MINUTES OF THE KENT COUNTY LEVY COURT
COMBINED BUSINESS MEETING
KENT COUNTY ADMINISTRATIVE COMPLEX
555 BAY ROAD, DOVER, DE
LEVY COURT CHAMBER, ROOM 203
TUESDAY, DECEMBER 9, 2025

Call to Order

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

Invocation

The Invocation was led by Commissioner Pepper.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Angel.

Moment of Silence for our Troops

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

Roll Call

Allan F. Angel	Commissioner
Jeffrey W. Hall	Commissioner
Paul Hertz	Commissioner
Terry L. Pepper	Commissioner
Robert Scott	Vice President
George W. Sweeney, Sr.	Commissioner
Joanne Masten	President

There are seven (7) Commissioners present at Roll Call.

ADOPTION OF AGENDA

M-25-227 **Motion** to adopt agenda as presented made by Mr. Scott; seconded by Mr. Angel; carried by Roll Call vote seven (7) yeas.

*Mr. Sweeney:

Public Comments on Agenda Items other than Public Hearing Items
Note: Public Comments for Public Hearing Item(s) will be during their public hearings.

Brandon Yourkovik, 206 Horse Trail Lane, Felton, DE: So, some of you know me, I'm currently the president for the paramedic...*Inaudible Local 781. We held our ratification vote today for on...our side for the upcoming paramedic contract. It overwhelmingly passed on our end. Really just up here to say...I'd like to just give thanks to the negotiation team on the county side with Kevin, Susan, Chief Tinger, our admin staff, Trudy, it was a very pleasant process, very easy to negotiate through and it was great. I'll say it's very rare that both sides kind of recognize the same need that, you know for the department we have as far as retention issues and stuff. And I can say with the hopeful acceptance of this contract, there's a lot of excitement in the department and this contract will put us in the extremely competitive place to work, not just in the state, but really in the mid-Atlantic region. And we already have three people that who used to work for us that are coming back to work for us full time in anticipation of this contract passing. So, again, it's just, I'm more up here just to say, I just want to say thank you to everybody that was involved in the process and look forward to keeping that strong relationship going.

Mrs. Masten: We appreciate your kind words.

Mr. Yourkovik: Thank you.

Approval of Levy Court Business Meeting Minutes of Tuesday, November 18, 2023

M-25-228 **Motion** to approve November 18, 2025, Levy Court Business Meeting Minutes made by Mr. Angel; seconded by Mr. Scott; carried by Roll Call vote seven (7) yeas.

PRESENTATIONS – None

INTRODUCTIONS – None

PUBLIC HEARINGS – None

OLD BUSINESS – None

NEW BUSINESS

Mr. Angel:
1. AFSCME Successor Collective Bargaining Agreement (paramedics)

Trudena Horsey, Human Resources Director: Good evening, everyone. Thank you, Brandon, for your kind words. Your negotiating team was awesome as well and I think we enjoyed these sessions as opposed to how they've been in the past. So, thank you and your staff for everything that they did to help this negotiation be successful. Before you and in your packets, we discussed the new five-year agreement with the medic union, and we have highlighted some of the key changes available in the memo that was provided. At this time, do you have any additional questions about any of the key changes or things that you saw in the contract?

Mr. Scott: Trudy, I just have a question. I know that...I see where the sergeants were removed and completely understand why. My question is, is what do we do to somewhat keep them in line? I think there's a total of what eight of them, is that right John? As far as keeping them in the sequence with, you know, what the union's doing and getting. I mean, is that something that we concentrate on as well?

Ms. Horsey: So, as far as the pay goes, they will receive, when it comes to overtime pay and things of that nature, they will still receive everything that's in the contract as long as...as far as that goes in with uniforms and things of that nature.

Mr. Scott: So, what items would they not be receiving, I guess maybe...

*Inaudible

Ms. Horsey: ...one.

Mr. Scott: Thank you.

Mr. Sweeney: No question, just a comment. While I approve the contract moving forward, I wasn't involved in the discussion during the Executive Session, so I'll be not voting.

Ms. Horsey: Okay, understood.

M-25-229 Mr. Angel: I **Move** to approve the five-year Successor Collective Bargaining Agreement with AFSCME Council 81/Local Affiliate 7801 representing eligible Kent County emergency medical services employees, effective July 1, 2025, through June 2030, as recommended and authorize the President to execute the document on behalf of the Levy Court; seconded by Mr. Scott; carried by Roll Call vote six (6) yeas; one (1) (Sweeney) not voting.

2. Paid Family Medical Leave Prefunded Claims Account

Ms. Horsey: As you may recall, vaguely in October of 2024, we discussed the Paid Family Medical Leave Act that was coming before us to start January 1st of 2026. We have everything lined up with our third-party administrator to administer the program for us. I actually spoke with them today as luck would have it and we will be sending something out this Friday notifying all the employees and if there is a need that arises, we will start informative sessions at that time. We have everything lined up to start January 1 with claims, but in order to be in line with the state mandate and the requirement, we need to have a dedicated claims bank account with about $9,700.00 in that account to cover any claims for our employees. I'm sorry, yes, $97,000.00, I apologize, $97,000.00.

M-25-230 Mr. Angel: I **Move** to approve the creation of the PFML prefunded claims bank account with WSFS Bank, to be funded from the General and Sewer Fund contingency accounts as recommended, and to authorize the President to execute the necessary documents on behalf of the Levy Court; seconded by Mr. Hall; carried by Roll Call vote seven (7) yeas.

3. Introduction of **Ordinance LC25-30**, An Ordinance repealing the current Kent County Code Volume I, Chapter 68, Personnel Policy, and replacing it with a new Chapter 68, Personnel Policy for Public Hearing on Tuesday, January 13, 2026, at 7:00 p.m.

Mr. Pepper:
Tax/Utility Billing Software Contract Approval

Donna Barnes, IT Director: We are looking to enter into a contract with Central Square Technologies for our tax and utility billing systems, to replace them. We've been looking a little over a year, we've met with several vendors, made a decision about six weeks ago and then started a statement of work to make sure we could get through everything that we needed. There are…we chose Central Square. The other ones were…either did not have any live customers on their tax portion, they did have customers on their utility billing. The other one, their customer base was…their counties were very small and I, we did not feel that they could meet our needs. Central Square is…the implementation is approximately $225,000.00; a yearly subscription fee is approximately $225,000.00 and none of those payments are due until we go live.

Mr. Scott: Donna, who are we using now?

Ms. Barnes: We're actually using Central Square now and have been partnered with them for about 30 years and they are actually...have...we put it in our statement of work that they'll use some of their people who have been our customer service reps and know our data as part of the conversions. So, that was one of our problems in the past, was data conversion with our complex taxing system.

Mr. Scott: Thank you.

Susan Durham, Finance Director: And that's who we use for tax. We actually use New World Systems, which is owned by Tyler now for our utility billing.

Mr. Sweeney: Is this multiyear?

Ms. Durham: Five years.

Mr. Sweeney: Five years, okay, thanks.

M-25-231 I **Move** to award the contract for tax and utility billing software to Central Square Technologies, LLC, pending county attorney approval of the Master Services Agreement. The software has an annual subscription fee of $225,000.00 that will increase 5% annually. Conversion and installation are estimated at $225,000.00 bringing the total for the first year to $450,000.00. The funding source is Capital Projects ERP (Enterprise Resource Planning) project; seconded by Mr. Scott; carried by Roll Call vote seven (7) yeas.

Mr. Hall:
Introduction of **Ordinance LC25-29**, An Ordinance to amend the Comprehensive Plan Map Designation and the Official Zoning Map of Kent County, Delaware pursuant to the provisions of Kent County Code, Vol. II, Chapter 205 Zoning, Article III, Section 205-8 and Section 205-9, and Article XXVIII (changes and amendments) effective December 01, 2000, as amended. For Public Hearing on Tuesday, January 27, 2026, at 7:00 p.m., reference Application CZ-26-01: King, Allen E. & Amanda L.

OTHER BUSINESS

M-25-232 **Motion** to go into Executive Session immediately following the Business Meeting 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. Angel; carried by seven (7) ayes.

INFORMATION ITEMS

Mr. Angel: Just want to remind everybody for your introductions, put your paperwork up on the dais here so Lorri doesn't have to kill more trees and get them back to us again. So, it's a way of saving paper and time.

Mr. Scott: Just some of you probably knew him, some of you may not have, but we had past chief Carol Jester, 54 years of service to the Houston Volunteer Fire Company that was active for 54 years. He was at an alarm approximately six days before his passing. He did pass away last Tuesday morning, about 4:00 a.m., Monday into Tuesday and services will be on Saturday, a full fireman's funeral. So, if you can keep the family in your prayers.

PUBLIC COMMENTS – None

COMMISSIONER COMMENTS

Mr. Angel: The County Administrator Kevin Sipple and I attended a meeting at Leg Hall last Thursday on beach replenishment that we were supposed to set up a meeting in January, but legislators got involved and moved it up and, it's coming down to where the federal government now is going to take control of that and it's all or nothing to get...for them to get beach replenishment. If they don't...if one person holds out, they get no sand replenishment at all. The problem I have with it is Pickering did not...of the two I've been associated with, the last one, Pickering never got its full share, they only got half, they're supposed to get the other portion. Well, that was a promise that's going to be broken. So, I have a problem with that, just to let you all know where I stood and what I said. So, but that's coming forth and there's quite a few issues, I guess they have to work out. Mr. Sipple did I miss anything sir?

Kevin Sipple, County Administrator: No, I think you covered it well. There will be another meeting in January. I've offered one of our conference rooms to bring the occupants from Kitts Hummock and Pickering Beach in to talk about the easement rights and a few other things with the Department of Natural Resources.

Mr. Angel: Yes, I have one more, and I did ask Mr. Sipple about this. I know we usually get a rebate for our electric, you know, every three or four years or so. I was wondering if we're going to be getting any anytime soon. That'd be great to know.

Mr. Sipple: I did talk to our Finance Director, and she was going to look into it.

7: 24 p.m. - Recess to Executive Session.

7:40 p.m. – Business Meeting reconvened.

Mrs. Masten: Before we adjourn remember, we have the Christmas party on Friday at the rec center, for those of you that can attend. Having no further business, meeting is adjourned. Thank you all. **7:40 p.m.**

Brenda A. Wootten

Brenda A. Wootten
Clerk of the Peace
Kent County