

**City of New Castle Delaware  
City Council Special Meeting  
201 Delaware Street, New Castle  
Thursday, March 3, 2016 – 10:00 a.m.**

**Call to order: 10:00 a.m.**

**Roll Call:**

Councilperson Megginson – present  
Councilperson Vannucci – present  
Council President Ratchford - present  
Councilperson Petty - absent  
Councilperson Di Mondì - present

Also present:

William Barthel, City Administrator  
Janet Carlin, City Treasurer

President Ratchford opened the meeting saying there were two items on the agenda, having to do with allocation of funds for items that are not on the budget.

Mr. Barthel explained the City budgeted \$250,000 the City is currently in receipt of \$481,231. The majority of this was generated by the sale of the Zenith property. This was not expected; as such the City has excess funds of \$230,000. There is \$15,000 allocated for the Banks Building and \$140,000 for parking. Mr. Barthel said he had been contacted by Senator Poore to let him know three trolley cars were available.

Motion to consider **Resolution No. 2016-03** to Purchase Three (3) Trolley Cars for the sum \$13,000 that are available through the State Surplus Property Program.

President Ratchford read the Resolution

Councilperson Megginson said it looked like it would be very costly to renovate these trolley cars. Councilperson Di Mondì suggested having a mechanic look at the cars to see if it was feasible to renovate these cars.

Mr. Barthel said the reason they are available is because Delaware City had considered purchasing them, but felt the renovation and insurance costs were prohibitive. Delaware City did a cost projection that they will share. Council President Ratchford said in terms of what they could provide they would be a great addition to the City. However this is a speculative venture.

Discussion regarding pros and cons of purchasing the Trolley Cars.

The **Motion** to consider Resolution No. 2016-03 was made by Councilperson Di Mondì and seconded by Councilperson Vannucci.

Resolution did not pass. The Council asked the City Administrator to get more information about projected costs.

Motion to consider **Resolution No. 2016-04** allocating excess revenue funds for the purpose of redesigning of the City office at 220 Delaware Street

President Ratchford read the Resolution

Discussion regarding redesign of Admin Building:

- The office space in the administration has not been changed in over 10 years. Additions have been added on a piecemeal basis.
- Storage has grown, and archiving is being done.
- 7 people are in this space is comfortable, adding an additional office will allow for greater customer service, and coverage.
- Concerns were raised regarding the openness of office from a security aspect.
- Leila Hamroun or GA Blanco will design, cost projected between \$35,000 and \$50,000.
- Cost savings from removing the Trolley Bark copy machine and heat and electricity will be significant, and could pay for this redesign in 4 to 5 years.
- Efficiency, this will allow cross training and coverage for permits and building.

President Ratchford asked what the design fee would be. Mr. Barthel said G.A. Blanco quoted \$50 per hour design fee, and Leila Hamroun would also be willing to design, but we don't have a quote from her at this time.

President Ratchford asked if the ADA restroom renovation plan would go forward. Mr. Barthel said that was already budgeted separately.

Discussion of backroom, and conference room area, with filing. Mr. Barthel said the office staff are archiving and cleaning out, Council might want to consider a more suitable conference room, but this is not as urgent as security and efficiency in front of building.

President Ratchford said she felt it made sense from an efficiency aspect with cross training and customer project.

Councilperson Di Mondì said he would be willing to approve \$35,000 but the amount could be readdressed if it was needed. Councilperson Di Mondì said he did not think Council should look for ways to spend excess funds, we should save, and use for current projects.

President Ratchford said she felt this redesign was conducive to interaction with our residents and visitors, and addressed the safety of the employees. Redesign of how we operate.

The **Motion** to consider Resolution No. 2016-04 allocating \$35,000 with option to request additional fund at a future date was made by Councilperson Di Mondì and seconded by Councilperson Vannucci.

Vote passed unanimously.

The Motion to adjourn was made by Councilperson Vannucci, seconded by Councilperson Megginson and passed unanimously. Council adjourned at 10:56 a.m.

Respectively submitted,

Kimberly Burgmuller  
Council Secretary