FAR Parts 119 and 135.

9.2 **Minimum Standards**

9.2.1 SASO shall have available for charter or air taxi, either owned or under written lease to SASO, at least one Aircraft, FAA-certified and currently airworthy, for visual and/or instrument flight conditions.

9.2.2 If a helicopter is used, helicopter must be equipped for VFR at night and VFR over-the-top conditions.

9.2.3 SASO shall employ one FAA-certificated Commercial Pilot, appropriately rated to conduct the type of air service offered.

9.2.4 SASO shall establish and publish its hours of operation and telephone numbers, including a number to be used in case of an emergency.

9.2.5 SASO shall make available a customer waiting area capable of accommodating the largest number of passengers carried by any single owned or leased Aircraft. Waiting areas must have access to a restroom.

9.2.6 SASO shall maintain insurance specified in Appendix A.

10. Specialized Commercial Aeronautical Operators (SASO)

10.1 Definitions

10.1.1 A Specialized Commercial Aeronautical Operator is a Commercial Operator engaged in providing Limited Aircraft Services and Support, Miscellaneous Commercial Services and Support, or Air Transportation Services for Hire.

10.1.1.1 **Limited Aircraft Services and Support** - are defined as limited Aircraft, engine, or accessory support (for example, washing, cleaning, painting, upholstery, etc.) or other miscellaneous Activities directly related to Aircraft services and support.

10.1.1.2 **Miscellaneous Commercial Services and Support** - are defined as charter flight coordinators, aircrew or aviation management, aerial advertising, or any other miscellaneous Activities directly related to supporting or providing support services for a Commercial Activity.

10.1.1.3 **Air Transportation Services for Hire** - are defined as non-stop sightseeing flights (flights that begin and end at the Airport and are conducted within 25 statute mile radius of the Airport); flights for aerial photography or survey; firefighting; power line, underground cable, or pipe line patrol; or any other miscellaneous Activities directly related to air transportation services for hire (e.g., helicopter operations in construction or repair work).

10.2 Minimum Standards

10.2.1 SASO shall provide dedicated space for employee office, work areas, and storage to accommodate the functions associated with the Activity.

10.2.2 SASO shall maintain insurance specified in Appendix A.

11. Flying Clubs

11.1 Definition

11.1.1 Flying clubs are organized groups of individuals who band together for the purpose of sharing expenses of owning and operating one or more aircraft. While a Flying Club may provide its members the same services as an FBO or SASO, it exists only to serve its members and thus offers no direct competition to an FBO.

11.2 Requirements

11.2.1 Flying Clubs shall not be required to meet the minimum standards stipulated for a Commercial Aeronautical Activity so long as the Flying Club meets the requirements of this section.

11.2.2 No member of a Flying Club shall receive compensation for services provided for such Flying Club or its members unless such member is an authorized Operator with the County.

11.2.3 No Entity shall use Flying Club Aircraft in exchange for compensation.

11.2.4 Each Flying Club member must have an ownership interest in Flying Club.

11.2.5 Flying Club shall keep on file and available for review by the Airport Manager, a complete membership list and investment (ownership) share held by each member including a record of all members (past and present) with full names, addresses, and the date the membership began and ended.

11.2.6 Flying Club shall file and keep current with the Airport Manager:

11.2.6.1 Copies of bylaws, articles of incorporation, operating rules, membership agreements, and the location and address of the club's registered office.

11.2.6.2 Roster of all officers and directors including home and business addresses and phone numbers.

11.2.6.3 Designee responsible for compliance with these Minimum Standards and other Regulatory Measures.

11.2.7 Flying Club Aircraft shall not be used by other than members (owners).

11.2.8 No member (owner) shall use Flying Club Aircraft for flight instruction of nonmembers.

12. Procedural Guidelines for Commercial Aeronautical Activity Application/Permit

12.1 Application

12.1.1 Any Entity without an existing Agreement desiring to engage in a Commercial Aeronautical Activity at the Airport must submit an application to the Airport for a Commercial Activity Permit. The application must contain all information necessary to describe the proposed Activity.

12.1.2 The prospective Operator shall submit any additional information that may be required or requested by the Airport in order to properly evaluate the application and/or facilitate an analysis of the prospective operation.

12.2 Approval

12.2.1 Once completed, the application and all accompanying materials shall be submitted to the Airport Manager for review.

12.2.2 The Airport Manager will review the application package for completeness. No application will be deemed complete that does not provide the Airport and County with the information necessary to allow the Airport and County to make a meaningful assessment of applicant's prospective operation and determine whether or not the prospective operation will comply with all applicable Regulatory Measures (including all applicable Airport Policy Documents) and be compatible with the Airport's Master Plan.

12.2.3 After review by the Airport Manager, the application will be sent to the Sussex County Council for review and approval.

12.2.4 After the County approves the application and evidence of adequate insurance coverage has been supplied to the County, a Permit will be issued.

12.3 Reasons for Disapproval

12.3.1 The applicant does not meet qualifications standards and requirements established by these Minimum Standards.

12.3.2 The applicant's proposed operations or construction will create a safety hazard on the Airport.

12.3.3 The granting of the application will require the expenditure of County funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to Sussex County.

12.3.4 There is no appropriate or adequate available space or building on the Airport to accommodate the entire activity of the applicant.

12.3.5 The proposed operation, Airport development, or construction does not comply with the approved Airport Layout Plan.

12.3.6 The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present FBO or SASO on the Airport.

12.3.7 Any party applying or having an interest in the business has supplied false information or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure on the application.

12.3.8 Any party applying or having an interest in the business has a record of violating the Rules or the Rules and Regulations of any other Airport, Federal Aviation Regulations, or the Rules and Regulations of this Airport.

12.3.9 Any party applying or having an interest in the business has defaulted in the performance of any lease or other Agreement with the Sussex County Airport or any lease or other Agreement on any other airport.

12.3.10 Any party applying or having an interest in the business is not sufficiently credit worthy and responsible in the judgment of the Sussex County Council to provide and maintain the business to which the application relates and to promptly pay amounts due under a permit/lease.

12.4 *Permit*

12.4.1 The Permit will be valid for the time period specified as long as the Operator meets the following requirements:

12.4.1.1 The information submitted in the Application is current. The Operator shall notify the Airport Manager in writing within fifteen (15) days of any change to the information submitted in the Application.

12.4.1.2 The Operator is in compliance with all applicable Regulatory Measures including, but not limited to, these Airport Policy Documents.

12.4.2 The Permit may not be assigned or transferred without written approval by the Airport Manager or designee and shall be limited solely to the approved Activity.

12.5 *Existing Operator with an Existing Agreement*

12.5.1 No Change in Permitted Activities

12.5.1.1 An existing Operator with an existing Agreement may engage in the Activities permitted under the Agreement without submitting an application for Permit provided that the Operator is in compliance with all applicable Regulatory Measures including, but not limited to, Sussex County Airport Policies.

12.5.2 Change in Permitted Activities

12.5.2.1 Prior to engaging in any Activity not permitted under the Agreement or changing or expanding the scope of the Activities permitted under the Agreement, the Operator shall submit an application and obtain a Permit.

13. Appendix A.

13.1 *Insurance requirements*

Sussex County Airport

Insurance Matrix

Activity/Operator	Workers' Compensation / Employers Liability Statutory Limits	Airport Liability \$1,000,000 Per Occurrence	Products/ Completed Operations \$1,000,000 Per Occurrence & Aggregate	Hangarkeepers Liability \$1,000,000 Per Occurrence See Note 3	Aircraft Liability \$1,000,000 Per Occurrence	Student/Renters Liability \$100,000 Per Occurrence	Non-owned Aircraft Liability \$1,000,000 Per Occurrence	Business Automobile \$1,000,000 Per Accident See Note 5
Aviation Fuel Sales	X	X	X	X				X
Aircraft Maintenance [#]	X	X	X	X				
Aircraft Storage	X	X		X				
Aircraft Rental [#]	X	X				X		
Flight Training [#]	X	X				X		
Aircraft Sales [#]	X	X	X					
Air Charter or Air Taxi	X				X			
Specialized Commercial Aeronautical Services	X	Insurance Requirements Subject to Risk Analysis						
[#] For Activities Involving Flight Operations, Owned/Leased/Managed Aircraft Operations Non-Owned Aircraft Operations								
					X		X	

Notes:

- All Operators shall:
 - Provide the Airport Manager current certificates of insurance that name "Sussex County, its elected and appointed officials and employees" as additional insureds with a waiver of subrogation as respects liability arising from Operator's activities at Sussex County Airport on all required insurance other than workers compensation/employers liability. If Operator carries higher insurance limits than the minimums required, those higher limits must be shown on the provided certificate of insurance.
 - Waive any right of recovery from Sussex County, its elected and appointed officials and employees for loss of or damage to aircraft used in permitted activities.
- When more than one Activity is conducted, Operators shall meet the requirements for each Activity. Requirements shall not necessarily be cumulative.
- Upon request by Operator, Sussex County will perform a risk analysis based on the number and types of aircraft to be serviced/stored that may result in a lower limit requirement.
- Risk Analyses are subject to Sussex County Administrator approval.
- Applies to fuel trucks not covered by Operator's Airport Liability insurance, while operated on Airport Premises.

SUSAN M. WEBB, CPA
FINANCE DIRECTOR



Sussex County

ADMINISTRATIVE OFFICE BUILDING
2 THE CIRCLE
P.O. BOX 589
GEORGETOWN, DELAWARE 19947
TEL: 302-855-7741
FAX: 302-855-7749
E-MAIL: smwebb@sussexcountype.gov

MEMORANDUM:

TO: Sussex County Council
The Honorable Michael H. Vincent, President
The Honorable Samuel R. Wilson, Jr., Vice President
The Honorable George B. Cole
The Honorable Vance Phillips
The Honorable Joan R. Deaver

FROM: Susan M. Webb, CPA *smw*
Finance Director

RE: **DELAWARE TRANSIT CORPORATION FUNDING BUDGET
FOR FISCAL YEAR 2013**

DATE: July 24, 2012

DART, a division of DelDOT, has allocated \$796,862 again for funding of transportation expenses for various senior centers in Sussex County. This amount has remained at the same level for a number of years. The County's responsibility is to approve a recommended funding amount for Fiscal Year 2013 as per State law. This is an allocation of State grant funds to various senior agencies for transportation purposes. The recommended funding for each agency is the same as in previous years:

Nanticoke Senior Center	\$ 44,959.30
Indian River Senior Center	2,100.00
Laurel Senior Center	99,082.94
Lewes Senior Center	27,120.41
Cape Henlopen Senior Center	43,065.65
CHEER, Inc.	<u>580,533.70</u>
TOTAL	\$796,862.00

Attached are copies of requests from each agency. At the July 31, 2012 County Council meeting, we will again recommend funding at the Fiscal Year 2013 level for each agency. Please feel free to contact me if you have any questions or concerns.

SMW/nc

Attachments

xc: Mr. Todd F. Lawson

APPENDIX A - PAGE 2 OF 2
DELAWARE TRANSIT CORPORATION
REIMBURSABLE TRANSPORTATION PROGRAM BUDGET
FY'13
JULY 1, 2012 – JUNE 30, 2013

AGENCY'S NAME CAPE HENLOPEN SENIOR CENTER

ADDRESS: 11 Christian Street, Rehoboth Beach, DE 19971

CONTACT PERSON: Juanita Morch

TELEPHONE #: (302) 227-2055 EMAIL ADDRESS jjmorch623@aol.com

<u>EXPENSE CATEGORY</u>	<u>AGENCY REQUEST</u>	<u>REVISED TO COMPLY WITH APPROVED TOTAL</u>
-------------------------	---------------------------	--

Client Transportation Expense

a.) Purchased Client Transportation	\$ 0	\$
b.) Personal Vehicle Reimbursement	\$ 0	\$
c.) Client Transportation Drivers	\$ 32,400.00	\$
d.) Fuel, Oil and Fluids	\$ 8000.00	\$
e.) Client Vehicle Maintenance	\$ 3000.00	\$
f.) Client Vehicle Insurance	\$ 1700.00	\$
g.) Client Transportation Misc. Expense	\$ 700.00	\$
Admin. Wages & Benefits (≤ 10% Total)	\$	\$
Overhead (≤ 2% Total)	\$	\$

Less: Client Transportation Income \$

TOTAL \$ 45,800.00

Funding: Approved Sussex County Apportionment \$

Juanita Morch Executive Director
 Ms. Juanita Morch, Executive Director

DATE APPROVED:

 Alton H. Hillis, Sr. Date
 Chief Financial Officer

 David B. Baker Date
 Sussex County Administrator

APPENDIX A - PAGE 2 OF 2
DELAWARE TRANSIT CORPORATION
REIMBURSABLE TRANSPORTATION PROGRAM BUDGET
FY' 13
JULY 1, 2012 - JUNE 30, 2013

AGENCY'S NAME: CHEER, Inc.

ADDRESS: 546 S. Bedford St, ext., Georgetown, DE 19947

CONTACT PERSON: Arlene S. Littleton

TELEPHONE #: (302) 856-5187 EMAIL ADDRESS: alittleton@scss.org

<u>EXPENSE CATEGORY</u>	<u>REVISED</u>	
	<u>AGENCY REQUEST</u>	<u>TO COMPLY WITH APPROVED TOTAL</u>
Client Transportation Expense		
a.) Purchased Client Transportation	\$ 6,000	\$
b.) Personal Vehicle Reimbursement	\$ 10,000	\$
c.) Client Transportation Drivers	\$ 330,054	\$
d.) Fuel, Oil and Fluids	\$ 68,000	\$
e.) Client Vehicle Maintenance	\$ 50,000	\$
f.) Client Vehicle Insurance	\$ 21,000	\$
g.) Client Transportation Misc. Expense	\$ 27,880	\$
Admin. Wages & Benefits (<10% Total)	\$ 93,588	\$
Overhead (< 2% Total)	\$ 17,400	\$
Less: Client Transportation Income	\$ -	\$
TOTAL	\$ 623,923	\$
FUNDING: Approved Sussex County Apportionment		\$

Ms. Arlene Littleton, Executive Director
CHEER, Inc.

DATE APPROVED:

Alton H. Hillis, Sr. Date
Chief Financial Officer

David B. Baker Date
Sussex County Administrator

APPENDIX A-PAGE 2 OF 2

DELAWARE TRANSIT CORPORATION

REIMBURSABLE TRANSPORTATION PROGRAM BUDGET

FY '13

JULY 1, 2012 – JUNE 30, 2013

AGENCY'S NAME: LAUREL SENIOR CENTER, INC

ADDRESS: P.O. Box 64, 113 N. Central Avenue, Laurel, DE 19956

CONTACT PERSON: Penelope Duncan Executive Director

TELEPHONE#: (302) 875-2536 EMAIL ADDRESS LSC@dmv.com

REVISÉD

EXPENSE CATEGORY

AGENCY
REQUEST

TO COMPLY WITH
APPROVED TOTAL

Client Transportation Expense

a.) Purchased Client Transportation	\$	\$
b.) Personal Vehicle Reimbursement	\$	\$
c.) Client Transportation Drivers	\$48151	\$
d.) Fuel, Oil and Fluids	\$14500	\$
e.) Client Vehicle Maintenance	\$13700	\$
f.) Client Vehicle Insurance	\$13000	\$
g.) Client Transportation Misc. Expense	\$3900	\$
Admin. Wages & Benefits (10% Total)	\$9276	\$
Overhead (2% Total)	\$	\$
Less: Client Transportation Income	\$	\$

TOTAL	\$102527	\$
-------	----------	----

Funding: Approved Sussex County Apportionment \$

Penelope Duncan
Ms. Penelope Duncan, Executive Director

DATE APPROVED:

Alton H. Hillis, Sr.
Chief Financial Officer

Date _____

David B. Baker
Sussex County Administrator

Date _____

APPENDIX A - PAGE 2 OF 2
DELAWARE TRANSIT CORPORATION
REIMBURSABLE TRANSPORTATION PROGRAM BUDGET
FY'13
JULY 1, 2012 – JUNE 30, 2013

AGENCY'S NAME LEWES SENIOR CENTER _____

AGENCY'S ADDRESS 32083 Janice Road, Lewes, DE 19958 _____

CONTACT PERSON: Lisa Celik _____

lewescenter@yahoo.com

TELEPHONE #: (302) 645-9293 _____ EMAIL ADDRESS lewescenter.com

REVISED
 TO COMPLY WITH
 APPROVED TOTAL

<u>EXPENSE CATEGORY</u>	<u>AGENCY REQUEST</u>	<u>APPROVED TOTAL</u>
-------------------------	---------------------------	-----------------------

Client Transportation Expense

a.) Purchased Client Transportation	\$ 0	\$ _____
b.) Personal Vehicle Reimbursement	\$ 1045.00	\$ _____
c.) Client Transportation Drivers	\$ 15,444.00	\$ _____
d.) Fuel, Oil and Fluids	\$ 4,125.00	\$ _____
e.) Client Vehicle Maintenance	\$ 4,620.00	\$ _____
f.) Client Vehicle Insurance	\$ 3,939.00	\$ _____
g.) Client Transportation Misc. Expense	\$ 462.00	\$ _____
Admin. Wages & Benefits (≤ 10% Total)	\$ 3,215.00	\$ _____
Overhead (≤ 2% Total)	\$ 635.00	\$ _____

Less: Client Transportation Income	\$ 1,150.00	\$ _____
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TOTAL	\$ 32,335.00	\$ _____
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Funding: Approved Sussex County Apportionment	\$ _____
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 7/27/2011

Ms. Lee Noderer, Executive Director
 Lisa Celik

DATE APPROVED:

 Alton H. Hillis, Sr. Date
 Chief Financial Officer

 David B. Baker Date
 Sussex County Administrator

APPENDIX A – PAGE 2 OF 2
 DELAWARE TRANSIT CORPORATION
 REIMBURSABLE TRANSPORTATION BUDGET
 FY'2013
 JULY 1, 2012 – JUNE 30, 2013

AGENCY'S NAME: NANTICOKE SENIOR CENTER

ADDRESS: 1001 West Locust Street, P. O. Box 406 Seaford, DE 19973

CONTACT PERSON: Barbara K. Elliott, Executive Director

TELEPHONE #: 302-629-4939 EMAIL ADDRESS: barbellott50@yahoo.com

<u>EXPENSE CATEGORY</u>	<u>AGENCY REQUEST</u>	<u>REVISED TO COMPLY WITH APPROVED TOTAL</u>
Client Transportation Expense		
a.) Purchased Client Transportation	\$ _____	\$ _____
b.) Personal Vehicle Reimbursement	\$ _____	\$ _____
c.) Client Transportation Drivers	\$ 32000	\$ _____
d.) Fuel, Oil and Fluids	\$ 8000	\$ _____
e.) Client Vehicle Maintenance	\$ 5000	\$ _____
f.) Client Vehicle Insurance	\$ 6000	\$ _____
g.) Client Transportation Misc. Expense	\$ 300	\$ _____
Admin. Wages & Benefits (<10% Total)	\$ 5130	\$ _____
Overhead (<2% Total)	\$ 1030	\$ _____
Less: Client Transportation Income	\$ 1500	\$ _____
TOTAL	\$ 55956	\$ _____
Funding: Approved Sussex County Apportionment		\$ _____

Barbara K. Elliott, Executive Director
 Ms. Barbara K. Elliott, Executive Director

DATE APPROVED: _____

 Alton H. Hillis, Sr. Date
 Chief Financial Officer

 David B. Baker Date
 Sussex County Administrator

APPENDIX A - PAGE 2 OF 2
DELAWARE TRANSIT CORPORATION
REIMBURSABLE TRANSPORTATION PROGRAM BUDGET
FY'13
JULY 1, 2012 – JUNE 30, 2013

AGENCY'S NAME INDIAN RIVER SENIOR CENTER

ADDRESS: 214 Irons Avenue, Millsboro, DE 19966

CONTACT PERSON: Diane DiTolvo *Suzanne Frame*

TELEPHONE #: (302) 934-8839 EMAIL ADDRESS: INDIAN RIVER SENIOR CENTER @ VERIZON.NET

REVISED

<u>EXPENSE CATEGORY</u>	<u>AGENCY REQUEST</u>	<u>TO COMPLY WITH APPROVED TOTAL</u>
Client Transportation Expense		
a.) Purchased Client Transportation	\$ <u>2,500.00</u>	\$ _____
b.) Personal Vehicle Reimbursement	\$ _____	\$ _____
c.) Client Transportation Drivers	\$ _____	\$ _____
d.) Fuel, Oil and Fluids	\$ _____	\$ _____
e.) Client Vehicle Maintenance	\$ _____	\$ _____
f.) Client Vehicle Insurance	\$ _____	\$ _____
g.) Client Transportation Misc. Expense	\$ _____	\$ _____
Admin. Wages & Benefits ($\leq 10\%$ Total)	\$ _____	\$ _____
Overhead ($\leq 2\%$ Total)	\$ _____	\$ _____
Less: Client Transportation Income	\$ _____	\$ _____
TOTAL	\$ <u>2,500.00</u>	\$ _____
Funding: Approved Sussex County Apportionment		\$ _____

Suzanne Frame
 Ms. Diane DiTolvo, Executive Director

DATE APPROVED: _____

 Alton H. Hillis, Sr. Date
 Chief Financial Officer

 David B. Baker Date
 Sussex County Administrator

LEASE AGREEMENT

THIS LEASE is made this _____ day of _____, 2012, between **COLONIAL EAST, L.P.**, a Maryland limited partnership with an address of 30769 Lewes Georgetown Highway, Lewes, DE 19958 ("Landlord"), and **SUSSEX COUNTY**, a political subdivision of the State of Delaware with an address of P.O. Box 589, 2 The Circle, Georgetown, DE 19947 ("Tenant").

IN CONSIDERATION OF THE MUTUAL PROMISES EXCHANGED HEREIN, LANDLORD AND TENANT COVENANT, PROMISE AND AGREE AS FOLLOW:

1. PREMISES.

Landlord is the owner of a parcel of real estate improved as a commercial and office complex known as STORAGE SOLUTIONS LLC (the "Property") and located at 18389 Olde Coach Drive, Rehoboth Beach, Delaware. Landlord hereby leases to Tenant, and Tenant hereby rents from Landlord, that portion of the Property known as Unit 3, containing approximately 2,670 square feet, more or less (the "Premises"), as more particularly described on the site plan attached hereto as Exhibit A, initialed by the parties and made a part hereof.

2. LEASE TERM.

The term of this lease shall be for a period of five (5) years commencing at midnight on the 1st day of June, 2012 (the "Commencement Date"), and ending at 11:59 p.m. on the 31st day of May, 2017 (the "Lease Term").

3. RENT.

A. Base Rent. During the Lease Term, Tenant covenants and agrees to pay to Landlord as base annual rent ("Base Rent") the following amounts:

<u>YEAR</u>	<u>MONTHLY</u>	<u>ANNUALLY</u>
1	\$2,735	\$32,280
2	\$2,845	\$34,140
3	\$2,955	\$35,460
4	\$3,075	\$36,900
5	\$3,200	\$38,400

Installments of Base Rent shall be paid in advance, on the first day of each month. If the Commencement Date shall be other than the first day of the month, all rents shall be apportioned for the first month and thereafter shall be due on the first day of each month. Tenant shall deliver to Landlord a sum equal to the first full calendar month's Base Rent due hereunder concurrently with the execution of this Lease, and Landlord shall apply this sum to the first month's Base Rent, (and the proportionate share of any month if applicable) due hereunder, and Tenant does for itself, its

MOTION

That the Sussex County Council approve the lease agreement between the Storage Solutions, L.L.C., and Sussex County, Delaware, for the use of the building owned by them as described therein by Sussex County EMS as Paramedic Station 100/104 as per the terms and conditions of the lease.

Motion from 7/17/12

To Be Corrected

AIRPORT WETLAND MITIGATION PROJECT CONTRACT 11-06

CHANGE ORDERS NOS. 1 AND 2

Contractor: Bunting and Murray Construction Corporation

Original Contract Amount: \$420,813.00

Change Order #1

String line trimming/mowing to remove invasive plant species.....\$6,682.23

Change Order #2

Re-flagging of shrubs\$1,542.35

Total for Change Orders 1 and 2.....\$8,224.58

TOTAL Contract Price incorporating these change orders.....\$429,037.58

INLAND BAYS REGIONAL WASTEWATER FACILITY (IBRWF) EXPANSION PHASE 2A CONTRACT 12-09

CHANGE ORDERS NOS. 1, 2, AND 3

Contractor: C.B. Structures, Inc.

Original Contract Amount: \$219,963.00

Change Order #1

Addition of trench drain and concrete curb to building.....\$14,439.00

Change Order #2

Connection of stone apron of building to existing road.....\$1,872.00

Change Order #3

Additional 600ft of fencing.....\$8,786.00

Total for Change Orders 1, 2 and 3.....\$25,097.00

TOTAL Contract Price incorporating these change orders.....\$245,060.00

INLAND BAYS REGIONAL WASTEWATER FACILITY (IBRWF) EXPANSION PHASE 2A CONTRACT 12-11

CHANGE ORDER #3

Contractor: George and Lynch, Inc.

Original Contract Amount: \$683,274.00

Contract price prior to this change order (due to increases from previous change orders): \$688,753.66

Change Order #3

Closeout change order-quantities reduced.....\$19,302.16

Final Contract Price incorporating this change order.....\$669,451.47

IMMANUEL HOUSE OF PRAISE CHURCH
624 W. STEIN HIGHWAY
SEAFORD, DELAWARE 19973
CHURCH OFFICE #: 302-629-0497

June 21, 2012

Church Non-profit Tax Number: EIN: 27-0140215

Michael H. Vincent, Sussex County Councilman (District 1)
734 East Ivy Drive
Seaford, DE 19973

It is an honor and privilege to introduce myself to you. My name is Alisha Broughton. I am a member of Immanuel House of Praise Church, located at 624 West Stein Highway Seaford, DE 19973. Our Pastor is Rev. Carlton E. Bowers, Jr. My church has been in the city of Seaford for six years. I am definitely an individual that loves to reach out to our community while fulfilling the Will of God and that is to reach others within our local communities. Therefore, it has been laid on my heart to host a Community Outreach Day through my local church Immanuel House of Praise. The event will take place on Saturday, August 25, 2012 from noon-6 p.m. at the Soroptomist Park in Seaford located at 1040-1158 Middleford Rd Seaford, DE 19973 on the back side of the park. The focus of the day is to provide individuals with information such as housing, health, nutrition and educational programming. There will be also singing, games, praise dancing, spoken word and more. Therefore; I am requesting block grant funding from the county to assist us for the planning of this event.

The event will provide information for the immediate Seaford community, through agencies such as Nanticoke Hospital, Delaware State Police, Public Health, Delaware Breast Coalition, Sussex County Habitat, La Red, several local colleges and the Lung and Heart Associations. This will be an informational event. Individuals will receive information to assist them in their day-to-day struggles. Please let me know if you can attend and if the county would be willing to provide a contribution for this event by mailing a check to: Immanuel House of Praise, P.O. Box 1642 Seaford, DE 19973. Donations will go towards food, drinks and promotional items. Your name would appear in our bulletin for the event and all other advertising. There will be local gospel singing and praise dancing as well. Please call me if you have questions, I am also working on obtaining a celebrity for the event. This event is open to all.

Also, I will be submitting a letter to the county requesting a block grant for this event. Please support the Seaford community by assisting us with this event. I can be reached daily by calling (302)-362-9369 or by e-mail: Immanuelhouseofpraise@yahoo.com and alishabroughton@hotmail.com hope to see you at the event.

Best Regards,

Alisha L. Broughton
Events Coordinator
Community Outreach Event

Reverend Carlton E Bowers, Jr. Pastor

Rev. Carlton E. Bowers, Jr.
Pastor/Founder

Rev. Kimberly R. Henry
Assistant Pastor

Rev. Andrea Black
Evangelistic Ministry

Vanessa T. Hughes
Trustee Board President

MISSION

As People Called By God,
Our Mission is to Carry
The Gospel,
The Sacraments,
And God's Love and Fellowship
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The Alienated,
And The Excommunicated.
We Gather To Praise God,
Hear From Him, And Respond.
We Nurture Each Other
In Faith and Obedience to Christ.
We Love and Care,
For One Another
As God's People.
We Commit Ourselves To Serve,
And Tell Others About Jesus.
We Pursue God's Justice
And Peace In Every Area
Of Our Lives.

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Expressing the Good News
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300 VIRGINIA AVENUE
SEAFORD, DELAWARE 19973

POLICE DEPARTMENT



June 21, 2012

Sussex County Council
Councilman Michael Vincent
P.O.Box 589
Georgetown, De 19947

Dear Councilman Vincent:

I would like to take this opportunity to request monetary support from the Sussex County Council, for Seaford's Annual Community Night Out Against Crime and Drugs. As you maybe aware, this is a community event, sponsored by the Seaford Police Department and the Delaware State Police and will be held on September 27th at 5:00 PM. The purpose of the event is to bring police and citizens together to show their support against crime and drugs in the community. Several public safety organizations set up booths to provide information regarding their services. Food and beverages are also available, as well as games for the children.

Any consideration that you could provide towards assisting us with this event would be greatly appreciated. My deepest gratitude to you and your agency for the support you have shown in the past.

Sincerely,

Lt. Richard Jamison
Seaford Police Department

RJ/km



THE COVERDALE CROSSROADS COMMUNITY COUNCIL, INC.

06/18/2012

P.O. Box # 646
11575 Fisher Circle
Bridgeville DE 19933
Phone: (302) 337-7179

President: Evelyn Wilson
Treasurer: Woodrow Evans
Secretary: Mary Lingard
Chaplain:
Rev. Woodrow Evans

Sergeant at Arms:
James Wilson

Program
Manager/Coordinator: Evelyn
Wilson

Sussex County Council
Samuel Wilson
P O Box 589
Georgetown, DE 19947

Dear Councilman Wilson:

The Coverdale Crossroads Community Council (EIN # 51-0245091) operates a community-based Summer Enrichment/Cultural Program. There are 20 youth enrolled in our program; ages range from 6-15. The Coverdale Crossroads summer program will be offered seven weeks.

Type of Project: Summer Enrichment/Cultural Program

Project Description: Coverdale Crossroads Community Council, Inc. is writing this request for your financial assistance for our Summer Enrichment/Cultural Program. The Coverdale Crossroads Community Council, Inc is hosting their eighth year Summer Enrichment/Cultural Program. As a result, we need your support to pay for a contractual adult aide to assist with our program; the aide will help monitor the youth as well as assist with projects and activities for program. The program will begin June 25, 2012 and will end August 10, 2012, 8:00-12:30 P M, 4 days a week. The person in mind has already volunteered to facilitate craft projects for our youth in our summer enrichment and afterschool program for the past year.

Our program has had 20 youth registered for our Summer Enrichment/Cultural for the past year; we are expecting to service approximately the same number this year. However, our community organization's goal is to improve the conditions in which low-income people live through educational projects. Providing a Summer Enrichment/Cultural Program in our community will help the youth to keep their focus on their academics for the upcoming school year; also, the program will serve as a catalyst to create productive citizens which will improve lives and the condition of the community in the future.

Our program also provides fun activities, health preventive educational workshops and field trips for our youth with a positive effort to keep them off the streets.

So, we want to thank you in advance for your support in our efforts in improving the lives

of others.

Amount Requested: \$ 896.00

Project Date: June 25, 2012-August 10, 2012

Authorized Signature: Kvelyn Wilson Title: President