

City of New Castle Delaware
Regular City Council Meeting
Meeting Held in Person and via Zoom
Tuesday, January 14, 2025
7:00 p.m.

Call to Order: 7:00 PM

Roll Call

Present: Council President Suzanne M. Souder
Councilperson Andrew Zeltt
Councilperson Brian M. Mattaway
Councilperson Joseph F. Day, III

Absent: Councilperson Nermin Zubaca

Also present: Michael Hoffman, Esquire, City Solicitor
Mayor Valarie Leary
Antonina Tantillo, City Administrator
James Whisman, City Treasurer
Police Chief Richard McCabe
Chief David Majewski, Good Will Fire Company

Council President Souder called the January 14, 2025, City Council meeting to order at 7:00 p.m. The assembly stood for the Pledge of Allegiance. Roll call followed and a quorum to conduct business was declared.

Downtown Development Districts Presentation

Council President Souder introduced Rick Ferrell, State of Delaware Community Development Coach, to speak about the State's Downtown Development Program.

Mr. Ferrell gave a brief history of the Downtown Development District (DDD) Program, noting that New Castle was admitted to the program and was designated as a DDD community in 2019. The Program is intended to stimulate economic growth in communities by offering a 20% rebate on investors' capital costs for commercial and residential real estate within the designated District. It applies to homeowners, business owners, non-profit organizations, and tenants living in spaces owned by property owners.

There are two categories of projects: Small and Large. Small projects are those where the investor is investing a minimum of \$25,000 - \$350,000. Large projects are those in excess of \$350,000 (with a cap of \$2M on any Large project). Mr. Ferrell noted that there are other Federal and State programs that offer small grants/loans that qualified projects may be eligible for as well.

Since 2019 the City of New Castle has had 11 small projects and one large project generating \$400,000 in rebates and leveraged \$2.9M in private reinvestment.

Mr. Ferrell and Ms. Tantillo are collaborating on a Workshop for residents to inform them about the program, the process, and the benefits.

At the conclusion of his presentation, Mr. Ferrell responded to questions from Council Members, stating that:

- The investor has 30 days after the Certificate of Occupancy is pulled to notify the State that the project is complete, and a check is issued within 45 days of that notification. For Large projects, there is a program that bridge loans the benefit to which the investor is entitled for an individually negotiated carrying cost, and when the rebate is issued the loan is satisfied.
- Online applications for small projects can usually be approved relatively quickly.
- The application process is competitive, and as the program has matured, the State is close to being over-subscribed every year.
- Pursuant to the Guidelines, the work is required to be contiguous; however, consideration is taken for supply chain or weather-related delays, or other mitigating circumstances.

Council Discussion, Possible Motion and Vote on Award Resolutions.

Council President read the following Resolutions for City of New Castle Employee, Unsung Hero, and Business Difference Maker Awards. Recipients were invited to join Council members and the Mayor at the podium for the presentation of a plaque.

Resolution 2025-01: A Resolution to award **Diane Delgado** for the 2024 City of New Castle Employee Award.

Resolution 2025-02: A Resolution to award **Keith Wilson** for the 2024 City of New Castle Employee Award.

Resolution 2025-03: A Resolution to award **Captain Tina Shughart** for the 2024 City of New Castle Employee Award.

Resolution 2025-04: A Resolution to award **Janet Carlin** for the 2024 City of New Castle Employee Award.

Resolution 2025-05: A Resolution to award **Margo Reign** for the 2024 City of New Castle Citizen Unsung Hero Award.

Resolution 2025-06: A Resolution to award **Suzanne Swift** for the 2024 City of New Castle Citizen Unsung Hero Award.

Resolution 2025-07: A Resolution to award **Ron Vukelich** for the 2024 City of New Castle Citizen Unsung Hero Award.

Resolution 2025-08: A Resolution to award **Chief Eugene C. Petty** for the 2024 City of New Castle Citizen Unsung Hero Award, posthumously.

Resolution 2025-09: A Resolution to award **Bridgewater Jewelers** for the 2024 City of New Castle Business Difference Maker Award.

Resolution 2025-10: A Resolution to award **The Mercury Café and Teahouse** for the 2024 City of New Castle Business Difference Maker Award.

Councilperson Day read a prepared statement from Ron Vukelich, who was unable to attend the meeting. City Administrator Tantillo read a prepared statement from Dwyane Foster on behalf of himself and Aaron Vederman, co-owners of The Mercury Café and Teahouse, who were unable to attend the meeting.

Council Discussion, Possible Motion and Vote on the Award of the FY 2025 Citywide ADA Sidewalk Improvements Contract

Mr. Rogers stated that there were two responses to the invitation to bid for the ADA sidewalk improvement contract for various intersections along 2nd Street, 3rd Street, 4th Street, 5th Street, Market Street, and the Strand.

- Cirillo Bros. - \$744,920.00
- Advance Paving Services - \$325,610.00

Due to the disparity in the two bids, AECOM met with Advance Paving Services to ensure they were aware of the contract specifications and of the contract expectations. Advance Paving Services was informed of the difference in the bids and asked them if they wished to withdraw their bid. They stated that they were fully aware of the contract expectations and that they stood by their contract price. Mr. Rogers stated that AECOM feels Advance Paving Services is a responsible bidder and staff recommends that the bid be awarded to Advance Paving Services.

In response to a question from Council, Mr. Rogers stated that:

- He is not personally familiar with Advance Paving Services; however AECOM's Construction Management Team is aware of work that they have done as sub-contractors for some of the larger contractors.
- He believes that Advance Paving Services are domiciled in Delaware.

Councilperson Day expressed his concern in the disparity between the two bids. Mr. Rogers noted that AECOM felt Advance Paving Services' bid was responsive and they feel they are responsible; and if Council has concerns about their bid the project will have to be re-bid.

Ms. Tantillo stated that she also had concerns, which was why the aforementioned meeting was held to ensure that all due diligence was done and that Advance Paving Services was fully aware of the requirements of the contract.

In response to further question from Council, Mr. Rogers and Ms. Tantillo stated that:

- Advance Paving Services is known for curbing; they are aware of the specifications for granite curbing and the contract specifications that the existing granite curbing that is removed is to be retained as much as possible and if new granite needs to be brought in, it must match the existing granite as much as possible. In addition, existing bricks are to be retained as much as possible, and if new bricks need to be brought in they have to be approved by the City before they are used.
- The cost of any replacement granite needed is included in the bid.

- The contractor submits Pay Requests periodically as the work is completed.
- The City Building Inspector and City Engineer will inspect the project.

Council President Souder opened Public Comment for this item only.

Brenda Graves – 29 Christian Road

In response to a question from Ms. Graves, Council President restated the streets in the City that will be affected, noting that the current sidewalk improvement contract does not include Boothhurst.

Victor Bryson – 604 Clark Street

Mr. Bryson opined that Cirillo Bros. have consistently done quality work in the City of New Castle and suggested that the contract be re-bid.

Phil Gross – 1301 13th Street

In response to a question from Mr. Gross, it was stated that the timeline for completing the project is addressed in the contract documents, and the work will be inspected by City representatives and/or AECOM to ensure the work is in compliance with the plans and specifications. Mr. Rogers opined that there is a warranty; but stated that he did not have the contracts in front of him to verify that. He added that the contract will have standard AIA contract documentation for construction work.

A motion to approve awarding the ADA Sidewalk Improvement 2025-002 contract to Advance Paving Services for a cost of \$325,610 was made by Councilperson Day. The motion was seconded by Councilperson Mattaway. The motion passed unanimously.

Minutes

December 9, 2025 Special Meeting – A motion to approve the minutes of the December 9, 2025 special meeting as presented was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and was unanimously passed.

December 10, 2025 Regular Meeting – A motion to approve the minutes of the December 10, 2025 regular meeting as amended subject to clerical correction was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Treasurer's Report

Mr. Whisman presented the unaudited Treasurer's Report as of December 31, 2024:

Total unrestricted funds	\$ 9,605,030.11
Total restricted funds	\$ 3,330,507.10
Total cash	\$12,935,537.21

Mr. Whisman stated that the City is in very good financial health and opined that based on revenue and expenses at the 6-month mark the City will end the year in a fairly good position.

Work on the upcoming budget will begin next week.

A motion to approve the Treasurer's Report as presented subject to audit was made by Councilperson Mattaway, seconded by Councilperson Day, and was unanimously passed.

Reports from the City Administrator and Staff

Report From the City Administrator

- Spirit of Christmas – Ms. Tantillo stated that Spirit of Christmast was a wonderful event, noting that the new mobile state was introduced.
- Code Enforcement Officer – Applications are being accepted for the position of Code Enforcement Officer and interviews have begun. The additional job posting for that Department has been delayed.
- DelDOT – The City was advised that the work to clear the ditch behind the shopping center is expected to be done in January. Ms. Tantillo will send out an update when more information is available. *UPDATE:* During the meeting Ms. Tantillo received a text from Mr. Hermes stating that the railroad is still having difficulty getting equipment and he will keep her informed.
- Mt. Salem Church – Demolition of the addition on the Mt. Salem Church was delayed due to weather and work will begin this week
- Floating Pier – The contractor advised that the dock has been fabricated and the gangway fabrication is ongoing. The pier is on-track for delivery at the end of January. Installation of the piles is tentatively scheduled for the beginning of February. The contractor again assured the City that the project will not bleed into the moratorium period for driving the piles. Ms. Tantillo will send out an update when more information is available.
- Citywide Paving Contract – Work under the citywide paving contract is beginning. Any questions regarding markings on the street/sidewalk can be referred to the City Office. A notice will be sent to residents in the area once construction is set to begin and information will also be posted on the City website.
- Website Update – The City website was updated with Large Building Projects in December. The University of Delaware will begin its project for further updates to the website in February.
- University of Delaware Summer Project – The City is working with a University of Delaware Biden School of Public Policy and Administration PhD student who submitted a request to the University to a summer project. The project will focus on “studying and examining the current practices being followed by the City of New Castle in Infrastructure Financing and understanding whether any collaborative efforts are being employed by the City in tapping municipal financing and meeting infrastructure needs.” A comprehensive report will be prepared which will help the City understand how it can tap new avenues of funding through collaborative governance and community participation; which will help the City staff and Council in establishing a long-term capital project planning and financial planning for such projects and infrastructure.

Ms. Tantillo should know by the end of the week if the project is funded and will send out an update when more information is available.

- Dog Park – The second survey quote is being reviewed. It is estimated that completion of the survey and the wetlands evaluation will be scheduled within the next month. The cost will be approximately \$6,000.00.
- Code Red – The new emergency alert system rolled out last week. Approximately 152 residents have already registered. Information on how to register is on the City website, on Facebook, and in The Crier; and anyone experiencing difficulty registering is welcome to contact the City Office for assistance. Ms. Tantillo reviewed the multiple forms of communication available under Code Red.
- Snow Storm – Ms. Tantillo thanked Public Works for their hard work and dedication in clearing streets and picking up trash and yard waste in a timely manner. She also thanked the Police Department for keeping everyone safe on the roads.
- Election – An election will be held on Saturday, April 12th for the following City Council seats:
 - Council President Suzanne Souder
 - Councilperson Joseph Day
 - Councilperson Andrew Zeltt

The Board of Elections and City staff have reviewed all election dates to ensure compliance with all State and City Code and Election requirements. The Notice of Solicitation of Candidates was posted earlier this month. The candidate filing period is Monday, February 3rd through Friday, February 28th at 5:00 p.m. Request for Candidate Filing forms are available at the City Office or via email at info@newcastlecity.delaware.gov.

In years past, the City filing period would open in January. A review of all of the dates and deadlines and it was noted that the State requires a minimum filing period of 20 days. The City reviewed the dates and is providing 26 days to file, allowing more than enough days for the Solicitation of Candidates period.

Those interested in running for any of the open seats on City Council must comply with all City and State Code Requirements, including:

- Must be a citizen of the State of Delaware.
- Must be a resident of the City of New Castle and have resided in the City for two (2) years before the election.
- At the time of the election they must:
 - Be a qualified voter of the City.
 - Be at least 21 years of age as of the date of the election.
 - Never have been convicted of a felony.

Residents are reminded to register to vote with the State of Delaware by April 7, 2025 at ivote@delaware.gov. This information is also available on the City website.

Absentee voting applications can be requested on March 3, 2025, and the first day to file via absentee is March 10, 2025.

The first Board of Elections meeting is Wednesday, February 15, 2024, at 6:30 in the Community Room at the Police Station.

- Grants –
 - The City applied for an EPA Grant in December in the amount of \$850,000 for Solid Waste Infrastructure for a new recycling truck, recycling bins for all residents, and educational materials on proper recycling and the City recycling schedule. The City will not be notified if the grant is awarded until fall of 2025 or winter of 2026.
 - Work for the Hazard Mitigation grant that was awarded through DEMA for homes in the flood plain was completed in December.
 - Ongoing grant applications include:
 - Additional DTI grants for cybersecurity and homeland security.
 - Additional grants for Playground upgrades throughout the City.
 - Beautification grant with Keep Delaware Litter Free Alliance and Keep Delaware Beautiful.
 - Historic Preservation Grants.

Report from Chief McCabe

Chief McCabe reported on the following:

- CORE Program – Chief McCabe gave an overview of the 4th Quarter (October 1 – December 31) CORE Program Report of Officer interactions with individuals they encounter who appear to be struggling with substance abuse.
 - 76 individuals were served (unduplicated)
 - 398 interactions with community members (duplicated)
 - 76 individuals were referred to community support services
 - 0 individuals refused services.

Councilperson Day commended Chief McCabe for the Department's efforts, noting that New Castle is a leader in instituting this type of program.

- Narcan Training – The Department is planning to do another Narcan training event at the Police Department.
- Recruiting – Chief McCabe reviewed the statewide recruiting program. He explained that it is a massive marketing campaign that draws attention to the State and the collaboration between the police agencies. He noted that during a test of the program he received 335 candidate leads resulting in 199 applications that led to 20 complete background packages; which is more completed background packages than he has seen in the last 10 years. The goal is to put the QR code on the Department website.

Council Communications

Councilperson Mattaway

- Blood Drive – There will be a blood drive at the Good Will Fire Company on Saturday, February 8th from 9 a.m. until 2 p.m. Residents will be able to sign up in advance, or simply stop in to donate.

- Follow-up on EPA and WILMAPCO – Councilperson Mattaway gave an update on EPA and WILMAPCO, stated that:
 - The EPA will be coming to New Castle this spring or summer to provide updates on superfund sites and remediation locations in the city. He is hoping to make this a community event where residents can ask questions and be involved. Councilperson Mattaway stated it is critical to have a forum where residents can follow-up on these items; and it is vital in respect to the Comprehensive Plan where information should be overlapped in respect to the superfund sites.
 - WILMAPCO is interested in coming to New Castle to follow up on its Walkable Community workshop conducted 20 years ago to see what has changed and guide the City for real solutions.
- Councilperson Mattaway thanked the City Administrator for participating in the award of an innovation grant for transportation.

Councilperson Zeltt

- Councilperson Zeltt expressed his appreciation for the Code Red program, noting it is very easy to sign up.

Councilperson Day

- Councilperson Day thanked Councilperson Mattaway for his efforts in the establishment of the City recognition awards.

Report from the Council President

- Council President Souder thanked everyone who worked on the Spirit of Christmas and the residents who opened their homes for tours; noting that it was a wonderful event that benefited several good causes, including the Historical Society.
- Council President Souder thanked the Trustees for their work to rebuild the shoreline and repair the Riverwalk and for taking the necessary corrective action.
- Council President Souder congratulated City Administrator Tantillo on her election as Vice President of the City Managers Association of the State of Delaware. Her participation benefits New Castle by giving her to share ideas with Managers of other cities, and her selection as Vice President shows that she has the respect of her peers, and is recognition of her leadership abilities.
- Council President Souder thanked Public Works for their prompt action on snow removal during the recent snow storm.
- Council President Souder thanked the Trustees for having the Riverwalk path plowed.

Business From the Mayor

- Mayor Leary echoed Council President Souder's thanks to everyone for their hard work on Spirit of Christmas. She recognized and thanked Public Works for their work in setting up and breaking down the event, and the Police and Fire Departments for their efforts as well.

- Mayor Leary noted her appreciation of the notifications she received under the Code Red program.
- Mayor Leary thanked Public Works for their efforts in snow removal during the recent snow storm.
- Mayor Leary noted that the new mobile stage is wonderful.
- Mayor Leary congratulated City Administrator Tantillo on her election as Vice President of the City Managers Association.

Comments From Good Will Fire Co.

Chief Majewski introduced Deputy Chief Terrance Bayko. Deputy Chief Bayko introduced himself and gave Council a brief overview of his background and experience.

Chief Majewski reported that:

- There were 134 fire reports in December.
- There were 207 EMS incidents in December
- In 2024, there were 1,428 fire rescue incidents and 2,083 EMS incidents, which is a 9% increase in fire rescue services.
- Santa Events – Chief Majewski thanked everyone for another year of support on Santa events.
- Coordinated Rescue – An incident on Saturday December 21st required a coordinated response between Fire, Police and EMS for the life-saving rescue of an injured hunter in a remote location.
- Water Supply – In light of the recent fires in California and at the request of Mayor Leary, Chief Majewski gave a recap of the water drill that was conducted in New Castle in April 2024. He noted that the water supply systems of New Castle and California are inherently different. He added that other Fire Departments can fill tankers in New Castle; however, it depends on their proximity to New Castle based on a standard calculation for how far you can or should drive to get water.

Public Comment

Brenda Graves – 29 Christian Road

Ms. Graves stated that 53 residents of Boothhurst Maintenance Corporation have submitted a Petition to Council to request that grass cutting in the open space and the maintenance of the stormwater management system be managed by the City of New Castle. The residents also request that the fees for these services be included in their annual property tax bill. She explained that this would put the residents of Boothhurst on par with residents in the rest of the City and provide them with additional remedies to meet the obligation.

She added that residents of Boothhurst were charged \$250 for 2024 maintenance fees, which the residents feel are excessive. Residents are not given a say in obtaining or vetting vendors in their community. Ms. Graves also stated that the current Board has been in power for 22 years; the Corporation has not held any elections; and the residents have come to City Council because

Boothhurst is in an incorporated area and the residents believe City Council has jurisdiction in this matter.

Ms. Graves asked Council to initiate an investigation and an audit. The County has no jurisdiction over the sewer system or grass in Boothhurst. She added that the Articles of Incorporation state that the Maintenance Corporation is to function as a Civic Association and it has not. There is only one (1) corporate meeting each year and there are no other meetings for anything. She asserted that the Board has operated in a vacuum since the community was turned over under Mayor John Houben's administration. At the yearly corporate meetings a budget is presented and a demand is made for the residents pay it. This is followed by the threat of a lien or foreclosure for nonpayment of the budget, which was not voted on or approved by the community. Residents also do not receive copies of corporate minutes.

Ms. Graves asked Council for assistance and noted documentation that she provided to the City Administrator.

Phil Gross – 1301 13th Street

- Mr. Gross urged Council to follow-through on making sure that before the end of 2025 that there is a way for residents to opt-in to receive meeting notices, specific City information, and to be able to send feedback to the City.
- Mr. Gross noted that Ordinance 552 was passed allowing candidates to file electronically. He asserted that for any past infractions, if the person who violated the City Charter is still in office they need to immediately step down and their position should be added to the current upcoming election. Mr. Gross added that Mayor Leary should step down because prior to the passing of Ordinance 552 she was not allowed to file electronically. Mr. Gross suggested there were occurrences of forgery of signatures, inappropriate filing, and late filing.
- Mr. Gross opined that only one (1) person or business should be presented with an award.

In response, Ms. Tantillo reiterated that the City has multiple means of communication and information-sharing for residents. Regarding candidate filing, Ordinance 552 only set forth what was allowed. She stated there was no clarification on whether or not filing was prohibited electronically, and therefore, it was allowed. She added that the filing period for protesting past elections has passed.

Rod Miller – East 3rd Street

- Mr. Miller opined that three (3) minutes is not sufficient time for public comment.
- Mr. Miller objected to the manner in which Councilperson Mattaway was treated during the discussion of a moratorium at the November Council meeting. He opined that Council President Souder's comments regarding HUD housing were inaccurate and that comments from Councilperson Day appeared to put the interests of developers over the interests of the residents.

Ms. Tantillo noted that the official minutes of each meeting come from the City. The minutes are available on the City website and a printed copy can be obtained from the City office.

Mr. Hoffman noted that Council did not vote to approve the Award Resolutions, which he noted could be done in one motion.

A motion to approve Resolutions 2025-01 through 2025-10 was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Council Discussion, Possible Motion and Vote on Resolution 2025-11: A Resolution to appoint Diane Delgado as the Absentee Ballot Clerk.

Council President Souder read the Resolution

A motion to approve Resolution 2025-11 was made by Councilperson Day. The motion was seconded by Councilperson Mattaway, and was unanimously passed.

Council Discussion, Possible Motion and Vote on Resolution 2025-12: A Resolution Requesting Amendment to Municipal Charter to Authorize the City of New Castle to Levy and Collect Gross Rent Tax.

Councilperson Mattaway stated that he felt Resolution 2025-12 should be addressed when all Council members were present, and due to the absence of Councilperson Zubaca, he wished to table Resolution 2025-12 to the February meeting.

A motion to table Resolution 2025-12 to the February meeting was made by Councilperson Mattaway. The motion was seconded by Councilperson Day and was unanimously passed.

Councilperson Mattaway noted that Mr. Hoffman had researched the process and procedure for Resolution 2025-12; and because he was present, Councilperson Mattaway asked that Council approve having Mr. Hoffman address the process and procedure for Resolution 2025-12.

Mr. Hoffman stated that Councilperson Mattaway asked him to reference and speak to what a Charter Change is; and asked if it was the will of Council for him to present a brief explanation of a Charter change and the process, given that the Resolution was already tabled. Council President Souder gave Mr. Hoffman permission to proceed, and there was no objection from Council..

Mr. Hoffman noted that in 2014 the General Assembly passed a law stating that unless a municipality's Charter or the State Code expressly authorizes that municipality to adopt and enact a tax, you cannot adopt and enact a tax. Therefore, if Council is interested in authorizing a tax in the State of Delaware as a municipality you must first be granted the power in your Charter or State Code. That is why it comes first as a Resolution that asks the General Assembly to empower and enable the municipality to adopt a tax. If the General Assembly were to authorize that tax the next step is that it comes to the municipality to decide if you want to

move forward. Therefore, even if the Charter is changed enabling that tax it is not implemented unless and until the municipality undertakes a Code change to take an action to implement that tax. The requested Charter change is enabling legislation to allow that future action.

Councilperson Mattaway asked Mr. Hoffman if, hypothetically, the Resolution passed the City could pass a 5% tax in one year and increase or decrease it the next year. Mr. Hoffman stated that if the enabling legislation from the General Assembly says New Castle is authorized to implement a tax up to 5%, you could implement a tax of 1% and come back and implement a tax of 2% as long as the City stays within the parameters of the enabling legislation (i.e., the requested Charter change). Mr. Hoffman added that in Delaware any municipal tax that is not expressly authorized has to be authorized by the General Assembly.

In response to a question from Council President Souder regarding a wage tax, Mr. Hoffman stated that the Delaware Code expressly authorizes a tax for municipalities with a population greater than 50,000. For municipalities under 50,000, you need a separate Act in your Charter in order to enact a tax.

In response to a question from Councilperson Zeltt, Mr. Hoffman stated that taking a step back and submitting one Resolution for multiple Charter changes at one time would be a legislative policy decision.

Councilperson Mattaway noted his understanding that each municipality can go to the General Assembly every year and petition them even when they are not in session. Mr. Hoffman stated that there is no limit in terms of the amount of Charter changes you can submit to the General Assembly, and it is a legislative policy preference and decision for the municipality in terms of how you wish to proceed in terms of one consolidated Charter change request containing many items or individual requests for separate Charter changes.

In response to a question from Councilperson Souder, Mr. Hoffman stated that consolidating requests is a policy question.

In response to a question from Councilperson Zeltt regarding Ms. Graves' request for the City to take over the HOA, Mr. Hoffman stated a discussion of that matter is outside the Agenda, but he would be happy to research the matter and report back to Council. Ms. Graves stated that Boothhurst is not an HOA and there is a difference between an HOA, a Civic Association, and a corporation. She added that she is asking that the liability of the assessment be removed. Council President Souder stated that the matter needs to be referred to the City Solicitor.

Council Discussion and Potential Action regarding establishing a City of New Castle Legacy Fund with the Delaware Community Foundation.

Councilperson Mattaway stated that for the reasons he previously expressed he would like to table the discussion of the Delaware Community Foundation to the February meeting. He asked that prior to the February meeting Council review the documentation regarding the Delaware Community Foundation that is included in the Council packet.

A motion to table the discussion of establishing a City of New Castle Legacy fund with the Delaware Community Foundation (Agenda Item 14) to the February meeting was made by Councilperson Mattaway. The motion was seconded by Councilperson Day and was unanimously passed.

There being no further business to discuss, Council President Souder called for a motion to adjourn.

A motion to adjourn was made by Councilperson Mattaway. The motion was seconded by Councilperson Day. The motion was unanimously passed and the meeting adjourned at 9:25 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer

**Next Regular Meeting Date: February 11, 2025
Posted: 1/7/2025**