

**MINUTES OF THE KENT COUNTY LEVY COURT
BUSINESS MEETING
KENT COUNTY ADMINISTRATIVE COMPLEX
555 BAY ROAD, DOVER, DE
LEVY COURT CHAMBER, ROOM 203
TUESDAY, MARCH 27, 2018**

Call to Order

The Business Meeting of the Kent County Levy Court was called to order at 7:00 p.m. by President Banta.

Invocation and Pledge of Allegiance

The Invocation was led by Mr. Howell and the Pledge of Allegiance was led by Mr. Pepper.

Moment of Silence for our Troops

A moment of silence was observed for our Troops and led by Mr. Sweeney.

Roll call and Determination of Quorum

Allan F. Angel	Commissioner
Eric L. Buckson	Commissioner
James E. Hosfelt, Jr.	Commissioner
Glen M. Howell	Commissioner
Terry L. Pepper	Vice President
George W. Sweeney, Sr.	Commissioner
P. Brooks Banta	President

There are seven (7) Commissioners present at roll call.

Adoption of Agenda

M-18-060 **Motion** to approve the Agenda as presented was made by Mr. Sweeney; seconded by Mr. Buckson; carried by roll call vote seven (7) yeas.

Consent Agenda 18-5

Items on the Consent Agenda are considered routine and/or non-controversial and will be acted upon by a single roll call vote of the Levy Court. There will be no separate discussion of these items unless a Commissioner so requests, in which event the items shall be removed from the Consent Agenda and considered separately under New Business.

• Levy Court Business Meeting Minutes of Tuesday, March 13, 2018

• Items from the March 20, 2018 Committee Meetings:

- Pension Advisor Fee Proposal
- RFP Policy Amendment
- Smoking Policy Update
- Community Event Promotional Grant Applications Review:
 1. Veteran Artistic Celebration – Campus Community School

M-18-061 **Motion** to approve Consent Agenda 18-5 was made by Mr. Angel; seconded by Mr. Pepper; carried by roll call vote seven (6) yeas; one not voting.

PRESENTATIONS

1. Employee of the Month – April 2018

Ms. Phinney read the following into the record:
Kent County Department Heads have selected Daniel E. Twardus Jr. from the Department of Planning Services as the April 2018 Employee of the Month.

Dan has worked for Kent County since May 2016 and now serves as a Plans Reviewer I after first working as a Building Codes Inspector. His primary duties include reviewing building permit applications, blueprints, and other documents for conformance to County building codes and authorizing the issuance of building permits.

Dan is praised by his supervisors for his ability to utilize his extensive experience as a self-employed contractor to anticipate building design challenges and communicate code compliance issues with homeowners and others in the building trades. He has brought a unique perspective to the job and been instrumental in helping maintain tight deadlines. More importantly, Dan has cultivated positive working relationships with builders and helped County inspectors identify important aspects of the construction process in need of special attention.

According to Planning Services Director Sarah Keifer, “Dan exemplifies the County’s customer service ethos and has brought a positive energy to the

County's plan review process. He is very thorough, but his contracting experience helps him identify with the challenges facing homeowners and the building community. He is able to assist the process by suggesting solutions that meet the code requirements and the construction project's budget and timetable. He has earned a reputation for being methodical, but fair."

Congratulations Dan on a job well done! Dan resides in Commissioner Banta's and Pepper's districts.

Kent County Levy Court
April 2018 Employee of the Month

Daniel E. Twardus Jr.

On this, the 27th day of March 2018,
the Levy Court of
Kent County, State of Delaware, does hereby recognize
Daniel E. Twardus Jr.
Plans Reviewer I

Department of Planning Services
for his exceptional initiative, dedication, and conscientiousness in
the delivery of services to the citizenry of the County.

Dan joined the Commissioners and County Administrator at the front for congratulatory remarks, presentation of the award and photographs.

Mr. Banta: ***Inaudible*** I've already made my comments so I'll hand that to Mr. Pepper.

Mr. Pepper: It's great that you've been here not quite two years and here you're already being recognized. It says a lot, it says volumes. Congratulations, keep up the great work. All seven of us...all eight of us appreciate that.

Mr. Buckson: Dan, I appreciate it. You hold an exceptionally important position. You're one of the first contacts the community has so I do appreciate your efforts. You've been here since 2016. It's going to be hard to keep climbing the ladder. I don't know what's next, Director, maybe, something like that? Keep climbing, all right, buddy. Great job!

Mr. Sweeney: Dan, congratulations again. You exemplify exactly what we want in our employees. You bring your experience, your life experience to our County. You use that to do a good job and the homeowners and people who walk up to your counter appreciate it; so congratulations.

Mr. Angel: Dan, all we can really say is, what a great ambassador for our County. Two years and you're already up for this. Keep up the good work and mentor and

I'm sure we'll have other people coming along, too. Thank you for your service, sir.

Mr. Howell: Good job. Glad you're with us, congratulations.

Mr. Hosfelt: Thank you, sir we appreciate everything you're doing for the Planning Department and for Kent County.

Mr. Petit de Mange: Dan, it's great to be recognized by your peers. It speaks volumes. Your performance here has been recognized and on behalf of the citizens of the County and also your colleagues here I just want to extend congratulations and a continued great work and success in the County.

Mr. Twardus: I just want to thank God for sending Jesus to be my Lord and Savior and I want to thank everyone, all my peers because without them none of this would happen.

Mr. Banta: Good job and at least you're in my District. That's important, too. Thank you.

INTRODUCTIONS

Allan Kujala advised the first of two introductions of the evening would be made by Sarah Keifer, Director of Planning Services, followed by Susan Durham, Director of Finance.

Michael T. Miles

Ms. Keifer: Good evening, Commissioners. It is my pleasure to introduce tonight Mike Miles. He joined us on February 26th as a Housing & Community Development Specialist in our CDBG section. He comes to us most recently from DNREC. He also served the Delaware State Housing Authority. Most notably Mike comes to us with a lot of experience in contract management, procurement and brings experience in affordable housing to our program. So we're very, very pleased to have him on board. Mike currently resides in Commissioners Angel's and Pepper's districts.

Mr. Miles: I'd like to thank Levy Court, the Commissioners, the President and the folks in Planning for giving me this opportunity to serve the Community that I've lived in my entire life. I hope I prove myself well. Thank you.

Mr. Banta: Thanks, Mike and welcome aboard.

Elaine Cinque

Ms. Durham: Good evening, my pleasure to introduce you to Elaine Cinque. She's going to serve as the Tax Clerk in the Tax Office. She was hired on March 19th and prior to coming with us she worked with Delaware Public Service Commission as an Administrative Specialist and before that as an Office Manager/Comptroller for Garrison Homes, LLC. She brings extensive experience in bookkeeping, accounting, and administrative procedures to her new position. She resides in Kent County but just across the border in Milford...she's still in Milford but... I mean the Sussex County side of Milford.

Ms. Cinque: I just want to thank you for the opportunity. I'm so excited to be here. I look forward to many years with the Kent County Levy Court. Thank you.

Mr. Banta: Elaine, welcome aboard. I'm sure Commissioner Buckson will drag you across the line in September to have you vote. You're pretty close to his District. Mr. Buckson any comments you want to make?

Mr. Buckson: No, you're fine in Sussex County. Appreciate you.

Ms. Cinque: Okay. Thank you. Thank you so much.

NEW BUSINESS - None

PUBLIC HEARINGS - None

OLD BUSINESS - None

OTHER BUSINESS

- M-18-062**
1. Mr. Pepper **Moved** to go into Executive Session immediately following the Committee Meetings of April 3, 2018 for preliminary discussion on site acquisition for a publicly funded capital improvement; legal strategy session regarding collective bargaining or pending or potential litigation; and personnel matters pursuant to 29 Del. C. 10004(b) (2), (4), and (9); seconded by Mr. Sweeney; carried by roll call vote seven (7) yeas.

INFORMATION ITEMS - None

PUBLIC COMMENTS - None

COMMISSIONER COMMENTS

Mr. Pepper: In case I don't get the opportunity later, just like to wish everyone a nice Easter. Enjoy your family, your faith, whatever that may be.

Mr. Banta: I just have one brief comment in regard to Saturday's March by the young people of America. I was intently watching that for, I guess it was three hours. I watched the whole three hours of it. Young people from age 13, 17, 18 and 19 and I will tell you it gives you a confidence in America's future because these young people spoke well. They knew exactly what they were doing and they are trying to get reform and I certainly respect them for their efforts and the professional manner in which they did it. Finally, when they left and they watched them clean up the area, where there's normally a lot of stuff just littered around there was nothing to clean up. That's how clean and professional these young people of America... if that's how they live today I was very proud to be a part of...at least the audience watching what happens. Congratulations to all the kids of America today and the job that they did. It was absolutely phenomenal.

M-18-063 **Motion to Adjourn** was made by Mr. Pepper; seconded by Mr. Sweeney; carried by roll call vote seven (7) yeas. 7:15 **p.m.**



Brenda Wootten
Kent County Clerk of the Peace