

**City of New Castle Delaware  
City Council Public Hearing  
New Castle Senior Center\*  
400 South Street, New Castle, DE 19720  
Tuesday, October 14, 2025  
6:30 p.m.**

**PUBLIC HEARING**

**The City Council will hold a Public Hearing on:**

- 1. Ordinance 555** An ordinance to remove the definition of tourist home, add definitions for short term rental, bed and breakfast, and hotel, motel and inn, to make corresponding code revisions, and to add a new section 230-27 .1 regarding short term rentals; as referred to Council via the Planning Commission (Council President Suzanne Souder 08/05/2025)
- 2. Ordinance 556** An ordinance to amend the City of New Castle Municipal Code, Chapter 230 (Zoning Code), Regarding Home Occupations in the Historic Residence Zoning District; as referred to Council via the Planning Commission (Councilperson Joseph Day Posted 6/3/2025).

**The Public Hearing is scheduled for Tuesday, October 14, at 6:30 p.m. at the Senior Center, 400 South St, New Castle, DE 19720. The Public Hearing will be followed by the October City Council meeting at 7:00 p.m. or immediately after the Public Hearing has ended.**

**Posted: 9/16/2025**

If you are unable to attend the Public Hearing, questions and comments will be taken via email up to 3:00 p.m. on Tuesday October 14, 2025 at [info@newcastlecity.delaware.gov](mailto:info@newcastlecity.delaware.gov).

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**City of New Castle Delaware  
City Council Regular Meeting  
New Castle Senior Center\*  
400 South Street, New Castle, DE 19720  
Tuesday, October 14<sup>th</sup>, 2025  
7:00 p.m.**

**Agenda**

Roll Call

**Minutes** 09/9/2025

**Staff Reports**

- Treasurer's Report
- Reports from the City Administrator & Staff
- Council Communications
- Report from the Council President
- Business from the Mayor
- Comments from a Good Will Fire Co. representative

**Public Comments** (concerning agenda items or general public comments on matters relating to the City of New Castle)

1. Presentation by Johnson, Mirmiran & Thompson, Inc. regarding the Delaware River Trail Feasibility Study.
2. Presentation by ONCOR regarding Battery Park Playground Phase II.
3. **Council Discussion, Possible Motion and Vote** regarding the Battery Park Playground Phase II.

#### **Old Business:**

1. **Second Reading and Possible Vote of Ordinance 555** An ordinance to remove the definition of tourist home, add definitions for short term rental, bed and breakfast, and hotel, motel and inn, to make corresponding code revisions, and to add a new section 230-27 .1 regarding short term rentals; as referred to Council via the Planning Commission (Council President Suzanne Souder 08/05/2025)
2. **Second Reading and Possible Vote of Ordinance 556** An ordinance to amend the City of New Castle Municipal Code, Chapter 230 (Zoning Code), Regarding Home Occupations in the Historic Residence Zoning District; as referred to Council via the Planning Commission (Councilperson Joseph Day Posted 6/3/2025).

#### **New Business:**

1. **Council Discussion, Possible Motion and Vote on Resolution 2025-45** A Resolution to Re-Appoint Kristin Zumar and Margo Reign to the Planning Commission (Council President Suzanne Souder 10/7/2025)
2. **Council Discussion, Possible Motion and Vote on Resolution 2025-46** A Resolution to Appoint Reverend Aaron Moore to the Planning Commission (Council President Suzanne Souder 10/7/2025)
3. **Council Discussion and Possible Vote** regarding the possibility of remote City Council meetings (Council Person Nermin Zubaca 09/02/2025)
4. **First Reading of Ordinance 2025-559** An Ordinance to Amend the City of New Castle Municipal Code, Chapter 230 (Zoning Code), Regarding Historic Area Commission Membership (Council Person Brian Mattaway 10/07/2025)
5. **Council Discussion, Possible Motion and Vote on Resolution 2025-47** A Resolution to Allow for the Flood Resiliency Committee to Meet as Needed. (Council President Suzanne Souder 10/7/2025)
6. **Council Discussion, Possible Motion and Vote on Resolution 2025-48** A Resolution to Temporarily Appoint Diane Delgado to the Position of City Clerk (Council President Suzanne Souder 10/7/2025)

**Next Regular Meeting Date: November 10, 2025**

**Posted 10-07-2025**

Note: This agenda as listed may not be considered in sequence, including executive sessions.

\*You can also view the meeting online at the address below. A clickable link is available on the City website at [www.newcastlecivilcity.delaware.gov/events](http://www.newcastlecivilcity.delaware.gov/events).

There will be no comments taken from the Zoom audience; comments may be submitted via email up to **3:00 p.m. on Tuesday, October 14<sup>th</sup>, 2025** at [info@newcastlecivilcity.delaware.gov](mailto:info@newcastlecivilcity.delaware.gov)

**Meeting Link:** <https://us02web.zoom.us/j/83870297863?pwd=mlo643bQeiNTTVSFsznsMbv3apa2vQ.1>  
Enter Password: **015107**

You can also listen to the meeting via telephone by calling one of the phone numbers below and entering the meeting ID and password when prompted. (Long distance rates may apply.)

(301) 715-8592 or (646) 558-8656.

Webinar ID: 838 7029 7863 Passcode: 015107

City of New Castle Delaware  
City Council Public Hearing  
New Castle Senior Center – 400 South Street  
Tuesday, September 9, 2025  
6:30 p.m.

**Call to Order: 6:30 PM**

**Roll Call**

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

**Also present:** Antonina Tantillo, City Administrator  
Mayor Valarie Leary  
Michael Hoffman, Esq., City Solicitor  
James Whisman, City Treasurer  
Jeffrey Bergstrom, City Building Official

Council President Souder called the September 9, 2025, City Council Public Hearing to order at 6:30 p.m. Roll call followed and a quorum to conduct business was declared.

**Ordinance No. 558** – An ordinance to amend the City of New Castle municipal code regarding the Good Will Firefighter and Ladies Auxiliary real property tax exemption

**Public Comment:**

Bill Emory

Mr. Emory thanked Council for Ordinance 558. He stated that there are approximately a dozen members who will benefit from the Ordinance. He hoped that this will encourage other members of the community to become volunteers as well.

Phil Gross

Mr. Gross opined that there has to be some benefits for the firemen and the auxiliary because they are a big asset to the city to keep us safe.

There being no further public comment, Council President Souder called for a motion to adjourn the Public Hearing.

**A motion to adjourn was made by Councilperson Day and seconded by Councilperson Zeltt. The motion passed unanimously and the Hearing adjourned at 7:00 p.m.**

Respectfully submitted,

Kathleen R. Weirich  
City Stenographer

**Next Regular Meeting Date: October 14, 2025**

City of New Castle Delaware  
Regular City Council Meeting  
New Castle Senior Center – 400 South Street  
Meeting Held in Person and via Zoom  
Tuesday, September 9, 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:** Antonina Tantillo, City Administrator  
Michael Hoffman, City Solicitor  
Mayor Valarie Leary  
James Whisman, City Treasurer  
Jeffrey Bergstron, City Building Official  
Police Chief Richard McCabe

Council President Souder called the September 9, 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.

**Minutes**

Minutes of August 12, 2025

**A motion to approve the minutes of the August 12, 2025, City Council Meeting as amended was made by Councilperson Day. The motion was seconded by Councilperson Mattaway and was unanimously passed.**

**Treasurer's Report**

Mr. Whisman presented the unaudited Treasurer's Report as of August 31, 2025:

|                          |                 |
|--------------------------|-----------------|
| Total unrestricted funds | \$13,960,728.61 |
| Total restricted funds   | \$ 2,977,354.68 |
| Total cash               | \$10,983,373.93 |

Mr. Whisman stated that for the first two months (17%) of the fiscal year:

- Receipts total \$4,247,379.74. \$3,856,000 of that is for property taxes for the current year.
- Expenses total \$1,185,058.50.

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

## **Reports from the City Administrator and Staff**

### Report From the City Administrator

Ms. Tantillo's reported that:

- Tax bills have been sent out and are due by September 30, 2025. For this year only, we have allowed a change in the penalties:
  - During the month of September the tax base amount is due. A 1.5% penalty will be assessed on October 1<sup>st</sup> with an additional 1.5% on November 1<sup>st</sup>. In December a 6% penalty will be assessed, and for each month thereafter a 1% penalty will be applied.

Those wishing to apply for Senior/Disability exemptions have until September 30<sup>th</sup> to do so for this year only.

- The Delaware River Trail Study is completed and it is hoped a presentation will be made at the October or November Council meeting.
- DelDOT Railroad Crossing Improvements – DelDOT is still working to complete the railroad arm improvements and continues to work with Norfolk Southern to finalize the plans to complete the project next summer.
- WILMAPCO Walkable Community Study – The City hosted the WILMAPCO Walkable Community Study on August 6<sup>th</sup>. The report is being finalized and it is hoped it will be shared publicly in the next few months along with a presentation to Council. The City is working to schedule an additional Study in another area of the City this year.
- Dobbinsville Fishing Pier – No additional update. They continue to work on permit approvals.
- Grants:
  - The Delmarva Power Environmental Stewardship Grant was applied for to continue the next phase of the Delaware River Trail Project and to plan for informational kiosks along the Trail. Unfortunately, the City did not get that project.
  - The Cybersecurity and Homeland Grants were applied for in July and August, and they have moved on to the next phase for approval.
  - In August the City applied for a DNREC Surface Matching Cleaning Grant to continue the work being completed over the past few years for inventory and inspection of the stormwater management system throughout the city and to upload the data into the MBDS Database. The second part of the Grant application was to identify and prioritize potential green infrastructure for the system to potentially improve water quality and quality management throughout the system.
  - In August the City applied for another Bike Delaware Grant for the design phase of the Delaware River Trail.

- The City will apply for an Outdoor Recreation Parks and Trails (ORPT) Grant later this week to move the Delaware River Trail project along to the design phase. This Application is for \$342,982 and the City will need to match that in the same amount. The intent is to apply for additional grants to cover the match.
- Dog Park – The Engineer is finalizing the specs for the Dog Park fencing.
- Code Red – Ms. Tantillo thanked everyone who has registered for Code Red. If anyone needs assistance signing up, they can contact the City Staff for help in person or over the phone.
- City Projects:
  - The City paving and ADA curb repair work continues. Cirillo Bros continues the work on Cherry and Foundry Streets.
  - The City authorized repairs to Centerpoint Road and that work should begin tomorrow.
  - Repairs and improvements to the Dobbinsville Basketball Court will start in the next few weeks.
  - The ADA sidewalk project continues to be finalized.
- Health Fair / Blood Drive – A Health Fair/Blood Drive will be held on Saturday, September 13<sup>th</sup> from 10:00 a.m. to 2:00 p.m. at the Good Will Fire Company. There will be 30+ community vendors, flu and Covid vaccines will be available, and blood donations can be made. Vaccines and blood donations can be signed up for in advance.

In response to questions from Council Ms. Tantillo stated that:

- The Buttonwood Avenue project is part of the work Cirillo Bros will be starting in the next month or so.
- The ORPT Grant is only for the design phase of the Delaware River Trail project. JMT will have more information when they make their presentation to Council.

#### Report from Chief McCabe

Chief McCabe reported that:

- Chief McCabe thanked members of Council who attended the recent Swearing-in Ceremony for a new Officer.
- Chief McCabe noted a correction to Crash Data in the monthly report.
- Blue Envelope Program – Along with other agencies across the State, the Department went live with the Blue Envelope Program last week, which is an opportunity for individuals with Autism, communication issues, or diabetes to have a Blue Envelope in their car that outlines their condition and/or communication issues where they can keep important vehicle documentation. All Officers have been trained in how to react when the Blue Envelope is handed to them. In response to a question from Councilperson Zeltt, Chief McCabe stated Blue Envelopes will be available at the Health Fair/Blood Drive on Saturday.

Report from Mr. Bergstrom

Mr. Bergstrom stated that he had nothing additional to report.

In response to a question from Councilperson Mattaway, Mr. Bergstrom stated that single family homes in River Bend should be built out by the end of 2027 and townhomes should be built out by the end of 2026.

Councilperson Mattawan noted that in January and February 2025, revenue from River Bend building permits was 35% of all funds received, and in April 2025 it was 87.66% of all revenue received. He opined that after the River Bend project is completed revenue from building permits will dwindle, and suggested that the City should be mindful of how income revenues are projected forward.

**Council Communications**

Councilperson Mattaway

- The Community wide Health and Wellness Fair and Blood Drive is scheduled for September 13<sup>th</sup> and everyone is encouraged to attend.
- On August 29<sup>th</sup> Councilperson Mattaway attended a Lowering of the Flag Ceremony hosted by Face the Facts in respect to Overdose Awareness Day.
- The Belgian Beer Festival will be held on Saturday, September 27<sup>th</sup> at Penn Farm in partnership with the New Castle Community Partnership and Jessop's Tavern.
- On October 18<sup>th</sup> the New Castle Little League will host its Trunk or Treat. Decorating begins at 5:00 p.m. and Trick r Treating will begin at 6:00 p.m.
- On Saturday September 13<sup>th</sup> Bellanca Air Field Museum will have a British Car Club Event from 11:00 a.m. until 3:00 p.m. Councilperson Mattaway noted that Giuseppe Bellanca was an Italian emigrant who found his way to New Castle and went on to become a business owner and adventurer who made the best planes. As we celebrate America's 250<sup>th</sup> anniversary next year, Councilperson Mattaway stated it is important to recognize that America would not be what it is today without the stories of emigrants like Mr. Bellanca. March 2026 will be Mr. Bellanca's 140<sup>th</sup> birthday and Councilperson Mattaway will recognized him at the March Council meeting with a Proclamation. Councilperson Mattaway will engage with Friends of Bellanca to see how their mission can be fortified and elevated.

Councilperson Zubaca

- Councilperson Zubaca noted that Art on the Green will be September 27<sup>th</sup> and encouraged everyone to attend.

Councilperson Zeltt

- The Friends of the New Castle Library open their new Garden with a celebration on September 13<sup>th</sup> from 1:00 p.m. until 4:00 p.m. A ribbon-cutting ceremony will be held at 3:00 p.m.

- Art on the Green is September 27<sup>th</sup> from 10:00 a.m. until 4:00 p.m. There will be over 300 vendors. Councilperson Zeltt encouraged everyone to attend.

#### Councilperson Day

- A Litter Crew event was held on Sunday, August 24<sup>th</sup> with 12 volunteers who collected 20 bags of trash on Delaware Street from Basin Road to Ferry Cut-Off and from Ferry Cut-Off to Merit Drive.
- The Bull Hill Boat Yard is up and running. The lease is signed and they have insurance. Mr. Flowers is working on membership, and information will be in The Weekly for membership and volunteers.
- Councilperson Day attended the first Finance Committee meeting and thanked Council for appointing him to the Committee.

#### **Report from the Council President**

- Council President Souder encouraged everyone to attend the Health Fair. The Blood Bank will take walk-ins for blood donations, and those who wish to register can do so at the Blood Bank of Delmarva's website under Location/Mobile Sites.
- The new outdoor gathering at the Public Library is Saturday afternoon. There will be a special Story Hour for kids at 2:00 p.m. and the ribbon cutting ceremony is at 3:00 p.m. Council President Souder commended the Library Friends who initiated the idea. The concept was funded by the Friends with help from generous contributions from the Trustees, several local foundations, and many residents. Council President Souder recognized Library Friends President Matthew Alexander for his work organizing the project, working with the architect, shepherding it through the HAC review, and interfacing with the contractor. Mr. Alexander was also organized most of the fundraising efforts.

#### **Business From the Mayor**

- Mayor Leary asked the assembly to stand for a moment of silence in honor of the 24<sup>th</sup> anniversary of 9/11.
- Mayor Leary asked that residents pay attention to school buses and pedestrians.
- On Saturday September 13<sup>th</sup> there will be a Grave Marking of Patriot William Saunders, a patriot of the American Revolution, at his obelisk in the United Methodist Church Cemetery. The ceremony begins at 10:00 a.m. and the Sons of the American Revolution and the Daughters of the American Revolution will welcome everyone's attendance.

Mayor Leary read a Proclamation in honor of Master Sergeant Lou Torres of the City of New Castle Police Department. The Proclamation will be presented to Master Sergeant Torres at his retirement celebration.

### **Report from Good Will Fire Company**

Chief Majewski reported that:

- There were 172 EMS incidents in August.
- There were 100 fire rescue incidents in August.
- Chief Majewski welcomed everyone to attend the Health and Wellness Fair on Saturday.
- The burn ban is still in effect through September 30<sup>th</sup>. Outside fires should be restrained to small bonfires. Chief Majewski reminded the community that it is always unlawful to burn leaves, yard waste, and trash.
- The Fire Company and the Special Operations Team will conduct training off Battery Park and up and down the River.
- Good Will invites everyone to the Department's Open House on Saturday, October 25<sup>th</sup> from 11:00 a.m. until 3:00 p.m.

### **Public Comment**

Florence Smith, Booker Circle, William Penn Village

Ms. Smith stated that she has not heard back from anyone regarding the issues she brought up at a previous Council meeting regarding a request for speed bumps in her development, maintenance and care of the Park where she lives, and the standing water near her home. She stated that no answers have been received regarding the problems residents bring to Council. Council President Souder stated that Council does not engage in discussions during Public Comment and offered to meet with Ms. Smith at the conclusion of the Council meeting.

Phil Gross – 1301 13<sup>th</sup> Street

- Mr. Gross stated he heard from every candidate during the election that they would discuss resident's issues but nothing has been resolved for communities surrounding the Historic Area.
- Mr. Gross opined that Code Red should be used for meeting announcements.
- Mr. Gross opined that "Events" should not be listed under "Government/Meetings" on the city website.
- Mr. Gross stated that he polled 61 residents and none of them want money spent for a Dog Park, but the project is still going forward. Mr. Gross stated that he submitted a FOIA request and if the survey does not match the location the project will be closed down.
- Mr. Gross opined that River Road was not raised enough because the water level is close to flooding. He further opined the project should have been engineered better.
- Mr. Gross opined that the City has the right to request a firm deadline of when the railroad crossing project will start.
- Mr. Gross opined that a firm deadline should be requested for the Dobbinsville Pier.

Michael Platt – Van Dyke Village

- Mr. Platt concurred with Ms. Smith regarding the condition of community playgrounds; adding that the city should care for them.
- Mr. Platt noted that when the pumping station stopped working approximately 40 houses in Van Dyke Village had sewage in their basements.
- Mr. Platt stated he has been asking that vendors at the Saturday Market have a business license, noting that the Code states anyone doing business in the city should have a business license.
- Mr. Platt thanked Councilperson Mattaway, noting that neighbors he talks to speak highly of him. Ms. Smith stated her neighbors also speak highly of Councilperson Mattaway.

**Old Business**

**Second Reading and Possible Vote of Ordinance 558** – An Ordinance to Amend the City of New Castle Municipal Code Regarding the Good Will Firefighter and Ladies Auxiliary Real Property Tax Exemption.

Council President Souder stated that the exemption for the firefighters and the members of the auxiliary was passed several months ago, and Ordinance 558 changes the way the exemption is administered, but it does not change the qualifications or the benefits.

Councilperson Mattaway stated that he appreciates and respects the Ordinance. He stated he wants to create programs that give back to people who give back to the community. He noted that Ordinance 558 does not include lifetime members of the Fire Company and expressed his hope that in the future a way to create more revenue to acknowledge and give credit to those who dedicate their lives to the community.

Council President Souder stated that the issue of lifetime members was also brought to her attention and suggested that Council consider this as a possible future Ordinance; reiterating that Ordinance 558 is more of an administrative change and a new Ordinance needs to be considered thoughtfully and hopefully it will be in place for next year's tax cycle.

In response to questions from Councilperson Zubaca, Ms. Tantillo stated that approximately 20 individuals have applied for the exemption and Chief Majewski stated that he believed there are approximately 12+ Fire Company members still living in the city that are or were lifetime members. He was unable to comment with authority on the Ladies Auxiliary membership, but opined that it might be an additional 15 to 20 individuals.

**A motion to approve Ordinance 558 as presented was made by Councilperson Day. The motion was seconded by Councilperson Zeltt and a roll-call vote was taken:**

**Council President Souder – Yes**

**Councilperson Day – Yes**

**Councilperson Zubaca – Yes**

**Councilperson Zeltt – Yes**

**Councilperson Mattaway - Yes**  
**The motion passed unanimously.**

At Councilperson Zubaca's request, Ms. Tantillo will update the numbers and report the cost for Ordinance 558 to Council, projecting approximately 50 additional lifetime members.

**New Business**

Council President stated that Items 1 and 2 on the Agenda were deferred to the October Council meeting because revised plans are not yet available.

**Council Discussion, Possible Motion and Vote on Resolution 2025-41** – A Resolution to move the November 2025 City Council Meeting to Monday, November 10th due to the Veterans Day Holiday.

Council President Souder read Resolution 2025-41.

In response to a question from Councilperson Zubaca, Council President Souder explained that the Senior Center is cleaned on Wednesdays and not available for a meeting.

**Council President Souder called for a poll of Council to approve Resolution 2025-41. All Council members voted Aye to approve Resolution 2025-41.**

**Council Discussion, Possible Motion and Vote on Resolution 2025-42** – A Resolution of the City Council of New Castle, Delaware, extending a Formal Invitation to the National Football Teams and Dignitaries of the Netherlands, Sweden, and England to Visit the City During the 2026 FIFA World Cup.

Council President Souder read Resolution 2025-42.

Council President Souder noted that some of the games will be held in the Philadelphia area, which would make visiting New Castle easy.

Council President Souder expressed her concern with Item #3 regarding the City hosting ceremonial visits, tours, and community events and what, if any, security requirements would be needed. Councilperson Zubaca explained that his thought was to extend an invitation for not only the three countries mentioned in the Ordinance but to any attendees to visit New Castle. He drafted a letter that the City Administrator will send if Resolution 2025-42 is adopted to request support from the New Castle Historical Society in organizing tours of the city. He felt that security needs could be determined later in the year when more information about attendance would be available.

Mr. Whisman noted that the Kalmar Nyckel has hosted similar programs in the past where foreign dignitaries have been invited and may be able to assist Council with organizing events or tours.

**A motion was made by Councilperson Day to approve Resolution 2025-42. The motion was seconded by Councilperson Mattaway and was unanimously passed.**

**Council Discussion, Possible Motion and Vote on Resolution 2025-43 – A Resolution to Authorize Outdoor Recreation, Parks, and Trails (ORPT) 2025 for the Delaware River Trail Design.**

Council President Souder read Resolution 2025-43.

In response to a question from Councilperson Zubaca, Ms. Tantillo explained that the project is in the feasibility study stage, and once it moves to the design phase there will be public workshops to get input on the design. Ms. Tantillo added that the reason she has to submit the Resolution before the Application is submitted is that it is retroactive.

In response to a question from Council President Souder, Ms. Tantillo explained that if the ORPT grant is awarded but additional grants are not awarded to cover the match the City would not be obligated to accept the ORPT grant.

Councilperson Mattaway noted that community input will be needed, and the project speaks to responsiveness to residents' concerns and desires. He added that the 2009 Comprehensive Plan spoke in detail about connecting isolated residential communities.

**A motion was made by Councilperson Zubaca to approve Resolution 2025-43. The motion was seconded by Councilperson Zeltt and was unanimously passed.**

**Council Discussion and Possible Vote regarding the possibility of remote City Council meetings.**

Council President Souder stated that Ms. Tantillo confirmed the City has the technical capacity to conduct remote City Council meetings and the City Solicitor provided details about what the State of Delaware requires. If Council proceeds, it would have two purposes:

1. It would allow the public to comment on Zoom instead of just watching; and
2. As long as there is an "anchor location" a remote Council member could attend virtually and would be able to speak and vote so long as all conditions are met.

Ms. Tantillo added that all pertinent information would need to be on the Agenda, Council members would have to properly identify themselves once they are on screen, public comment could be allowed virtually, and technical issues should not prevent the meeting from proceeding as long as a quorum is present. City staff should be able to manage the process.

Councilperson Zubaca thanked Ms. Tantillo and Council President Souder for looking into remote attendance. He opined that having the public being able to make comments remotely would be beneficial.

Mayor Leary questioned whether the City Charter would need to be amended to allow remote attendance. She also expressed a concern if future Council members choose to attend all Council meetings remotely. Councilperson Zubaca noted he also had a concern for 100% remote attendance.

Mayor Leary also questioned whether allowing City Council to approve remote attendance would open the door to all committees requesting the same option. Councilperson Zubaca opined that having commissions meetings fully accessible via Zoom for commission members and public comment would be a greater need than having remote attendance for Council; noting that due to work constraints some commission members are hard-pressed to be on time for the meetings.

In response to a question from Council President Souder, Ms. Tantillo stated that the Police Station does have the ability to accommodate remote attendance; adding that additional support would be required at those meetings.

Councilperson Day stated he is in favor of remote attendance and the ability to have Zoom public comment. He expressed his concern with future Council members opting for 100% remote attendance, managing attendance to ensure a quorum is present, and adhering to FOIA requirements; opining that some constraints should be placed on it.

Councilperson Zubaca stated he is in support of conditions on attendance, deferring to the City Solicitor for advice as to what other municipalities have in place. Mr. Hoffman will research the matter and report back to Council. Mr. Hoffman added that (1) there is a risk if a Council member is dropped from Zoom and there is no longer a quorum, and (2) a remote option has become quite common and Council can address whatever standards they want to put into Council rules and they can establish rules governing meetings and expectations. He will research sample rules.

Councilperson Mattaway stated he is in favor of the concept, concurring with Council members' concerns about constraints that need to be evaluated. He stated that if it is approved for Council it should be approved for all commissions. He added that he would not be in favor of any Council member being remote for more than 15%-20% of the time. In response to a question from Councilperson Mattaway, Mr. Hoffman stated that the new rule is not entirely clear or specific about the number of Council members that must be present in person.

Ms. Tantillo stated that if a Council member will be absent, they must contact the City Office. She agreed that adding parameters is a good idea. Ms. Tantillo noted that from her experience in Townsend, only certain commissions were approved for remote attendance and public comment.

In response to a question from Councilperson Mattaway, Ms. Tantillo stated that the individual monitoring public comment would control who is speaking and would have the ability to mute individuals exceeding their three-minute time, or if someone is being abusive or offensive.

Councilperson Zubaca asked Ms. Tantillo to reach out to the committees to gauge their interest in having remote attendance and/or public comment, and to prepare some language for limitations.

Councilperson Day suggested that the Ordinance should specifically state that limitations on attendance should be only for regular Council meetings. Councilperson Mattaway recommended that attendance limitations be required for Budget meetings as well. In response to a question from Councilperson Zubaca, Councilperson Day stated that he had no problem with not having limitations for remote attendance at Special City Council meetings.

Council President Souder recapped that Ms. Tantillo will draft guidelines for a possible Ordinance.

**Council Discussion, Possible Motion and Vote on Resolution 2025-44 – A Resolution to Re-Appoint Susan McLaughlin to the Board of Health.**

**Susan McLaughlin – Board of Health – Term Ending October 9, 2027**

Council President Souder read Resolution 2025-44.

Councilperson Zubaca noted that the Resolution should be redrafted to change “appointment” to “re-appointment” in the title, the 2<sup>nd</sup> and 3<sup>rd</sup> WHEREAS clauses, and the THEREFORE statement.

**A motion was made by Councilperson Zubaca to approve Resolution 2025-44 as amended. 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 Zubaca and seconded by Councilperson Day. The motion was unanimously passed and the meeting adjourned at 8:30 p.m.**

Respectfully submitted,

Kathleen R. Weirich, City Stenographer

**Next Regular Meeting Date: October 14, 2025**

**PERIOD ENDING: SEPTEMBER 30, 2025**

### RECONCILIATION TO CASH

**TRANSFERS BETWEEN GF CHECKING AND OTHER CITY ACCOUNTS:**

[illegible]



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID                         | REVENUE Description                    | Budget                | YTD Revenue           | Excess/Deficit          | %          |
|------------------------------------|----------------------------------------|-----------------------|-----------------------|-------------------------|------------|
| 10-0000-420-0001                   | Property Tax Current Year              | \$4,645,765.00        | \$4,261,306.90        | (\$384,458.10)          | 92%        |
| 10-0000-420-0002                   | Tax Penalties                          | \$25,000.00           | \$7,890.93            | (\$17,109.07)           | 32%        |
| 10-0000-420-0003                   | Property Tax Transfers                 | \$450,000.00          | \$207,435.64          | (\$242,564.36)          | 46%        |
| 10-0000-420-0004                   | Delinquent Tax Collection              | \$20,500.00           | \$15,883.71           | (\$4,616.29)            | 77%        |
| 10-0000-430-0001                   | Business Licenses                      | \$135,000.00          | \$8,660.00            | (\$126,340.00)          | 6%         |
| 10-0000-430-0002                   | Rental                                 | \$51,000.00           | \$1,125.00            | (\$49,875.00)           | 2%         |
| 10-0000-430-0003                   | Building/HAC Applications              | \$205,000.00          | \$75,142.71           | (\$129,857.29)          | 37%        |
| 10-0000-430-0004                   | Bldg Dept Penalties                    | \$1,000.00            | \$510.00              | (\$490.00)              | 51%        |
| 10-0000-430-0005                   | Vacant Bldg Registration Fees          | \$5,000.00            | \$0.00                | (\$5,000.00)            | 0%         |
| 10-0000-430-0006                   | Code Violation Penalties               | \$25,000.00           | \$7,373.53            | (\$17,626.47)           | 29%        |
| 10-0000-430-0007                   | Code Enforcement Cost Reimbursements   | \$2,000.00            | \$1,500.00            | (\$500.00)              | 75%        |
| 10-0000-430-0008                   | Special Trash                          | \$9,000.00            | \$2,956.00            | (\$6,044.00)            | 33%        |
| 10-0000-440-0001                   | State Courts                           | \$30,000.00           | \$9,322.55            | (\$20,677.45)           | 31%        |
| 10-0000-440-0002                   | Towing/Storage Fees                    | \$15,000.00           | \$3,750.00            | (\$11,250.00)           | 25%        |
| 10-0000-450-0003                   | Impact Fees-Riverbend                  | \$40,000.00           | \$30,000.00           | (\$10,000.00)           | 75%        |
| 10-0000-450-0004                   | Accident Reports                       | \$5,000.00            | \$1,450.00            | (\$3,550.00)            | 29%        |
| 10-0000-450-0005                   | Engineering/Planning Dev Reimbursement | \$5,000.00            | \$3,457.27            | (\$1,542.73)            | 69%        |
| 10-0000-450-0006                   | Zoning/BOA Hearings                    | \$4,000.00            | \$800.00              | (\$3,200.00)            | 20%        |
| 10-0000-455-0001                   | Franchise Fees                         | \$80,000.00           | \$0.00                | (\$80,000.00)           | 0%         |
| 10-0000-470-0001                   | CCATT, Verizon                         | \$110,000.00          | \$36,752.02           | (\$73,247.98)           | 33%        |
| 10-0000-470-0004                   | Trustees Appropriations                | \$225,000.00          | \$56,250.00           | (\$168,750.00)          | 25%        |
| 10-0000-470-0005                   | MSC Appropriation                      | \$808,218.00          | \$202,054.53          | (\$606,163.47)          | 25%        |
| 10-0000-470-0007                   | Rivertown Ride and Festival            | \$0.00                | \$0.00                | \$0.00                  | 0%         |
| 10-0000-480-0001                   | Interest Other                         | \$150,000.00          | \$47,975.26           | (\$102,024.74)          | 32%        |
| 10-0000-480-0002                   | Insurance Reimbursement                | \$0.00                | \$0.00                | \$0.00                  | 0%         |
| 10-0000-480-0003                   | Misc Income Gen Fund                   | \$2,000.00            | \$742.00              | (\$1,258.00)            | 37%        |
| 10-0000-480-0004                   | Proceeds - Sale of Assets              | \$1,500.00            | \$0.00                | (\$1,500.00)            | 0%         |
| 10-0000-511-0001                   | Loan Proceeds                          | \$0.00                | \$0.00                | \$0.00                  | 0%         |
| 10-0000-511-0005                   | Restricted Fund Balance Carry Forward  | \$385,163.00          | \$0.00                | (\$385,163.00)          | 0%         |
| 10-0000-511-0006                   | Unreserved Fund Balance Carry Forward  | \$0.00                | \$0.00                | \$0.00                  | 0%         |
| 10-0000-524-0000                   | Police Pension Supplement              | \$70,000.00           | \$0.00                | (\$70,000.00)           | 0%         |
| 10-0000-526-0000                   | Pay Job Reimbursement                  | \$93,500.00           | \$25,596.00           | (\$67,904.00)           | 27%        |
| <b>FINAL TOTALS</b>                |                                        | <b>\$7,598,646.00</b> | <b>\$5,007,934.05</b> | <b>(\$2,590,711.95)</b> | <b>66%</b> |
| <b>REVENUE OVER/UNDER EXPENSE:</b> |                                        |                       |                       | <b>\$3,282,772.22</b>   |            |



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID           | EXPENSE Description                      | Budget         | YTD<br>Expended | Balance        | % Used |
|----------------------|------------------------------------------|----------------|-----------------|----------------|--------|
| <b>PUBLIC SAFETY</b> |                                          |                |                 |                |        |
| 10-0101-001-6001     | Salaries - PSAF                          | \$1,438,559.00 | \$310,184.39    | \$1,128,374.61 | 22%    |
| 10-0101-001-6002     | Salaries Supervision - PSAF              | \$359,241.00   | \$82,606.28     | \$276,634.72   | 23%    |
| 10-0101-001-6004     | Salaries Civilian - PSAF                 | \$58,174.00    | \$13,326.95     | \$44,847.05    | 23%    |
| 10-0101-001-6005     | Overtime/Contract Holiday - PSAF         | \$165,000.00   | \$26,582.91     | \$138,417.09   | 16%    |
| 10-0101-001-6008     | Vacation/Sick Sellback - PSAF            | \$30,000.00    | \$1,602.00      | \$28,398.00    | 5%     |
| 10-0101-001-6010     | FICA Expense - PSAF                      | \$156,900.00   | \$34,821.72     | \$122,078.28   | 22%    |
| 10-0101-001-6015     | Health/Life/Dental Expense - PSAF        | \$430,404.00   | \$90,006.16     | \$340,397.84   | 21%    |
| 10-0101-001-6020     | Pension Plan - PSAF                      | \$276,454.00   | \$67,476.77     | \$208,977.23   | 24%    |
| 10-0101-001-6105     | Prof Development & Travel - PSAF         | \$5,000.00     | \$92.40         | \$4,907.60     | 2%     |
| 10-0101-001-6110     | Books/Publications/Dues/Tolls - PSAF     | \$1,500.00     | \$46.00         | \$1,454.00     | 3%     |
| 10-0101-001-6120     | Computer - PSAF                          | \$3,000.00     | \$1,264.29      | \$1,735.71     | 42%    |
| 10-0101-001-6155     | Maintenance Contracts - PSAF             | \$21,000.00    | \$6,471.32      | \$14,528.68    | 31%    |
| 10-0101-001-6170     | Office Supplies/Equipment - PSAF         | \$5,500.00     | \$1,322.57      | \$4,177.43     | 24%    |
| 10-0101-001-6180     | Postage - PSAF                           | \$500.00       | \$125.82        | \$374.18       | 25%    |
| 10-0101-001-6195     | Phone Service - PSAF                     | \$12,520.00    | \$1,974.88      | \$10,545.12    | 16%    |
| 10-0101-001-7066     | Security Cameras/Citywide - PSAF         | \$4,170.00     | \$1,631.19      | \$2,538.81     | 39%    |
| 10-0101-001-7080     | Body Cameras - PSAF                      | \$13,400.00    | \$6,881.00      | \$6,519.00     | 51%    |
| 10-0101-001-7120     | Administrative Expense - PSAF            | \$500.00       | \$63.75         | \$436.25       | 13%    |
| 10-0101-001-7200     | Uniforms/Maintenance - PSAF              | \$9,510.00     | \$3,999.64      | \$5,510.36     | 42%    |
| 10-0101-001-8020     | Medical Testing - PSAF                   | \$3,000.00     | \$148.00        | \$2,852.00     | 5%     |
| 10-0101-001-8030     | Janitorial Services - PSAF               | \$7,382.00     | \$1,818.00      | \$5,564.00     | 25%    |
| 10-0101-001-8050     | Bldg Repairs/Maint - PSAF                | \$8,000.00     | \$3,170.59      | \$4,829.41     | 40%    |
| 10-0101-001-8060     | Preventative/Termite/Pest Control - PSAF | \$400.00       | \$0.00          | \$400.00       | 0%     |
| 10-0101-001-8070     | Building Heat/Electric - PSAF            | \$22,000.00    | \$3,654.66      | \$18,345.34    | 17%    |
| 10-0101-001-8085     | Special Events Supplies - PSAF           | \$0.00         | \$0.00          | \$0.00         | 0%     |
| 10-0101-001-8095     | SEO Pay Job Overtime - PSAF              | \$80,000.00    | \$19,800.00     | \$60,200.00    | 25%    |
| 10-0101-001-8098     | Investigative/Evidence Testing - PSAF    | \$5,000.00     | \$515.00        | \$4,485.00     | 10%    |
| 10-0101-002-7005     | Range Supplies - PSAF                    | \$10,000.00    | \$6,254.12      | \$3,745.88     | 63%    |
| 10-0101-002-7125     | Motor Fuel - PSAF                        | \$45,000.00    | \$5,154.11      | \$39,845.89    | 11%    |
| 10-0101-002-7150     | Radar/Radio repair - PSAF                | \$2,000.00     | \$708.44        | \$1,291.56     | 35%    |
| 10-0101-002-7220     | Vehicle Parts/Repair - PSAF              | \$20,000.00    | \$2,477.83      | \$17,522.17    | 12%    |
| 10-0107-001-6198     | Debt Service / Vehicles - PSAF           | \$101,995.00   | \$24,584.01     | \$77,410.99    | 24%    |
| 10-0107-001-7350     | Leased Color Copier - PSAF               | \$3,990.00     | \$915.30        | \$3,074.70     | 23%    |
| 10-0107-004-7355     | Capital Outlays/Equip & Vehicles - PSAFE | \$24,436.00    | \$0.00          | \$24,436.00    | 0%     |



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID                  | EXPENSE Description                      | Budget                | YTD<br>Expended     | Balance               | % Used     |
|-----------------------------|------------------------------------------|-----------------------|---------------------|-----------------------|------------|
| <b>PUBLIC SAFETY TOTALS</b> |                                          | <b>\$3,324,535.00</b> | <b>\$719,680.10</b> | <b>\$2,604,854.90</b> | <b>22%</b> |
| <b>PUBLIC SERVICES</b>      |                                          |                       |                     |                       |            |
| 10-0200-001-6001            | Salaries Supervision - PSERV             | \$154,800.00          | \$35,600.54         | \$119,199.46          | 23%        |
| 10-0200-001-6003            | Salaries Bldg Code Enforcement - PSERV   | \$112,818.00          | \$13,137.61         | \$99,680.39           | 12%        |
| 10-0200-001-6005            | Overtime - PSERV                         | \$22,000.00           | \$3,145.10          | \$18,854.90           | 14%        |
| 10-0200-001-6006            | Salaries - PSERV                         | \$485,254.00          | \$103,520.86        | \$381,733.14          | 21%        |
| 10-0200-001-6008            | Vacation & Sick Sellback - PSERV         | \$10,000.00           | \$0.00              | \$10,000.00           | 0%         |
| 10-0200-001-6010            | FICA - PSERV                             | \$58,745.00           | \$11,010.95         | \$47,734.05           | 19%        |
| 10-0200-001-6015            | Health/Life/Dental Expense - PSERV       | \$256,401.00          | \$59,532.77         | \$196,868.23          | 23%        |
| 10-0200-001-6020            | Pension Plan - PSERV                     | \$41,538.00           | \$8,516.07          | \$33,021.93           | 21%        |
| 10-0200-001-6105            | Professional Dev & Travel - PSERV        | \$10,000.00           | \$8,295.00          | \$1,705.00            | 83%        |
| 10-0200-001-6110            | Book/Reference Materials - PSERV         | \$0.00                | \$0.00              | \$0.00                | 0%         |
| 10-0200-001-6120            | Computer & Software Expense - PSERV      | \$4,500.00            | \$3,690.08          | \$809.92              | 82%        |
| 10-0200-001-6170            | Office Supplies/Equip/Printing - PSERV   | \$4,000.00            | \$330.98            | \$3,669.02            | 8%         |
| 10-0200-001-6175            | Operating Supplies - PSERV               | \$8,500.00            | \$934.62            | \$7,565.38            | 11%        |
| 10-0200-001-6180            | Postage - PSERV                          | \$1,600.00            | \$135.93            | \$1,464.07            | 8%         |
| 10-0200-001-6195            | Phone Service - PSERV                    | \$7,331.00            | \$1,359.96          | \$5,971.04            | 19%        |
| 10-0200-001-7075            | Reimbursable Private Prop. Maint. - CODE | \$2,000.00            | \$0.00              | \$2,000.00            | 0%         |
| 10-0200-001-7120            | Administrative Expense- PSERV            | \$500.00              | \$0.00              | \$500.00              | 0%         |
| 10-0200-001-8020            | Medical Testing - PSERV                  | \$3,000.00            | \$89.00             | \$2,911.00            | 3%         |
| 10-0200-001-8030            | Janitorial Services - PSERV              | \$2,217.00            | \$546.00            | \$1,671.00            | 25%        |
| 10-0200-001-8040            | Temporary Labor                          | \$500.00              | \$0.00              | \$500.00              | 0%         |
| 10-0200-001-8050            | Bldg Repairs/Sec Maint - PSERV           | \$12,000.00           | \$5,721.32          | \$6,278.68            | 48%        |
| 10-0200-001-8060            | Preventative/Termite/Pest Control        | \$550.00              | \$556.40            | (\$6.40)              | 101%       |
| 10-0200-001-8070            | Bldg Heat/Electric/Street lights - PSERV | \$48,000.00           | \$12,112.77         | \$35,887.23           | 25%        |
| 10-0200-003-7085            | Fuel & Lubricants - PSERV                | \$40,000.00           | \$5,961.04          | \$34,038.96           | 15%        |
| 10-0200-003-7105            | Landfill Fees/Recycle - PSERV            | \$145,000.00          | \$24,138.10         | \$120,861.90          | 17%        |
| 10-0200-003-7106            | Yard Waste - PSERV                       | \$18,500.00           | \$4,697.00          | \$13,803.00           | 25%        |
| 10-0200-003-7155            | Safety Equipment/Signs/Markings - PSERV  | \$5,150.00            | \$0.00              | \$5,150.00            | 0%         |
| 10-0200-003-7170            | Small Tools/Equip Repairs/Maint. - PSERV | \$4,000.00            | \$629.93            | \$3,370.07            | 16%        |
| 10-0200-003-7171            | Radio Repairs - PSERV                    | \$250.00              | \$0.00              | \$250.00              | 0%         |
| 10-0200-003-7195            | Truck/Vehicle Repair/Maint. - PSERV      | \$55,000.00           | \$3,820.33          | \$51,179.67           | 7%         |
| 10-0200-003-7200            | Uniforms/Maintenance - PSERV             | \$10,000.00           | \$2,305.78          | \$7,694.22            | 23%        |
| 10-0200-003-8095            | Special Event Overtime - PSERV           | \$3,500.00            | \$0.00              | \$3,500.00            | 0%         |
| 10-0200-003-8105            | Street Materials - PSERV                 | \$8,000.00            | \$246.49            | \$7,753.51            | 3%         |



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID                            | EXPENSE Description                      | Budget                | YTD<br>Expended     | Balance               | % Used     |
|---------------------------------------|------------------------------------------|-----------------------|---------------------|-----------------------|------------|
| 10-0200-004-8120                      | Street Repairs - PSERV                   | \$1,000.00            | \$0.00              | \$1,000.00            | 0%         |
| 10-0203-003-8080                      | Sand & Abrasives/ Snow & Ice Control     | \$8,000.00            | \$0.00              | \$8,000.00            | 0%         |
| 10-0203-003-8090                      | Outside Contractors / Snow & Ice Control | \$1,000.00            | \$0.00              | \$1,000.00            | 0%         |
| <b>PW PARKS &amp; PUBLIC PROPERTY</b> |                                          |                       |                     |                       |            |
| 10-0204-003-7060                      | Equipment - PARKS                        | \$107,261.00          | \$0.00              | \$107,261.00          | 0%         |
| 10-0204-003-7061                      | Pruning/Planting Trees - ROW/PARKS       | \$40,000.00           | \$4,799.43          | \$35,200.57           | 12%        |
| 10-0204-003-7100                      | Playground Maintenance/Wood Carpet-PARKS | \$42,875.00           | \$357.44            | \$42,517.56           | 1%         |
| 10-0204-003-7430                      | Contract Maintenance - City Prop/PARKS   | \$115,000.00          | \$28,679.99         | \$86,320.01           | 25%        |
| 10-0204-003-7432                      | Dog Park - PARKS                         | \$25,000.00           | \$0.00              | \$25,000.00           | 0%         |
| <b>CAPITAL OUTLAY - PSERV</b>         |                                          |                       |                     |                       |            |
| 10-0205-004-7355                      | Capital Outlays/Equip & Vehicles - PSERV | \$15,000.00           | \$0.00              | \$15,000.00           | 0%         |
| 10-0205-004-7446                      | Handicap Curb Ramps                      | \$25,000.00           | \$0.00              | \$25,000.00           | 0%         |
| 10-0205-004-7533                      | Debt Service / Vehicle lease - PSERV     | \$105,684.00          | \$48,865.11         | \$56,818.89           | 46%        |
| 10-0205-004-7534                      | Debt Service / Road Repair -GO Bond 2018 | \$225,000.00          | \$56,250.00         | \$168,750.00          | 25%        |
| 10-0205-004-7536                      | Storm Drainage/MS4 - PSERV               | \$130,000.00          | \$200.00            | \$129,800.00          | 0%         |
| 10-0205-004-7540                      | Capital Improvement/Road Repairs - PSERV | \$54,700.00           | \$0.00              | \$54,700.00           | 0%         |
| <b>PUBLIC SERVICES TOTALS</b>         |                                          | <b>\$2,431,174.00</b> | <b>\$449,186.60</b> | <b>\$1,981,987.40</b> | <b>18%</b> |
| <b>MAYOR AND COUNCIL</b>              |                                          |                       |                     |                       |            |
| 10-0301-001-6001                      | Salaries - M&C                           | \$20,100.00           | \$4,638.60          | \$15,461.40           | 23%        |
| 10-0301-001-6010                      | FICA Expense - M&C                       | \$1,540.00            | \$354.84            | \$1,185.16            | 23%        |
| 10-0301-001-6101                      | Advertising - M&C                        | \$15,500.00           | \$4,690.00          | \$10,810.00           | 30%        |
| 10-0301-001-6105                      | Prof Development - M&C                   | \$600.00              | \$0.00              | \$600.00              | 0%         |
| 10-0301-001-6106                      | Association Dues - M&C                   | \$4,200.00            | \$0.00              | \$4,200.00            | 0%         |
| 10-0301-001-6550                      | Economic Dev Activities - M&C            | \$15,000.00           | \$0.00              | \$15,000.00           | 0%         |
| 10-0301-001-6560                      | Sea Level Rise Task Force                | \$40,000.00           | \$0.00              | \$40,000.00           | 0%         |
| 10-0301-001-7024                      | General Code Updates - M&C               | \$4,000.00            | \$2,051.00          | \$1,949.00            | 51%        |
| 10-0301-001-7040                      | Contributions - M&C                      | \$98,500.00           | \$98,500.00         | \$0.00                | 100%       |
| 10-0301-001-7055                      | Meeting Security/Rental Fees - M&C       | \$7,000.00            | \$1,945.83          | \$5,054.17            | 28%        |
| 10-0301-001-7065                      | Equipment Purchases - M&C                | \$1,000.00            | \$0.00              | \$1,000.00            | 0%         |
| 10-0301-003-6185                      | Election Expenses - M&C                  | \$0.00                | \$0.00              | \$0.00                | 0%         |
| 10-0301-003-6190                      | Rivertowns Ride & Festival - M&C         | \$0.00                | \$0.00              | \$0.00                | 0%         |
| 10-0301-003-7010                      | Annual Calendar/Monthly Newsletter - M&C | \$4,500.00            | \$0.00              | \$4,500.00            | 0%         |
| 10-0301-003-7011                      | Transcription Services - M&C             | \$16,444.00           | \$2,746.70          | \$13,697.30           | 17%        |
| 10-0301-003-7042                      | Fees to Good Will Riverbend - M&C        | \$6,000.00            | \$2,500.00          | \$3,500.00            | 42%        |
| <b>CITY CLERK / CITY TREASURER</b>    |                                          |                       |                     |                       |            |



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID             | EXPENSE Description                      | Budget       | YTD<br>Expended | Balance      | % Used |
|------------------------|------------------------------------------|--------------|-----------------|--------------|--------|
| 10-0302-001-6001       | Salaries - CLERK/TREAS                   | \$2,260.00   | \$484.62        | \$1,775.38   | 21%    |
| 10-0302-001-6010       | FICA Expense - CLERK/TREAS               | \$160.00     | \$37.08         | \$122.92     | 23%    |
| <b>FINANCE</b>         |                                          |              |                 |              |        |
| 10-0303-003-7090       | FY Audit - FIN                           | \$45,000.00  | \$0.00          | \$45,000.00  | 0%     |
| <b>ADMINISTRATION</b>  |                                          |              |                 |              |        |
| 10-0304-001-6001       | Salaries - ADMIN                         | \$389,533.00 | \$89,504.35     | \$300,028.65 | 23%    |
| 10-0304-001-6005       | Overtime - ADMIN                         | \$1,000.00   | \$0.00          | \$1,000.00   | 0%     |
| 10-0304-001-6008       | Sellback Vacation & Sick - ADMIN         | \$0.00       | \$0.00          | \$0.00       | 0%     |
| 10-0304-001-6010       | FICA Expense - ADMIN                     | \$29,800.00  | \$6,587.63      | \$23,212.37  | 22%    |
| 10-0304-001-6015       | Health/Life/Dental Expense - ADMIN       | \$96,831.00  | \$21,080.15     | \$75,750.85  | 22%    |
| 10-0304-001-6020       | Pension Plan - ADMIN                     | \$21,347.00  | \$4,904.84      | \$16,442.16  | 23%    |
| 10-0304-001-6100       | Employee Retention                       | \$10,000.00  | \$0.00          | \$10,000.00  | 0%     |
| 10-0304-001-6105       | Professional Development - ADMIN         | \$4,000.00   | \$0.00          | \$4,000.00   | 0%     |
| 10-0304-001-6115       | City Administrator Expense - ADMIN       | \$4,000.00   | \$0.00          | \$4,000.00   | 0%     |
| 10-0304-001-6120       | Computer, Hardware & IT Services - ADMIN | \$60,000.00  | \$2,978.80      | \$57,021.20  | 5%     |
| 10-0304-001-6130       | Dues & Publications - ADMIN              | \$1,000.00   | \$370.00        | \$630.00     | 37%    |
| 10-0304-001-6170       | Office Supplies/Printing - ADMIN         | \$5,000.00   | \$1,510.48      | \$3,489.52   | 30%    |
| 10-0304-001-6180       | Postage - ADMIN                          | \$3,500.00   | \$649.54        | \$2,850.46   | 19%    |
| 10-0304-001-6195       | Telephone/Internet Service - ADMIN       | \$5,052.00   | \$1,062.05      | \$3,989.95   | 21%    |
| 10-0304-001-7120       | Administrative Expense - ADMIN           | \$5,500.00   | \$362.67        | \$5,137.33   | 7%     |
| 10-0304-001-8020       | Medical Testing - ADMIN                  | \$250.00     | \$0.00          | \$250.00     | 0%     |
| 10-0304-001-8030       | Janitorial Services - ADMIN              | \$1,377.00   | \$339.00        | \$1,038.00   | 25%    |
| 10-0304-001-8050       | Building Repairs - ADMIN                 | \$3,500.00   | \$470.00        | \$3,030.00   | 13%    |
| 10-0304-001-8055       | Bldg Security Maintenance - ADMIN        | \$5,500.00   | \$0.00          | \$5,500.00   | 0%     |
| 10-0304-001-8060       | Preventative/Termite/Pest Control -ADMIN | \$950.00     | \$295.00        | \$655.00     | 31%    |
| 10-0304-001-8070       | Building Heat - ADMIN                    | \$5,500.00   | \$1,122.59      | \$4,377.41   | 20%    |
| 10-0304-002-7085       | Fuel & Oil - ADMIN                       | \$3,500.00   | \$527.42        | \$2,972.58   | 15%    |
| 10-0304-003-6122       | Software Support - ADMIN                 | \$38,291.00  | \$3,988.45      | \$34,302.55  | 10%    |
| 10-0304-004-7350       | Lease Copier ADMIN                       | \$3,313.00   | \$819.08        | \$2,493.92   | 25%    |
| 10-0304-005-7000       | Special Projects & Grants                | \$35,000.00  | \$35,000.00     | \$0.00       | 100%   |
| <b>HUMAN RESOURCES</b> |                                          |              |                 |              |        |
| 10-0308-001-6101       | Advertising- HR                          | \$1,000.00   | \$0.00          | \$1,000.00   | 0%     |
| 10-0308-001-6105       | Professional Development- HR             | \$0.00       | \$0.00          | \$0.00       | 0%     |
| 10-0308-001-6130       | Dues & Publications- HR                  | \$0.00       | \$0.00          | \$0.00       | 0%     |
| 10-0308-001-6183       | Temporary Labor/Consultant- HR           | \$10,000.00  | \$192.50        | \$9,807.50   | 2%     |



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID                               | EXPENSE Description                     | Budget       | YTD<br>Expended | Balance      | % Used |
|------------------------------------------|-----------------------------------------|--------------|-----------------|--------------|--------|
| 10-0308-001-7404                         | Employee Training Programs- HR          | \$1,000.00   | \$0.00          | \$1,000.00   | 0%     |
| 10-0308-001-8096                         | Contract Reimbursements- HR             | \$3,000.00   | \$1,150.00      | \$1,850.00   | 38%    |
| 10-0308-001-8098                         | Pre-employ Background Investigation- HR | \$300.00     | \$0.00          | \$300.00     | 0%     |
| <b>BOARD OF ADJUSTMENT</b>               |                                         |              |                 |              |        |
| 10-0801-001-6101                         | Advertising - BOA                       | \$1,000.00   | \$180.00        | \$820.00     | 18%    |
| 10-0801-001-6105                         | Professional Fees - BOA                 | \$6,000.00   | \$2,128.06      | \$3,871.94   | 35%    |
| <b>BUILDING MAINTENANCE</b>              |                                         |              |                 |              |        |
| 10-0901-001-7045                         | County Sewer Assessments - BLDG         | \$3,000.00   | \$587.05        | \$2,412.95   | 20%    |
| 10-0901-001-7135                         | Contractual Services - BLDG             | \$6,000.00   | \$75.00         | \$5,925.00   | 1%     |
| 10-0901-001-8077                         | Town Hall Heat - BLDG                   | \$0.00       | \$0.00          | \$0.00       | 0%     |
| 10-0901-003-8082                         | Capital Reserves - BLDG                 | \$259,500.00 | \$4,889.33      | \$254,610.67 | 2%     |
| 10-0901-004-8085                         | Battery Park / Porta Potties - BLDG     | \$5,000.00   | \$293.96        | \$4,706.04   | 6%     |
| <b>INSURANCE</b>                         |                                         |              |                 |              |        |
| 10-1001-001-7145                         | Public Officials Liability - INS        | \$5,927.00   | \$5,927.00      | \$0.00       | 100%   |
| 10-1001-001-8055                         | Police Liability - INS                  | \$6,596.00   | \$6,596.00      | \$0.00       | 100%   |
| 10-1001-001-8065                         | Property and Liability - INS            | \$138,776.00 | \$69,132.50     | \$69,643.50  | 50%    |
| 10-1001-001-8130                         | Workers Compensation - INS              | \$77,000.00  | \$72,508.00     | \$4,492.00   | 94%    |
| 10-1001-001-8135                         | Unemployment Insurance - INS            | \$11,000.00  | \$109.39        | \$10,890.61  | 1%     |
| <b>PROFESSIONAL/CONTRACTUAL SERVICES</b> |                                         |              |                 |              |        |
| 10-1002-001-8011                         | City Engineer - CONT                    | \$40,000.00  | \$7,615.87      | \$32,384.13  | 19%    |
| 10-1002-001-8025                         | City Solicitor - CONT                   | \$125,000.00 | \$43,798.58     | \$81,201.42  | 35%    |
| 10-1002-003-6140                         | AFSCME Contract Negotiations - CONT     | \$5,000.00   | \$0.00          | \$5,000.00   | 0%     |
| 10-1002-003-6141                         | HR/Other Legal - CONT                   | \$5,000.00   | \$0.00          | \$5,000.00   | 0%     |
| <b>PLANNING COMMISSION</b>               |                                         |              |                 |              |        |
| 10-1102-003-6105                         | Professional Dev & Training - PC        | \$500.00     | \$0.00          | \$500.00     | 0%     |
| 10-1102-003-6190                         | Contractual Services - PC               | \$40,000.00  | \$11,448.25     | \$28,551.75  | 29%    |
| 10-1102-003-7004                         | Comprehensive Plan Update - PC          | \$14,000.00  | \$10,000.00     | \$4,000.00   | 71%    |
| <b>HISTORIC AREA COMMISSION</b>          |                                         |              |                 |              |        |
| 10-1103-003-6105                         | Prof Development - HAC                  | \$200.00     | \$0.00          | \$200.00     | 0%     |
| 10-1103-003-6140                         | Historic Preservation                   | \$7,000.00   | \$39.50         | \$6,960.50   | 1%     |
| 10-1103-003-6162                         | Architect - HAC                         | \$25,000.00  | \$3,957.50      | \$21,042.50  | 16%    |
| 10-1103-003-6190                         | Meeting Security                        | \$3,000.00   | \$210.72        | \$2,789.28   | 7%     |
| <b>BOARD OF HEALTH</b>                   |                                         |              |                 |              |        |
| 10-1109-001-6105                         | Professional Development - BOH          | \$500.00     | \$0.00          | \$500.00     | 0%     |
| 10-1109-001-6100                         | BOARD OF HEALTH                         | \$0.00       | \$0.00          | \$0.00       | 0%     |



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID                   | EXPENSE Description           | Budget                | YTD<br>Expended       | Balance               | % Used     |
|------------------------------|-------------------------------|-----------------------|-----------------------|-----------------------|------------|
| 10-1109-001-6170             | Supplies - BOH                | \$250.00              | \$0.00                | \$250.00              | 0%         |
| 10-1109-001-6180             | Postage - BOH                 | \$1,000.00            | \$473.77              | \$526.23              | 47%        |
| 10-1109-001-7080             | Meeting Security - BOH        | \$840.00              | \$461.43              | \$378.57              | 55%        |
| <b>LONG TERM RESERVES</b>    |                               |                       |                       |                       |            |
| 10-1110-004-6124             | Accrued Benefits              | \$25,000.00           | \$25,000.00           | \$0.00                | 100%       |
| 10-1110-004-6125             | Restricted Reserves / Capital | \$0.00                | \$0.00                | \$0.00                | 0%         |
| <b>ADMINISTRATION TOTALS</b> |                               | <b>\$1,842,937.00</b> | <b>\$556,295.13</b>   | <b>\$1,286,641.87</b> | <b>30%</b> |
| <b>FINAL TOTALS</b>          |                               | <b>\$7,598,646.00</b> | <b>\$1,725,161.83</b> | <b>\$5,873,484.17</b> |            |



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID                              | Description                              | Budget         | YTD          | Balance        |
|-----------------------------------------|------------------------------------------|----------------|--------------|----------------|
| <b>MUNICIPAL STREET AID FUND 20</b>     |                                          |                |              |                |
| <b>Revenue:</b>                         |                                          |                |              |                |
| 20-0000-500-0000                        | Municipal Street Aid                     | \$116,100.00   | \$0.00       | (\$116,100.00) |
| 20-0000-500-0001                        | Municipal Street Aid Reserve carry over  | \$625,067.00   | \$0.00       | (\$625,067.00) |
| <b>Expense:</b>                         |                                          |                |              |                |
| 20-0208-001-8121                        | MSAF Expenses                            | \$116,100.00   | \$0.00       | \$116,100.00   |
| 20-0208-001-8125                        | MSAF Reserve Expenses                    | \$625,067.00   | \$0.00       | \$625,067.00   |
| <b>COMMUNITY TRANSPORTATION FUND 23</b> |                                          |                |              |                |
| <b>Revenue:</b>                         |                                          |                |              |                |
| 23-0000-500-0000                        | CTF 24-P-PROG-67 GoodWill Fire Co.       | \$5,697.00     | \$0.00       | \$5,697.00     |
| <b>Expense:</b>                         |                                          |                |              |                |
| 23-0205-004-7540                        | CTF 24-P-PROG-67 GoodWill Fire Co.       | \$5,697.00     | \$0.00       | \$5,697.00     |
| <b>DNREC FY22 BOND FUND 24</b>          |                                          |                |              |                |
| <b>Revenue:</b>                         |                                          |                |              |                |
| 24-0000-500-0000                        | DNREC (FY22 Bond) Cap Improv/Trans Trust | \$80,000.00    | \$0.00       | \$80,000.00    |
| <b>Expense:</b>                         |                                          |                |              |                |
| 24-0205-001-8015                        | DNREC (FY22 BOND) / Floating Pier        | \$80,000.00    | \$0.00       | \$80,000.00    |
| <b>COMMUNITY TRANSPORTATION FUND 25</b> |                                          |                |              |                |
| <b>Revenue:</b>                         |                                          |                |              |                |
| 25-0000-500-0000                        | CTF P-PROG-01 (Road Repairs)             | \$65,000.00    | \$0.00       | \$65,000.00    |
| <b>Expense:</b>                         |                                          |                |              |                |
| 25-0207-001-8120                        | CTF P-PROG-01 (Road Repairs)             | \$65,000.00    | \$0.00       | \$65,000.00    |
| <b>DNREC FY25 BOND FUND 26</b>          |                                          |                |              |                |
| <b>Revenue:</b>                         |                                          |                |              |                |
| 26-0000-500-0000                        | CRF (FY25 BOND) Roads /Playground /PSAF  | \$1,233,589.23 | \$173,500.07 | \$1,060,089.16 |
| <b>Expense:</b>                         |                                          |                |              |                |
| 26-0205-001-7540                        | CRF (FY25 Bond) Road Repair              | \$855,694.23   | \$174,590.31 | \$681,103.92   |
| 26-0205-001-7541                        | CRF (FY25 Bond) Battery Park Playground  | \$375,000.00   | \$0.00       | \$375,000.00   |
| <b>DNREC FY23 BOND FUND 27</b>          |                                          |                |              |                |
| <b>Revenue:</b>                         |                                          |                |              |                |
| 27-0000-500-0000                        | CRF (FY23 BOND) \$605,654                | \$88,206.95    | \$39,887.50  | \$48,319.45    |
| <b>Expense:</b>                         |                                          |                |              |                |
| 27-0205-001-7542                        | CRF (FY23 BOND) City Wide Cameras        | \$28,428.98    | \$0.00       | \$28,428.98    |



**CITY OF NEW CASTLE**  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID       | Description                   | Budget      | YTD         | Balance     |
|------------------|-------------------------------|-------------|-------------|-------------|
| 27-0205-001-8015 | CRF (FY23 BOND) Floating Pier | \$59,777.97 | \$40,043.25 | \$19,734.72 |

**DNREC FY24 BOND FUND 28**

**Revenue:**

|                  |                           |              |              |              |
|------------------|---------------------------|--------------|--------------|--------------|
| 28-0000-500-0000 | CRF (FY24 BOND) \$765,000 | \$598,015.43 | \$129,154.83 | \$468,860.60 |
|------------------|---------------------------|--------------|--------------|--------------|

**Expense:**

|                  |                                       |              |              |              |
|------------------|---------------------------------------|--------------|--------------|--------------|
| 28-0205-001-7540 | CRF (FY24 BOND) Misc Capital Projects | \$598,015.43 | \$129,933.57 | \$468,081.86 |
|------------------|---------------------------------------|--------------|--------------|--------------|

**DEMA / PDM FUND 40**

**Revenue:**

|                  |                     |             |        |             |
|------------------|---------------------|-------------|--------|-------------|
| 40-0000-500-0000 | DEMA FY19 PDM Grant | \$12,727.04 | \$0.00 | \$12,727.04 |
|------------------|---------------------|-------------|--------|-------------|

**Expense:**

|                  |                                     |             |        |             |
|------------------|-------------------------------------|-------------|--------|-------------|
| 40-0205-004-7536 | Contractual Service - DEMA FY19 PDM | \$12,727.04 | \$0.00 | \$12,727.04 |
|------------------|-------------------------------------|-------------|--------|-------------|

**DELDOT /FY25 CYCLING INNOVATION FUND 41**

**Revenue:**

|                  |                                        |             |             |            |
|------------------|----------------------------------------|-------------|-------------|------------|
| 41-0000-500-0000 | DeIDOT CYCLING Trail Feasibility Study | \$15,180.00 | \$14,030.00 | \$1,150.00 |
|------------------|----------------------------------------|-------------|-------------|------------|

**Expense:**

|                  |                                        |             |             |            |
|------------------|----------------------------------------|-------------|-------------|------------|
| 41-0205-004-8015 | DeIDOT CYCLING Trail Feasibility Study | \$15,180.00 | \$14,030.00 | \$1,150.00 |
|------------------|----------------------------------------|-------------|-------------|------------|

**DEMA /CYBERSECURITY GRANT FUND 42**

**Revenue:**

|                  |                     |             |        |             |
|------------------|---------------------|-------------|--------|-------------|
| 42-0000-500-0000 | DEMA FY19 PDM Grant | \$12,727.04 | \$0.00 | \$12,727.04 |
|------------------|---------------------|-------------|--------|-------------|

**Expense:**

|                  |                                |            |            |            |
|------------------|--------------------------------|------------|------------|------------|
| 42-0205-004-7536 | DEMA FY25 CYCBERSECURITY GRANT | \$6,764.90 | \$2,835.01 | \$3,929.89 |
|------------------|--------------------------------|------------|------------|------------|

**CJC FUND 80**

**Revenue:**

|                  |                              |              |             |              |
|------------------|------------------------------|--------------|-------------|--------------|
| 80-0000-500-0000 | CJC - 2023-AR-P/T-3188 Grant | \$215,738.36 | \$29,324.67 | \$186,413.69 |
|------------------|------------------------------|--------------|-------------|--------------|

**Expense:**

|                  |                       |              |             |              |
|------------------|-----------------------|--------------|-------------|--------------|
| 80-0101-001-7060 | CJC/ 2023-AR-P/T-3188 | \$215,738.36 | \$29,324.67 | \$186,413.69 |
|------------------|-----------------------|--------------|-------------|--------------|

**SALLE GRANT FUND 84**

**Revenue:**

|                  |             |            |          |            |
|------------------|-------------|------------|----------|------------|
| 84-0000-500-0000 | SALLE Grant | \$6,000.00 | \$445.05 | \$5,554.95 |
|------------------|-------------|------------|----------|------------|

**Expense:**

|                  |       |        |        |        |
|------------------|-------|--------|--------|--------|
| 84-0104-001-6000 | SALLE | \$0.00 | \$0.00 | \$0.00 |
|------------------|-------|--------|--------|--------|

|                  |                  |          |        |          |
|------------------|------------------|----------|--------|----------|
| 84-0104-001-6005 | Overtime - SALLE | \$500.00 | \$0.00 | \$500.00 |
|------------------|------------------|----------|--------|----------|

|                  |                      |        |        |        |
|------------------|----------------------|--------|--------|--------|
| 84-0104-001-6010 | FICA expense - SALLE | \$0.00 | \$0.00 | \$0.00 |
|------------------|----------------------|--------|--------|--------|



# CITY OF NEW CASTLE

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SEPTEMBER 2025

## FY26 YTD BUDGET REPORT - 25%

| Account ID                               | Description                        | Budget      | YTD         | Balance       |
|------------------------------------------|------------------------------------|-------------|-------------|---------------|
| 84-0104-001-7060                         | Equipment/Rental - SALLE           | \$5,500.00  | \$3,090.05  | \$2,409.95    |
| <b>HIGHWAY SAFETY GRANT FUND 85</b>      |                                    |             |             |               |
| <b>Revenue:</b>                          |                                    |             |             |               |
| 85-0000-500-0000                         | Highway Safety Grants              | \$8,000.00  | \$2,986.56  | \$5,013.44    |
| <b>Expense:</b>                          |                                    |             |             |               |
| 85-0102-001-6005                         | Overtime - Highway Safety          | \$8,000.00  | \$2,986.56  | \$5,013.44    |
| 85-0102-001-7060                         | Equipment - Highway Safety         | \$0.00      | \$0.00      | \$0.00        |
| <b>EIDE GRANT FUND 88</b>                |                                    |             |             |               |
| <b>Revenue:</b>                          |                                    |             |             |               |
| 88-0000-500-0000                         | EIDE Grant                         | \$4,746.00  | \$0.00      | \$4,746.00    |
| <b>Expense:</b>                          |                                    |             |             |               |
| 88-0103-001-6000                         | EIDE                               | \$0.00      | \$0.00      | \$0.00        |
| 88-0103-001-6005                         | Overtime - EIDE                    | \$4,746.00  | \$0.00      | \$4,746.00    |
| 88-0103-001-6010                         | FICA Expense - EIDE                | \$0.00      | \$0.00      | \$0.00        |
| 88-0103-001-7060                         | Equipment - EIDE                   | \$0.00      | \$0.00      | \$0.00        |
| 88-0103-001-7062                         | Auto Rental/Buy Money - EIDE       | \$0.00      | \$0.00      | \$0.00        |
| <b>DPS / VIOLENT CRIME GRANT FUND 89</b> |                                    |             |             |               |
| <b>Revenue:</b>                          |                                    |             |             |               |
| 89-0000-500-0000                         | FCVC GRANT / V-67-25               | \$24,893.60 | \$15,021.68 | \$9,871.92    |
| <b>Expense:</b>                          |                                    |             |             |               |
| 89-0101-001-6005                         | Overtime / V-67-25                 | \$24,893.60 | \$640.00    | \$24,253.60   |
| 89-0101-001-7060                         | Equipment/Training - V-67-25       | \$0.00      | \$19,941.02 | (\$19,941.02) |
| <b>GIA/SEPARATION DAY GRANT FUND 95</b>  |                                    |             |             |               |
| <b>Revenue:</b>                          |                                    |             |             |               |
| 95-0000-500-0000                         | Separation Day Grant               | \$36,000.00 | \$0.00      | \$36,000.00   |
| 95-0000-500-0001                         | Separation Day -Fees/Contributions | \$33,000.00 | \$9,105.00  | \$23,895.00   |
| 95-0000-500-0002                         | Separation Day - Admission/Sales   | \$8,500.00  | \$17,060.00 | (\$8,560.00)  |
| <b>Expense:</b>                          |                                    |             |             |               |
| 95-1108-001-6105                         | Professional Fees - SEPDAY         | \$50,000.00 | \$0.00      | \$50,000.00   |
| 95-1108-001-6170                         | Supplies - SEPDAY                  | \$5,000.00  | \$0.00      | \$5,000.00    |
| 95-1108-001-6180                         | Postage - SEPDAY                   | \$0.00      | \$0.00      | \$0.00        |
| 95-1108-001-6185                         | Printing/Publications/Adv - SEPDAY | \$1,000.00  | \$0.00      | \$1,000.00    |



***CITY OF NEW CASTLE***  
**SEPTEMBER 2025**  
**FY26 YTD BUDGET REPORT - 25%**

| Account ID       | Description                      | Budget     | YTD    | Balance    |
|------------------|----------------------------------|------------|--------|------------|
| 95-1108-001-6190 | Rent - SEPDAY                    | \$4,500.00 | \$0.00 | \$4,500.00 |
| 95-1108-001-7120 | Administrative Expense - SEPDAY  | \$7,500.00 | \$0.00 | \$7,500.00 |
| 95-1108-001-7222 | Police/EMS/Public Works - SEPDAY | \$8,500.00 | \$0.00 | \$8,500.00 |
| 95-1108-001-8065 | Insurance - SEPDAY               | \$1,000.00 | \$0.00 | \$1,000.00 |



***New Castle City Building Department / 220 Delaware Street / New Castle, DE 19720-4816***  
***Phone (302) 322-9813 Fax (302) 323-9814***

## **BUILDING OFFICIAL'S REPORT**

**September 2025**

To: Members of New Castle City Council  
Submitted by: Jeffrey Bergstrom, Building Official

|                                        |                |
|----------------------------------------|----------------|
| Number of Building Permits Issued..... | 44             |
| Estimated Cost of Work.....            | \$1,342,669.19 |
| Fees Collected.....                    | \$26,055.26    |
| Inspections Performed (by type)        |                |
| Site/Footing/Masonry.....              | 58             |
| Framing/Structural.....                | 4              |
| Plumbing/HVAC.....                     | 23             |
| Final/Certificates of Occupancy.....   | 7              |

cc: Building Report File  
City Council

**TO: Antonina Tantillo, City Administrator**  
**FROM: Jeff Bergstrom,**  
**Building Official**  
**DATE: October 2, 2025**  
**RE: September 2025 Activity**



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Forty-four building permit applications were processed in September for approximately \$1,342,669.19 worth of construction, and \$26,055.26 in fees were collected.

Twenty-one 2025 business licenses were processed, resulting in fees of \$2,132.00.

Two 2025 Rental Licenses were processed, resulting in fees of \$150.00

Seven Certificates of Occupancy were issued, following required inspections, resulting in fees of \$650.00.

Meetings attended included the City Council on the 9<sup>th</sup>, and the Board of Adjustment on the 23<sup>rd</sup>.

The department made about 92 formal inspections during the period.

In addition to regular workload, other projects included: public works inspections & issues, development & site work issues, dike maintenance issues, stormwater permitting Issues, and vacant building issues.

## SEPTEMBER 2025 BUSINESS LICENSES

| License No.     | Business Name                  | Business Location                     | Paid Amount       |
|-----------------|--------------------------------|---------------------------------------|-------------------|
| 25000797        | EVERON SOLUTIONS LLC           | 1501 YAMATO RD BOCA RATON FL          | 50.00             |
| 25000798        | WILCOX LANDSCAPING             | 228 S DUPONT HWY NEW CASTLE DE        | 612.00            |
| 25000799        | LADY BEETLE GARDENING          | 200 FAGGS MANOR RD COCHRANVILLE PA    | 50.00             |
| 25000800        | SHADE ONE AWNINGS              | 1545 RTE 37 STE 12 TOMS RIVER NJ      | 90.00             |
| 25000801        | ACORN STAIRLIFTS INC           | 7001 LAKE ELLENOR DR ORLANDO FL       | 50.00             |
| 25000802        | BRITeway BUILDING SERVICES     | 1635 BRAKEN AVE WILMINGTON DE         | 50.00             |
| 25000803        | GATTA SERVICES LLC             | 236 VINEYARD DR PORT DEPOSIT MD       | 50.00             |
| 25000804        | BLACK RABBIT TATTOO LLC        | 200 DELAWARE ST NEW CASTLE DE         | 90.00             |
| 25000805        | THE LEARNING TREE 2            | 170 LUKENS DR NEW CASTLE DE           | 50.00             |
| 25000806        | ENVIROTEMP LLC                 | 919 DOWNS CHAPEL RD CLAYTON DE        | 90.00             |
| 25000807        | MOON WAXING CO                 | 222 DELAWARE ST NEW CASTLE DE         | 50.00             |
| 25000809        | PERFECT PEAK EXTERIORS LLC     | 2158 FAST LANDING RD DOVER DE         | 50.00             |
| 25000810        | FASTSIGNS ALLENTOWN            | 396 SCHANTZ RD ALLENTOWN PA           | 210.00            |
| 25000811        | DE FOOD MARKET LLC             | 739 FERRY CUT OFF ST NEW CASTLE DE    | 50.00             |
| 25000812        | GRTC PRO LLC                   | 122 DELAWARE ST STE 307 NEW CASTLE DE | 90.00             |
| 25000813        | GHP INNOVATIONS LLC            | 409 W 5TH ST WILMINGTON DE            | 50.00             |
| 25000814        | C.T.A. ROOFING & WATERPROOFING | 91 BLUE HEN DR NEWARK DE              | 210.00            |
| 25000815        | BEAN ENTERPRISES               | 8 THE GREEN STE A DOVER DE            | 50.00             |
| 25000816        | TC CARPENTRY LLC               | 2200 SMYRNA LEIPSIC RD SMYRNA DE      | 50.00             |
| 25000817        | M J CUOMO PLUMBING             | 144 ESCH ST TOWNSEND DE               | 50.00             |
| 25000818        | DELAWARE REMODELING            | 334 W COMMERCE ST SMYRNA DE           | 90.00             |
| <b>Total 21</b> |                                |                                       | <b>\$2,132.00</b> |

## SEPTEMBER 2025 RENTAL LICENSES

| License No.    | Rental Housing License | Property Location | Paid Amount     |
|----------------|------------------------|-------------------|-----------------|
| R1400092       | KHIZAR ALVI            | 1001 SCHOOL ST    | 75.00           |
| R1500155       | KENYETTA WILLIAMS      | 109 E 2ND ST      | 75.00           |
| <b>Total 2</b> |                        |                   | <b>\$150.00</b> |

## SEPTEMBER 2025 BUILDING PERMITS

| Permit No.      | Owner Name                         | Property Location    | Work Type      | Zone | HDFee | DDD | Date    | Cost                  | Paid Amount        |
|-----------------|------------------------------------|----------------------|----------------|------|-------|-----|---------|-----------------------|--------------------|
| 26435           | DONALD DODSON                      | 80 W 5TH ST          | REPAIR REPLACE | HR   |       | DDD | 9/4/25  | 8,998.00              | 50.00              |
| 26436           | FRANK DEMARINIS                    | 110 E 3RD ST         | REPAIR REPLACE | HR   | 50    |     | 9/5/25  | 3,517.00              | 252.76             |
| 26437           | JULLIAN BUSBEE                     | 110 N KATRIN CIR     | REPAIR REPLACE | R1   |       |     | 9/8/25  | 11,803.60             | 327.03             |
| 26438           | CARMELA LONGBARDI                  | 184 E 4TH ST         | NEW BUILDING   | HR   |       |     | 9/8/25  | 3,183.00              | 197.79             |
| 26439           | YUSEF & SENE E OATS                | 806 W 10TH ST        | NEW BUILDING   | R1   |       |     | 9/9/25  | 4,335.80              | 215.03             |
| 26440           | DEEMER PROPERTIES LLC              | 604 TREMONT ST       | REPAIR REPLACE | R2   |       |     | 9/8/25  | 8,000.00              | 270.00             |
| 26441           | PROJECT CONTROLS PROFESSIONALS     | 28 W 4TH ST          | REPAIR REPLACE | HR   | 50    | DDD | 9/23/25 | 3,800.00              | 257.00             |
| 26442           | OSVALDO HURTADO SERVIN             | 26 S KATRIN CIR      | NEW BUILDING   | R1   |       |     | 9/9/25  | 1,000.00              | 50.00              |
| 26443           | JOHN JENKINS ET AL                 | 126 E 2ND ST         | REPAIR REPLACE | HR   | 50    |     | 9/16/25 | 9,865.00              | 347.98             |
| 26444           | GUADALUPE GUZMAN                   | 202 MOORE AVE        | ALTERATION     | R1   |       |     | 9/10/25 | 5,000.00              | 225.00             |
| 26445           | RICHARD & DOROTHY WOYTOWICH        | 108 MOORE AVE        | REPAIR REPLACE | R1   |       |     | 9/11/25 | 5,000.00              | 225.00             |
| 26446           | TPG AG EHC III (LEN) MULTI S       | 549 ARROWGRASS LN    | NEW BUILDING   | R3   |       |     | 9/12/25 | 8,500.00              | 277.50             |
| 26447           | TPG AG EHC III (LEN) MULTI S       | 553 ARROWGRASS LN    | NEW BUILDING   | R3   |       |     | 9/12/25 | 8,500.00              | 277.50             |
| 26448           | DEASCANIS HOMES INC                | 3 BUTTONWOOD AVE     | NEW BUILDING   | RC   |       |     | 9/26/25 | 170,000.00            | 2,800.00           |
| 26449           | NICHOLAS COLE ET AL                | 12 EDGEWOOD DR       | REPAIR REPLACE | R1   |       |     | 9/12/25 | 14,597.00             | 368.95             |
| 26450           | ULTRACHEM                          | 900 CENTERPOINT BLVD | REPAIR REPLACE | I    |       |     | 9/15/25 | 299,755.00            | 4,646.32           |
| 26451           | FEATHERS GROUP LLC                 | 6 ARBUTUS AVE        | NEW BUILDING   | RC   |       |     | 9/16/25 | 175,000.00            | 2,875.00           |
| 26452           | FEATHERS GROUP LLC                 | 8 ARBUTUS AVE        | NEW BUILDING   | RC   |       |     | 9/16/25 | 175,000.00            | 2,875.00           |
| 26453           | FEATHERS GROUP LLC                 | 10 ARBUTUS AVE       | NEW BUILDING   | RC   |       |     | 9/16/25 | 175,000.00            | 2,875.00           |
| 26454           | PATRICIA KRAMER                    | 108 W 3RD ST         | REPAIR REPLACE | HR   |       |     | 9/18/25 | 2,561.00              | 188.41             |
| 26455           | PHYLLIS SWIFT                      | 67 W 5TH ST          | REPAIR REPLACE | HR   | 50    | DDD | 9/23/25 | 13,850.00             | 407.75             |
| 26456           | CATHERINE YARBROUGH & GREG BROWN   | 16 DALBY ALY         | ALTERATION     | HR   |       | DDD | 9/18/25 | 3,430.00              | 201.45             |
| 26457           | LAURA LLEWELLYN                    | 14 THE STRAND        | REPAIR REPLACE | HR   | 50    |     | 9/18/25 | 9,788.00              | 346.82             |
| 26458           | TRICORNER-GEMCRAFT HOMES LLC       | 518 ARROWGRASS LN    | ALTERATION     | R3   |       |     | 9/19/25 | 1,500.00              | 180.00             |
| 26459           | MARY & ROBERT DAVIS                | 24 E 3RD ST          | REPAIR REPLACE | HR   | 50    |     | 9/19/25 | 18,940.00             | 484.10             |
| 26460           | JOSHUA WARREN LANE ET AL           | 122 E 3RD ST         | ALTERATION     | HR   | 50    |     | 9/25/25 | 6,568.00              | 298.52             |
| 26461           | JUDY PANZARELLA                    | 21 W 3RD ST          | REPAIR REPLACE | HR   | 50    | DDD | 9/23/25 | 7,462.00              | 311.93             |
| 26462           | CITY OF NEW CASTLE MAYOR & COUNCIL | 216 CHESTNUT ST      | REPAIR REPLACE | HR   | 50    |     | 9/23/25 | 37,983.00             | WAIVED             |
| 26463           | GCE LLC                            | 410 DELAWARE ST      | ALTERATION     | HC   |       | DDD | 9/23/25 | 4,000.00              | 210.00             |
| 26464           | CLARE HOLDINGS LLC                 | 421 W 7TH ST         | ALTERATION     | DG   |       | DDD | 9/23/25 | 22,800.00             | 492.00             |
| 26465           | KRISTIN M & RYAN CAMPBELL          | 300 DELAWARE ST      | REPAIR REPLACE | HC   | 50    | DDD | 9/24/25 | 5,515.00              | 282.72             |
| 26466           | DEASCANIS HOMES INC                | 5 BUTTONWOOD AVE     | NEW BUILDING   | RC   |       |     | 9/30/25 | 9,000.00              | 50.00              |
| 26467           | VICTOR FISHER AND K WATSON         | 21 KRISTEN RD        | ALTERATION     | R1   |       |     | 9/24/25 | 1,500.00              | 50.00              |
| 26468           | LINDSEY KARL                       | 24 E 5TH ST          | REPAIR REPLACE | HR   |       |     | 9/24/25 | 300.00                | 50.00              |
| 26469           | TPG AG EHC III (LEN) MULTI S       | 555 ARROWGRASS LN    | NEW BUILDING   | R3   |       |     | 9/24/25 | 8,500.00              | 277.50             |
| 26470           | TPG AG EHC III (LEN) MULTI S       | 551 ARROWGRASS LN    | NEW BUILDING   | R3   |       |     | 9/24/25 | 8,500.00              | 277.50             |
| 26471           | DEBORAH SHANE & BRIAN SHELTON      | 106 THE STRAND       | FENCE          | HR   | 50    |     | 9/25/25 | 15,700.00             | 330.50             |
| 26472           | JEFFREY LUOMA                      | 108 W 6TH ST         | REPAIR REPLACE | R2   | 50    | DDD | 9/25/25 | 31,360.00             | 670.40             |
| 26473           | ROANLD & QUEEN E. MCKOY            | 10 A BUTTONWOOD AVE  | REPAIR REPLACE | R2   |       |     | 9/26/25 | 8,987.00              | 284.00             |
| 26474           | LARRY & GINA KOUMA                 | 23 W SIXTH ST        | REPAIR REPLACE | R2   | 50    | DDD | 9/29/25 | 14,217.00             | 413.25             |
| 26475           | JAMES BERMAN                       | 527 CHERRY ST        | REPAIR REPLACE | R2   | 50    |     | 9/29/25 | 2,364.79              | 235.47             |
| 26476           | RESHMA & SURESH CHANDNANI          | 250 N HERON CIR      | ALTERATION     | R3   |       |     | 9/30/25 | 317.00                | 50.00              |
| 26477           | KENNETH & DANA NEWTON              | 110 BRYLGON AVE      | FENCE          | R1   |       |     | 9/30/25 | 5,672.00              | 235.08             |
| 26478           | MICHAEL & AMY PLATT                | 202 11TH ST          | REPAIR REPLACE | R1   |       |     | 9/30/25 | 11,000.00             | 315.00             |
| <b>Total 44</b> |                                    |                      |                |      |       |     |         | <b>\$1,342,669.19</b> | <b>\$26,055.26</b> |

**TO: Antonina Tantillo, City Administrator**

**FROM: Milt Draper,  
Housing Code Official**

**DATE: October 9, 2025**

**RE: September 2025 Activity**



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Ten housing/property code violations were filed in September 2025.

Eight of properties became subject to fees totaling \$2,800.

13 PROPERTIES THROUGHOUT THE CITY WERE CITED IN SEPTEMBER 2025 FOR VARIOUS QUALITIES OF LIFE ISSUES:

- (1) STORAGE OF HOUSEHOLD ITEMS IN A RESIDENTIAL ZONE.
- (2) STORING AN INOPERABLE MOTOR VEHICLE IN A RESIDENTIAL ZONE.
- (4) WORKING IN THE CITY WITHOUT A LICENSE AND OR A BUILDING PERMIT.
- (1) MAINTAINING A RENTAL PROPERTY WITHOUT A RENTAL BUSINESS LICENSE.
- (6) EXCESS GROWTH OF WEEEDS, BRUSH, AND OR GRASSES.
- (1) PROPERLY MAINTAINING UNUSED OR UNOCCUPIED PROPERTY.
- (2) MAINTAINING EXTERIOR SURFACES OF A DWELLING IN GOOD REPAIRS.
- (11) VACANT/ABANDONED PROPERTIES are subject to vacant building fees.
- (5) VACANT/ABANDONDED PROPERTIES are not yet subject to vacant building fees.



## DELAWARE RIVER TRAIL STUDY 2025



# AGENDA

- Scope of Study
- Purpose & Need
- Stakeholder Coordination
- Existing Conditions
- Trail Concept
- Cost Estimation
- Recommendations & Next Steps



# SCOPE OF THIS STUDY

\$23,000 Study funded by the 2025 Delaware Bikeways Grant Program

The scope of work for this study included the following:

- Existing Conditions Assessment & Purpose and Need Development
- Prepare a concept map layout to illustrate the potential alignment, surface treatments, and design features.
- Conceptual-level cost estimate to inform future funding efforts.
- Final report to document findings and recommendations of this study.

## NOT INCLUDED IN THIS STUDY

- Final Design & Engineering
- Land Acquisition & Right-of-Way (ROW) Negotiations
- Coordination with private property owners beyond access permissions for a field walk.
- Environmental Studies & Permitting
- Geotechnical & Subsurface Investigations
- Public Engagement & Stakeholder Outreach
- Construction Cost Refinement & Phasing Plans
- Surveying & Property Boundary Determinations
- Utility Coordination & Relocation Planning

# PURPOSE & NEED

The purpose of the Delaware River Trail project is to:

- enhance connectivity, safety, and resiliency by creating a continuous multimodal corridor
- connects key destinations
- reduces reliance on single-occupancy vehicles
- provides safe routes for vulnerable populations
- integrates resilient design strategies to withstand climate impacts and ensure long-term sustainability

# STAKEHOLDER COORDINATION

- The project stakeholder group played a vital role in the planning process and concept development.
- Initial coordination has begun between Bike Delaware, Harvey Hanna and the City of New Castle





EXISTING CONDITIONS

# COMMUNITY CONTEXT

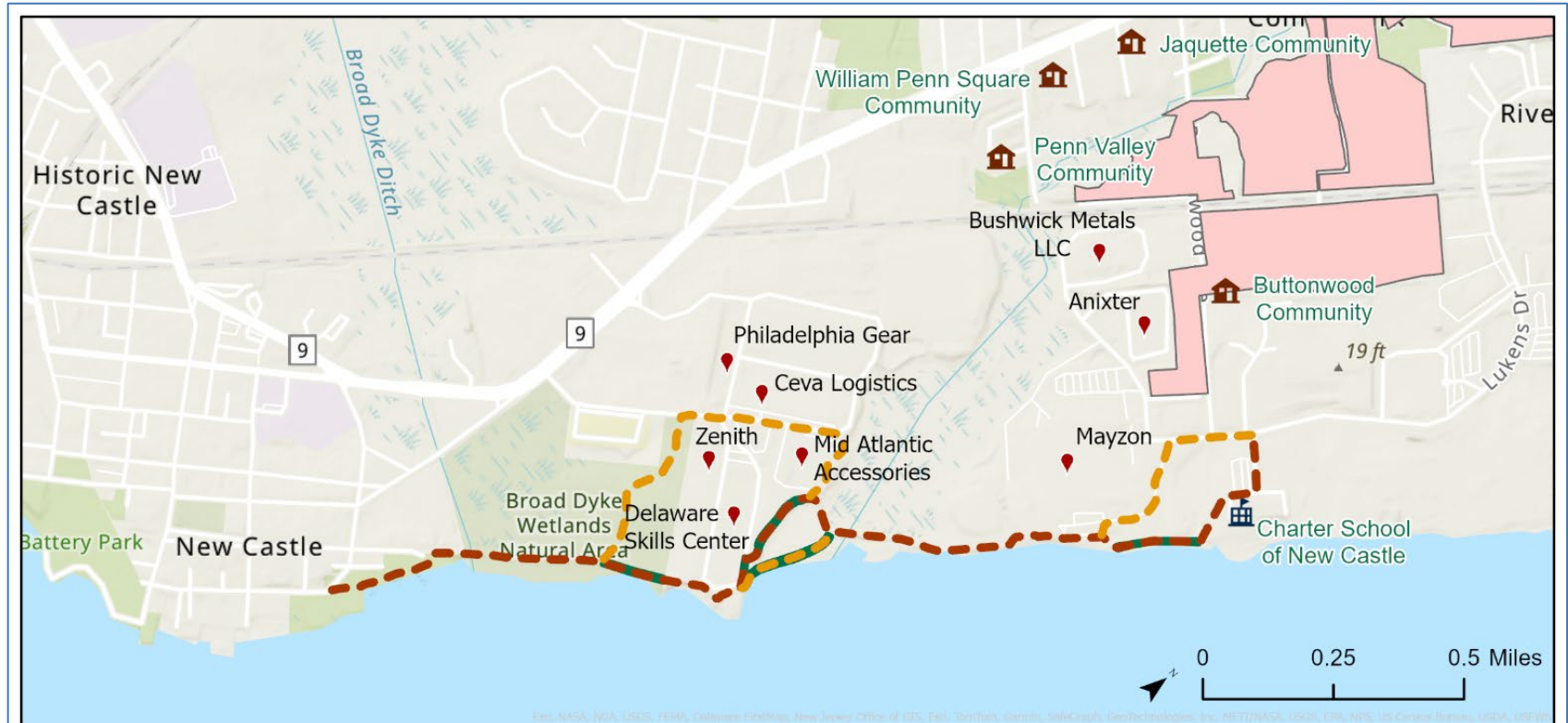
Trail improves access to moderate equity focus areas and provides nearby trail access to underserved neighborhoods:

- Buttonwood
- Jaquette
- William Penn Square

Opens new opportunities for employment, recreation, and access to key destinations:

- Employment centers
- Downton New Castle

Provides a safe, direct route for students and staff at the Charter School of New Castle



## Delaware River Trail - Socioeconomics

Equity Focus Area

Moderate

Trail Connections  
Being Explored

Main Pathway

Alternative Pathway

Raised Boardwalk



Employment Opportunities



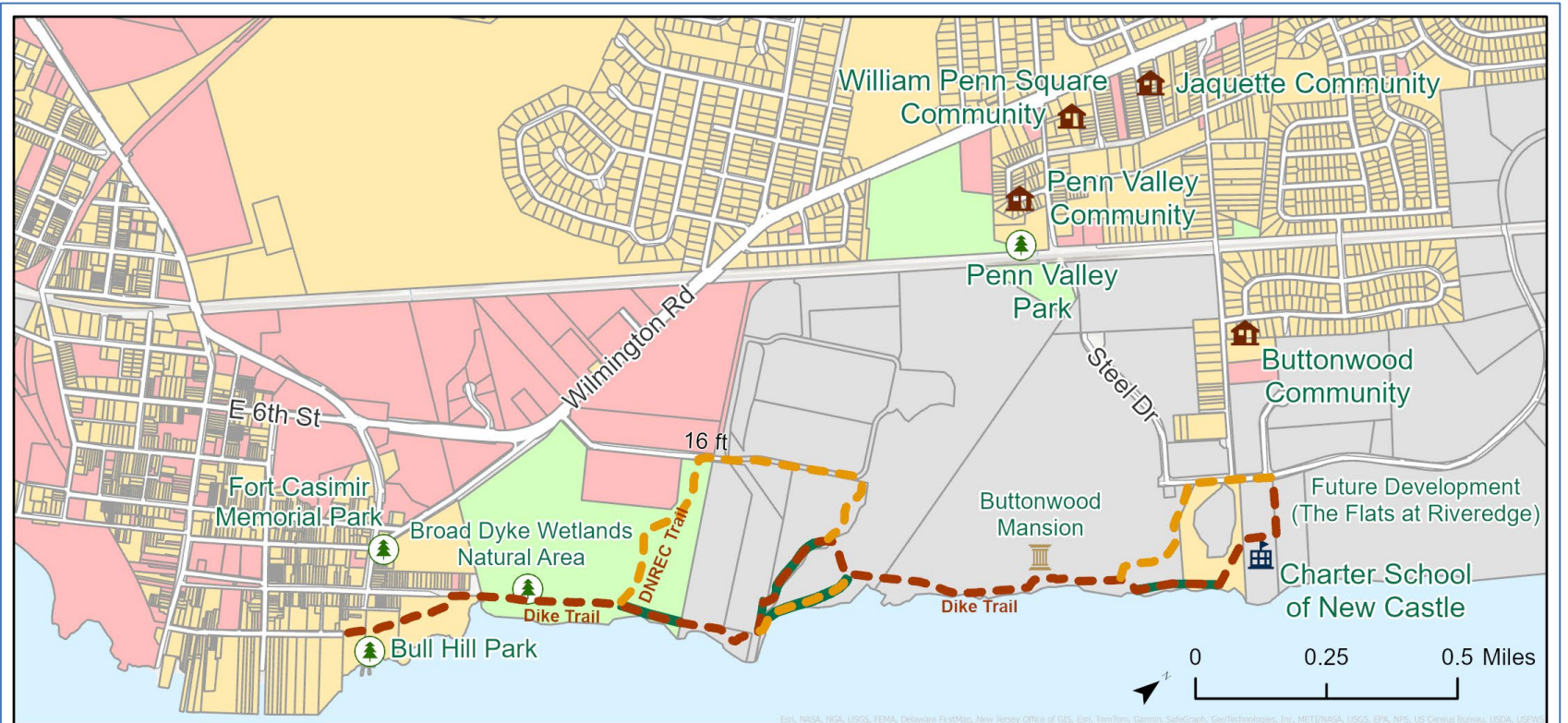
School



Underserved Communities

# LAND USE

- Trail passes through industrial, residential, and greenspace areas with residential connections
- The northern part of the trail will cross in front of the historic Buttonwood Mansion



## Delaware River Trail - Study Area

### Land Use Type:

- Residential
- Commercial
- Greenspace
- Industrial

- Main Pathway
- Alternative Pathway
- Raised Boardwalk

- Park
- Historic
- School
- Underserved Communities

# THE FLATS AT RIVEREDGE DEVELOPMENT

## Proposed Development in New Castle

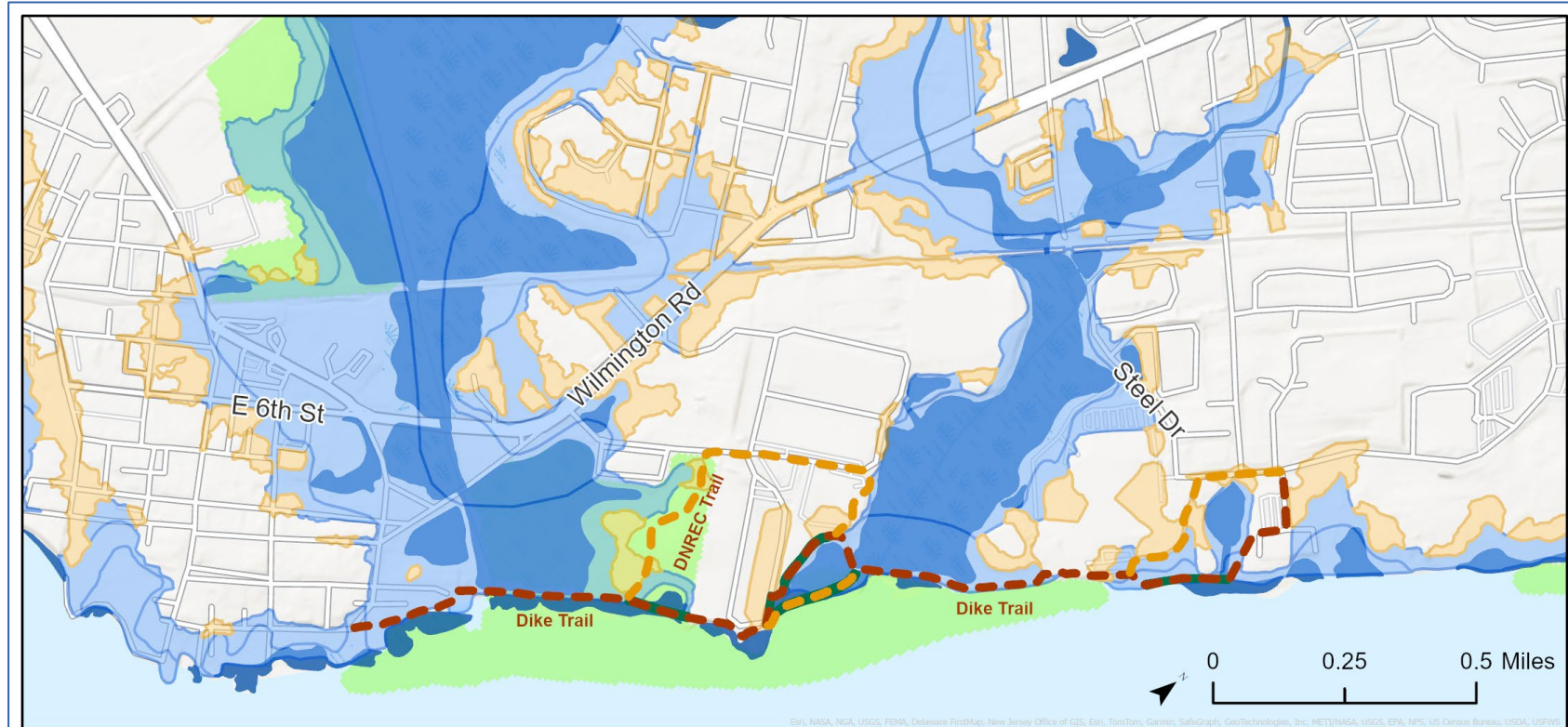
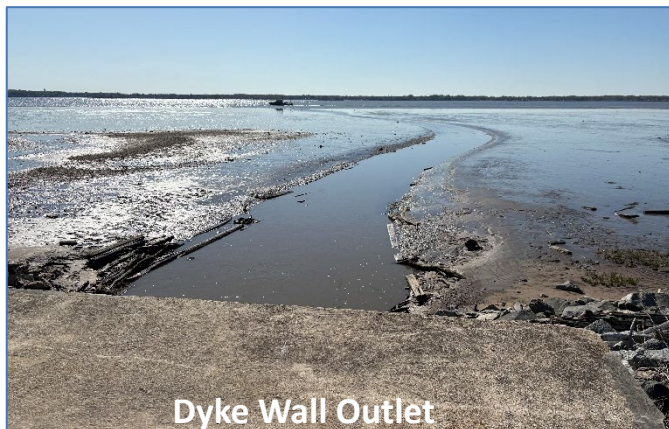
- vibrant mixed-uses including residential units, commercial spaces, and public amenities.
- Opportunity to Integrate with the Delaware River Trail to connect the new development to the historic city center.
- Development is approved; ongoing coordination occurring.



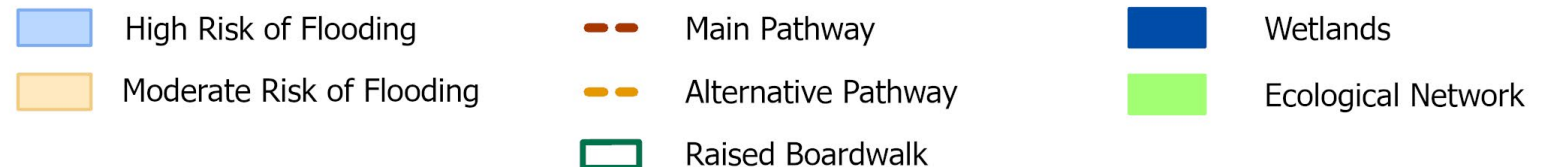
Proposed Flats at Riveredge Development by Greggo & Ferrara Group

# ENVIRONMENTAL CONSEQUENCES

- Includes wetlands and flood-prone areas.
- Dike elevations may need adjustment to meet new flood standards
- Coordination with DNREC, FHWA, ACOE, and other relevant agencies will be essential to determine appropriate design responses and potential permitting implications



## Delaware River Trail - Environmental Consequences



# TRANSPORTATION INFRASTRUCTURE

- Access is mainly provided by industrial roads to nearby factories and office buildings
- Limited pedestrian access provided
- DTC bus route runs across the project study area and provides limited connections to pedestrian and proposed trail



## Delaware River Trail - Transportation Infrastructure

- |             |                         |
|-------------|-------------------------|
| ● Bus Stop  | --- Main Pathway        |
| — Bus Route | --- Alternative Pathway |
| — Pathway   | ▭ Raised Boardwalk      |
| — Sidewalk  |                         |



## TRAIL CONCEPTS EXPLORED

# TRAIL CONCEPTS

## Main alignment:

- Begins at Bull Hill Park and follows along the Delaware River, including raised boardwalks
- Connects with the existing Dike Trail

## Alternative Options:

- Use of City parcel / DNREC conservation easement
- Connect through Harvey Hanna parking/ building circulation areas to minimize boardwalk construction

## Design Features:

- 10' wide asphalt and boardwalk sections
- Scenic riverfront view
- Integration with new developments



# TRAIL CONCEPTS

## Main alignment:

- Begins at Bull Hill Park and follows along the Delaware River, including raised boardwalks
- Connects with the existing Dike Trail

## Alternative Options:

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- Connect through Harvey Hanna parking/ building circulation areas to minimize boardwalk construction

## Design Features:

- 10' wide asphalt and boardwalk sections
- Scenic riverfront view
- Integration with new developments



## Existing Foot Path on City Parcel with DNREC Easement





Zenith Frontage against River  
(10' wide) space

## Skills Center against City Parcel with DNREC Easement



Mayzon Frontage near Buttonwood Mansion



Mayzon Frontage



Dyke Trail



# PROPERTY ACCESS

- Began coordination with public and private landowners for easements and right-of-way
- Ongoing engagement meetings with DNREC and other agencies to finalize design and permitting



## Delaware River Trail - Property Ownership

### Land Ownership

- Public or Government
- Private

- Main Pathway
- Alternative Pathway
- Raised Boardwalk
- Parcel

# COST ESTIMATES

- Total estimated cost of \$6.3 million, including engineering, property acquisition, construction, and contingencies
- \$4.88 million for trail, raised boardwalks, parking and amenities

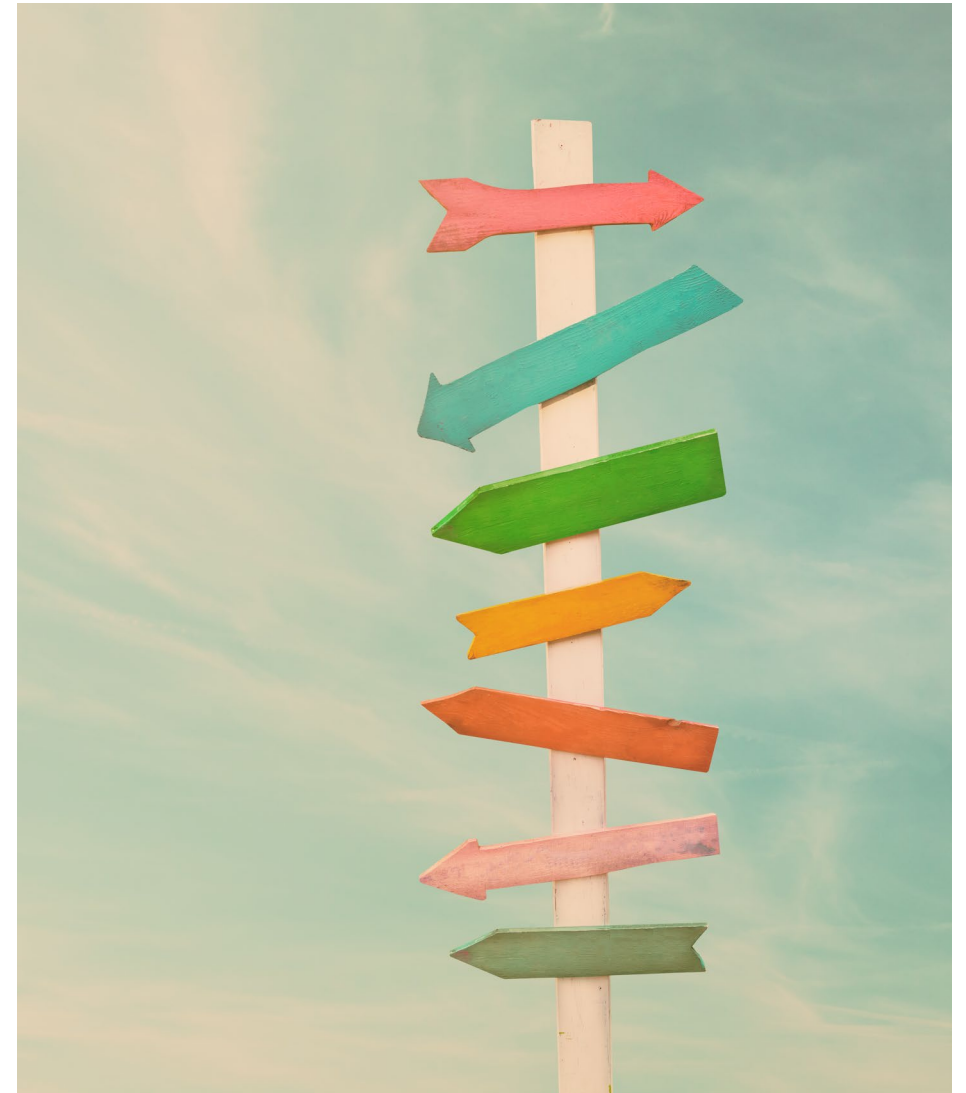
**Note:** Costs do not include the potential extension on Lukens Drive or roadway improvements to connect into Buttonwood Neighborhood.

| Project Efforts                    | Cost Estimates |
|------------------------------------|----------------|
| Location and Environmental Studies | \$414,806      |
| Preliminary Engineering            | \$690,044      |
| Real Estate                        | \$360,470      |
| Construction                       | \$4,880,061    |
| Total Estimated Project Cost       | \$6,345,381    |

# RECOMMENDATIONS & NEXT STEPS

## Future Efforts Should Include :

- Final alignment determination (additional property owner/stakeholder coordination needed)
- Secure property access and easements.
- Address flood resiliency and dike elevation.
- Environmental Studies & Permitting
- Geotechnical & Subsurface Investigations
- Public Engagement & Stakeholder Outreach
- Construction Cost Refinement & Phasing Plans
- Surveying & Property Boundary Determinations
- Utility Coordination & Relocation Planning



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# QUESTIONS



## **ORDINANCE No. 555**

### **AN ORDINANCE TO REMOVE THE DEFINITION OF TOURIST HOME, ADD DEFINITIONS FOR SHORT TERM RENTAL, BED AND BREAKFAST, AND HOTEL, MOTEL AND INN, TO MAKE CORRESPONDING CODE REVISIONS, AND TO ADD A NEW SECTION 230-27.1 REGARDING SHORT TERM RENTALS.**

**WHEREAS**, the Council of The City of New Castle (“City Council”) possess the authority to adopt, amend, modify, or repeal The City of New Castle Municipal Code (“Code”);

**WHEREAS**, residential dwellings have long been used for short-term and long-term rental purposes and are an important part of the local tourism economy; however, short-term rental uses may have adverse impacts that can best be addressed through appropriate regulations;

**WHEREAS**, the regulation of short-term rentals will help preserve and protect the City's neighborhoods, provide standards and procedures for residential rentals, educate prospective short-term renters on City regulations and expected behaviors, and support the City's core values established by the City Code;

**WHEREAS**, to effectuate these goals, the City Council desires to modify Chapter 230, to remove the definition of Tourist Home, add definitions for Short Term Rental, Bed and Breakfast, and Hotel Motel and Inn, make corresponding Code revisions, and add a new Section 230.27.1 regarding Short Term Rentals (“Proposed Changes”); and

**WHEREAS**, the City Council finds that the Proposed Changes are consistent with the City of New Castle’s Comprehensive Development Plan and are in the best interests of the City.

**NOW, THEREFORE**, making the express finding that the Proposed Changes outlined below enhance the health, safety, and welfare of the City of New Castle, the City Council of The City of New Castle hereby ordains and adopt the following Code changes and revisions:

**Section 1.** Amend Chapter 230, Section 230-1, to remove the definition of Tourist Home:

## ~~TOURIST HOME~~

~~A dwelling in which overnight accommodations in no more than five guest rooms are provided or offered for transient guests for compensation.~~

**Section 2.** Amend Chapter 230, Section 230-1, to add, in alphabetical placement, a new definition of Short Term Rental as follows:

### **SHORT TERM RENTAL**

A house, duplex, apartment, condominium, or other residential dwelling unit or parts thereof where guest or guests rents sleeping or living accommodations of less than 31 days, such as an Airbnb, Vrbo, or other similar rental accommodations.

**Section 3.** Amend Chapter 230, Section 230-1, to add, in alphabetical placement, a new definition of Bed and Breakfast as follows:

### **BED AND BREAKFAST**

An owner occupied and operated establishment, that provides sleeping accommodations in ten (10) or less designated guest rooms for rent to guests, with no more than two adults in the same guest room, where no family or guest normally stays more than 7 nights, and where no separate cooking facilities are provided.

**Section 4.** Amend Chapter 230, Section 230-1, to add, in alphabetical placement, a new definition of Inn as follows:

### **INN**

An non-owner occupied establishment that provides sleeping accommodations in more than five (5) but less than ten (10) designated guest rooms for rent to guests, with no more than two adults in the same guest room, where no family or guest normally stays more than 7 nights, and where no separate cooking facilities are provided.

**Section 5.** Amend Chapter 230, Section 230-1, to add, in alphabetical placement, a new definition of Hotel or Motel as follows:

## **HOTEL or MOTEL**

A building or structure having more than ten guest rooms, providing lodging, food and/or service to the transient traveling public, and may include restaurants, club rooms, public banquet halls, ballrooms or meeting rooms, but the individual living units shall not contain kitchen or cooking facilities.

**Section 6.** Amend Chapter 230, Section 230-19 (Historic Residence District) subsection A. (3) by deleting the strike through language and adding the underlined language as follows:

(3) ~~Tourist Homes~~ Bed and Breakfast

**Section 7.** Amend Chapter 230, Section 230-20 (Historic Commerce District) subsection A. (10) by deleting the strike through language and adding the underlined language as follows:

(10) ~~Tourist Homes~~ Bed and Breakfast

**Section 8.** Amend Chapter 230, Section 230-28 (off street parking and loading requirements), subsection A. (12) by deleting the strike through language and adding the underlined language as follows:

(12) ~~Tourist Home~~ Bed and Breakfast: one off street parking space for each guest room or suite.

**Section 9.** Amend Chapter 230, Section 230-28 (off street parking and loading requirements), subsection A. (15)(a)[6] by deleting the strike through language and adding the underlined language as follows:

[6] Bed-and-breakfast ~~inn and house: onetwo~~ off street parking space\_s, plus one-per-guest or rental room for each guest room or suite.

**Section 10.** Amend Chapter 230 by adding a new Section 230-27.1, entitled “Short Term Rentals,” which shall read as follows:

### **230.27.1 Short Term Rentals.**

Short term rentals in residential dwellings shall be permitted only in the R-1, R-2, R-3, HR, HC, RC, DG, SC and GC districts and shall be subject to the following requirements:

- A. Licensing. Prior to any residential dwelling being used as a short term rental, the owner of the property shall register the property as a short term rental, and shall obtain a City of New Castle Business License (§156-3 *et. seq.*) and a Rental Housing Business License (§140-38). The City Building Inspector (or his or her designee) shall perform a life safety inspection prior to any property being rented or used or offered as a short term rental. The fee for a life safety inspection shall be set from time to time by resolution of City Council. Following a passing life safety inspection, and upon submission to the City proof of liability insurance exceeding one million dollars, the City shall issue a short term rental license to the owner, provided that all other requirements of this section and the New Castle City Code are satisfied. A short term rental license shall be for two years, and shall indicate the maximum occupancy of the dwelling, which shall be no more than two persons per bedroom. For renewal of a short term rental license, a new life safety inspection shall be required. The form of short term rental application, and the components of life safety inspection shall be established by the Building Inspector, in conjunction with the City Administrator. No rental license shall issue if the applicant owes outstanding fines, fees or taxes to the City. Short term rental licenses are not transferable, and if the property is sold or conveyed during the term of a rental license, the new owner shall be required to obtain a new rental license.
- B. Local Contact. Each short term rental license application shall provide the e-mail and phone number of a local contact that is the owner or authorized agent for the short term rental. Contact information for the authorized owner or authorized agent must be on file with the City during the entire term of the short term rental license and failure to keep such information current shall be grounds for revocation of the license. For purposes of this section, a “local contact” is a real person that resides within ten (10) miles of the City of New Castle and is responsible for the short term rental. The local contact shall be available 24 hours a day to accept telephone calls from the City, and if requested, respond physically to the short term rental within a reasonable period of time, not to exceed two hours when the short

term rental is occupied by guests. It shall be the responsibility of the local contact to ensure that the short term rental guests comply with all City and State laws and ordinances. The local contact shall also be required to maintain records of all short term rental booking dates and rental income and shall provide such information to the City upon request.

C. Interior Placard. The following information shall be made conspicuously visible inside the short term rental: the property's rental identification number and information on maximum occupancy, location of the required off-street parking on the property, contact information for the local contact, emergency numbers, the location of fire extinguishers, waste and recycling pickup schedule, rules for bin placement, and times for bin removal from the street.

D. Building Requirements. Short-term rental dwellings shall meet all applicable building, health, fire, and related safety codes at all times, including:

(1) That each short-term rental has working smoke detectors in every bedroom, outside of all sleeping areas, and on all habitable floors;

(2) That each short-term rental has working carbon monoxide detectors in every dwelling unit with fuel appliances;

(3) That each short-term rental has a properly maintained and charged fire extinguisher in each short-term rental unit;

(4) That each short-term rental has GFCI receptacles within six feet of the outside edge of any sink;

(5) Each short term rental shall provide the following off-street parking:

(a) three or less bedrooms: one parking space

(b) four or more bedrooms: two parking spaces

(6) Each short term rental shall have a lock box or an entry key pad which shall be accessible upon the permission of the owner or local contact.

E. Prohibitions. The following prohibitions apply to short term rentals:

(1) The use of short term rentals to host commercial activities is prohibited;

(2) Short term rentals shall not be operated outdoors, in a recreational vehicle, or in any non-residential structure;

(3) No short term rental shall be occupied with guests for more than two hundred seventy (270) days in any given calendar year; and

(4) No more than two and one half percent (2.5%) of the total residential parcels in any zoning district shall be issued short term rental licenses under this Section 230-27.1; provided, however, that at least two short term rental units shall be permitted in each district.

F. Violations and Penalties. Any violation of this Chapter 230 or any other provisions in the City Code may subject a violator to any remedy, legal or equitable, available to the City.

1. Rental License violations include:

a. Operating a short-term rental without a valid short-term rental license;

b. Advertisement or rental of a short-term rental without proper licensing; and

c. Advertising a short-term rental outside the permitted scope of a short-term rental license.

2. Operation violations include:

a. Use of the short-term rental for commercial/fundraising activities;

b. Failure to maintain required records;

c. Failure to ensure short-term rental guests comply with the requirements of the City Code;

d. Failure to make conspicuously visible the information required in § C above;

e. Failure of local contact to satisfactorily respond to or resolve complaints;

f. Failure to comply with any disaster or emergency orders;

g. Disorderly dwelling; and

h. Failure to comply with the building requirements in § D above.

3. The following fines and penalties may be assessed for short-term rental violations.

a. The short-term rental fines shall be assessed at an amount not less than \$100 dollars and not more than \$500 per violation. For the first violation, the City may elect to issue a written warning in lieu of a fine. If there are two violations of the same offense or the sum of four violations of more than one type of offense during the term of the rental license, the City may immediately revoke the short-term rental license. The City has discretion to extend these deadlines for violations of section 2.h. above for good cause.

b. Each day a violation continues unresolved will constitute a separate violation.

c. Nothing contained herein shall be construed to limit the legal remedies available to any other person for the correction of violations of this Chapter and the correlating provisions in the City Code. All violations shall be cumulative.

G. The City shall keep a record of all short-term rental licenses issued, and shall publish the list of the active issued licenses (listed by addresses and unit numbers only) on the City's website.

**Section 11.** Inconsistent Ordinances and Resolutions Repealed. All Ordinances or parts of Ordinances and all resolutions or parts of resolutions that may be in direct conflict herewith are hereby repealed.

**Section 12.** Severability. The provisions of this Ordinance shall be severable. If any provisions of this Ordinance are found by any court of competent jurisdiction to be unconstitutional or void, the remaining provisions of this Ordinance shall remain valid, unless the court finds that the valid provisions of this Ordinance are so essentially and inseparably connected with, and so dependent upon, the unconstitutional or void provision that it cannot be presumed that City Council would have enacted the remaining valid provisions without the unconstitutional or void provision; or unless the court finds that the remaining valid provisions, standing

alone, are incomplete and incapable of being executed in accordance with City Council's intent.

**Section 13. Applicability.** This Ordinance shall not be applicable to intermediate or longer term rentals for which a written lease agreement is executed for stays of sixty (60) days or more. Nothing in this Ordinance shall be construed as to prevent the renewal of a short term rental for a period of up to thirty (31) additional days, provided, however, that no short term rental shall be occupied by any guest for a period exceeding sixty-two (62) days.

**Section 14. Exemptions.** Any short term rental legally in operation and meeting all current code requirements as of the date of the introduction of this Ordinance which does not meet the requirements for off street parking shall be permitted to continue, provided that all other requirements of this Ordinance are satisfied. Any bed and breakfast legally in operation as of the date of the introduction of this Ordinance which do not meet the requirements for off street parking shall be permitted to continue, provided that all other requirements of this Ordinance are satisfied. All short term rentals and bed and breakfast legally in operation and meeting all current code requirements as of the date of the introduction of this Ordinance shall have ninety (90) days to comply with the new regulations established herein. An Inn (as defined herein) is exempt from the requirements of this Ordinance.

**Section 15. Effective Date.** This Ordinance shall become effective immediately upon its adoption by City Council.

First Reading August 12, 2025

Second Reading

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025

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Suzanne Souder, President of City Council

Attest: \_\_\_\_\_

Courtaney Taylor, City Clerk

Approved: \_\_\_\_\_

Valarie Leary, Mayor

# **Amendment Options for Council Consideration**

**Ordinance No. 555**

**AN ORDINANCE TO REMOVE THE DEFINITION OF TOURIST HOME,  
ADD DEFINITIONS FOR SHORT TERM RENTAL, BED AND  
BREAKFAST, AND HOTEL, MOTEL AND INN, TO MAKE  
CORRESPONDING CODE REVISIONS, AND TO ADD A NEW SECTION  
230-27.1 REGARDING SHORT TERM RENTALS**

**Amendment No. \_\_\_\_**

To Amend proposed Section 230-27.1.E to remove subsection (3) in its entirety, and renumber subsection (4) accordingly.

SYNOPSIS: This Amendment removes the following prohibition from proposed Section 230-27.1: “No short term rental shall be occupied with guests for more than two hundred seventy (270) days in any given calendar year;”

**Ordinance No. 555**

**AN ORDINANCE TO REMOVE THE DEFINITION OF TOURIST HOME,  
ADD DEFINITIONS FOR SHORT TERM RENTAL, BED AND  
BREAKFAST, AND HOTEL, MOTEL AND INN, TO MAKE  
CORRESPONDING CODE REVISIONS, AND TO ADD A NEW SECTION  
230-27.1 REGARDING SHORT TERM RENTALS**

**Amendment No. \_\_\_\_**

To Amend proposed Section 230-27.1.E.4 by replacing the phrase “two and one half percent (2.5%)” therein with the phrase “\_\_\_\_\_”.

SYNOPSIS: This Amendment replaces the original 2.5% cap on the number of residential parcels eligible for short term rental licenses in any single zoning district with a new cap of \_\_\_\_\_.

**Ordinance No. 555**

**AN ORDINANCE TO REMOVE THE DEFINITION OF TOURIST HOME,  
ADD DEFINITIONS FOR SHORT TERM RENTAL, BED AND  
BREAKFAST, AND HOTEL, MOTEL AND INN, TO MAKE  
CORRESPONDING CODE REVISIONS, AND TO ADD A NEW SECTION  
230-27.1 REGARDING SHORT TERM RENTALS**

**Amendment No. \_\_\_\_**

To Amend proposed Section 230-27.1.A by replacing the phrase “which shall be no more than two persons per bedroom” therein with the phrase “which shall be no more than two adults per bedroom”.

SYNOPSIS: This Amendment changes the maximum occupancy of a short term rental dwelling from two persons per bedroom to two adults per bedroom.

## **Ordinance No. 555**

### **AN ORDINANCE TO REMOVE THE DEFINITION OF TOURIST HOME, ADD DEFINITIONS FOR SHORT TERM RENTAL, BED AND BREAKFAST, AND HOTEL, MOTEL AND INN, TO MAKE CORRESPONDING CODE REVISIONS, AND TO ADD A NEW SECTION 230-27.1 REGARDING SHORT TERM RENTALS**

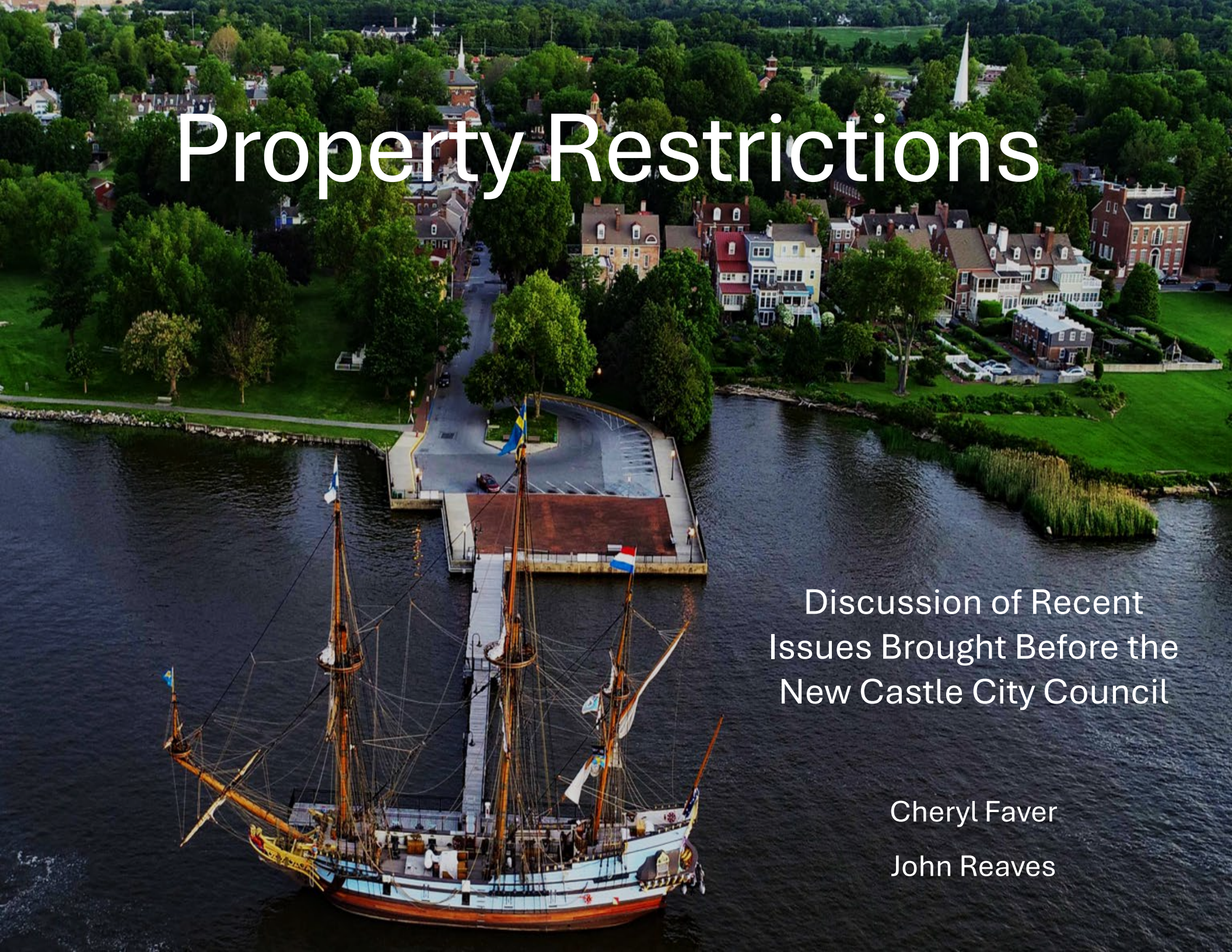
#### **Amendment No. \_\_\_\_**

To Amend proposed Section 230-27.1.E.4 by replacing said subsection in its entirety with the following: “No more than two and one half percent (2.5%) of the total residential parcels in each of the R-1, R-2, R-3, and HR zoning districts shall be issued short term rental licenses under this Section 230-27.1; provided, however, that at least two short term rental units shall be permitted in each district. There is no limitation on the number of residential parcels in each of the HC, RC, DG, SC, and GC zoning districts eligible for short term rental licenses.”

SYNOPSIS: This Amendment exempts the HC, RC, DG, SC, and GC zoning districts from the per zoning district cap on the number of residential parcels eligible for short term rental licenses.

# **Supporting documents**

# Property Restrictions

An aerial photograph of a coastal town. In the foreground, a large, multi-masted sailing ship with a blue and white hull is docked at a wooden pier. The pier has a red roof section and a blue flag. Behind the pier is a paved parking lot with a few cars. The town is built on a hillside, with numerous houses of various colors (red, white, yellow) and styles. There are many green trees throughout the town. In the background, a church with a tall white steeple is visible. The water is dark and calm.

Discussion of Recent  
Issues Brought Before the  
New Castle City Council

Cheryl Faver

John Reaves



In the last year, several complaints have been brought before the City Council and discussed extensively by the Planning Commission. These complaints resulted in pressure to expand city regulations and increase control of activities on private property throughout the City.

We'd like to consider these as examples of a local trend and address some of the underlying arguments from a set of broader perspectives, including:

- **Property rights issues**
- **Legal trends**
- **Arbitrary requirements**
- **Parking Assumptions**
- **Zoning history and trends**
- **Positive benefits**

Apologies for the density of the content, and of course, thank you for your patience!

An aerial photograph of a waterfront neighborhood. In the foreground, a large, multi-masted sailing ship is docked at a wooden pier. The water is calm, reflecting the sky. In the background, a row of houses with gabled roofs and trees lines the shore. The overall scene is peaceful and scenic.

# Property Rights Issues

The use of **city ordinances** to satisfy a handful of complainants is at odds with the need for government to justify laws based on broad and compelling **public impact**, at the same time ensuring that those laws are not **arbitrarily** or **unequally** applied.

It's not enough to imagine that the actions of my neighbor might in some way impact my privacy. The neighbor has rights as well, and we typically balance those rights by assuming that individual rights begin and end at the boundary of our properties.

A **compelling public interest** can justify a regulatory power being invoked. But ideally, this requires evidence. It's not enough to **speculate** that at some future time, or in some other place, there might be negative consequences. There's no end to that speculation.

Many of the **proposed requirements** in the short-term rental and yoga studio cases are what might be called "Trojan Horses". They demand protection from imagined impacts. For example, there is **no record** that either case has involved increases in parking demand; reduction in fire safety; loud parties or nuisance activities; or increases in liability.

There are **existing laws** covering many such issues for the whole community. If we imagine we need additional protection, then in fairness we should **demand the same** of everyone else, since we have no evidence that the risk is any less for the proposed categories. Your **average resident** can legally have large house parties, backyard barbecues, guests with cars to park, candles on tablecloths, stairs to fall down.

Regulating based on "what if" or unequal application is a Pandora's Box, tempting us to **overreach** and compromise property rights unnecessarily.



# Legal Trends

*Recent cases illustrate a trend towards leveraging constitutional arguments to dispute property issues. This might open up the City to future litigation.*

## Fifth Amendment – Takings Clause

### Key Principle:

The government cannot take private property for public use without “just compensation.”

### Trend:

Recent Supreme Court cases have expanded protections for property owners: Courts are increasingly sympathetic to claims that regulations (not just outright land seizures) can amount to takings that require compensation. This has emboldened challenges to zoning and land-use restrictions.

- **Cedar Point Nursery v. Hassid (2021):** Court ruled that a California law giving union organizers access to farm property was a per se taking, broadening what counts as a taking.
- **Knick v. Township of Scott (2019):** Property owners no longer need to exhaust state remedies before bringing a federal takings claim, making it easier to sue local governments directly in federal court.

## Fourteenth Amendment – Due Process & Equal Protection

### Key Principles:

- Substantive Due Process: Property owners argue that overly restrictive zoning laws, permitting delays, or arbitrary land-use decisions violate fundamental fairness.
- Equal Protection: Sometimes invoked when land-use rules seem to target one group unfairly (e.g., religious institutions, particular neighborhoods, or housing for vulnerable populations).

### Trend:

Courts have been selective, but there have been wins where regulations were applied unevenly or appeared arbitrary. For example:

- **Wineries of the Old Mission Peninsula Association, et al. v. Peninsula Township (2025):** A federal judge, after an eleven-day bench trial, held that Peninsula Township’s former winery ordinances were unconstitutional—including Dormant Commerce Clause violations—and awarded roughly \$50 million to 11 wineries for years of unlawful restrictions.



# Arbitrary Requirements

A number of specific regulatory requirements are contained in the proposed ordinances or suggested in the related discussions. These include:

- **Off-street parking requirements**
- **Safety inspections**
- **Insurance**
- **Licensing**
- **Restrictions on the number of people in the building**

As mentioned, the key principles of the 14th Amendment include Substantive Due Process and Equal Protection. These are used by property owners to argue that **overly restrictive, arbitrary, or unequally applied** regulations violate fundamental fairness. In order to avoid this, new regulations for short-term rentals (e.g. Packet Alley) or home occupations (e.g. Harmony Yoga) need to prove that these uses are fundamentally different than either long-term rentals or owner-occupied housing, thereby justifying a different set of rules.

Currently, there seems to be no evidence that limited commercial activities as represented by existing AirBnBs or Harmony Street Yoga have or will have caused greater problems than long-term residential rentals or owner-occupied housing. For instance, we have no concrete evidence of:

- **Greater parking demand than other uses**
- **More nuisance complaints, fire or safety issues**
- **Greater liabilities or damages**
- **Greater numbers of people in a single building**
- **Negative impact on community cohesiveness, economy or rental availability**

In this situation, it's hard to justify new regulations that specifically and perhaps unfairly target these activities, let alone justifying the increase in regulatory and administrative burden on the City.

An aerial photograph of a historic waterfront town, likely New Castle, Delaware. The image shows a narrow street lined with historic houses, a large sailing ship docked at a pier, and a body of water in the foreground. The town is built on a hillside, and the architecture is distinctly historic.

# Parking Assumptions (Trojan Horse #1)

Probably the **most common argument** against both STRs and home occupations is parking. We're calling it a Trojan Horse because it is trying to carry the weight of less defensible objections, like noise or disorderly behavior without any prior evidence of complaints.

It seems like a logical **assumption** that there will be increases in parking demand due to STRs for example. But this assumption is **not supported by evidence**, either in HNC or other communities. We were unable to find peer-reviewed or official studies directly showing that short-term rentals generate more parking demand per unit than long-term or owner-occupied housing. In fact, available trip and vehicle data point to **equal or lower car presence per occupied unit**, since many guests arrive together, use rideshare or walk.

Currently there is **no parking restriction** in HNC for residential owners or long-term renters. Roughly speaking, each unit is occupied by one or two adults, each adult with a car. A family with two adult children might have four cars attached to a house. A couple renting a house short-term, on the other hand, will usually arrive in one car. That's why some data actually indicate a slight **reduction in parking demand** for short-term rentals.

Even for larger buildings like the Terry House, short-term rentals don't guarantee additional parking demand compared to **alternative uses for the same space**. If the Terry House were to be converted to apartments or offices, the net parking demand would probably be greater.

The equation for home occupations is less clear-cut, but it's difficult to effectively argue that parking demand would **increase significantly**.

In the **yoga studio** case, the patrons were local and usually walked to class. A home workshop or art studio would probably not have car traffic. If a lawyer saw a client for an hour, the single car would hardly swamp the available street parking. Even a small shop is likely to have only a couple of customers at a time, during a few hours of the week.

Parking will never NOT be a hot button issue in Historic New Castle, because it was built before everyone had a car (or two). But that's exactly why it is **graceful, compact, and walkable**.



# Zoning History & Trends

Zoning as a concept dates to 1926 in Euclid, Ohio, and was aimed at protecting neighborhoods against industrialization. But most strict residential (**single-use or Euclidean**) zoning schemes, like HNC's 1969 ordinance, were passed between 1950-1970 when cars became common and subdivisions bloomed.

One downside was that historic neighborhoods were stripped of their traditional “**main street + corner store**” character. Today, many historical areas are rethinking the single-use zoning concept. They are using special overlay districts, neighborhood commercial zones, or **form-based codes** to carefully allow ground-floor shops while preserving historic housing patterns. These regulations emphasize the desired **architectural form** rather than narrowly prescribing land use. The goal is not large-scale redevelopment, but incremental, **small-business reactivations** in walkable districts.

## 1. Beacon Hill, Boston, MA

Traditionally residential-only after mid-20th century downzoning. In the 1990s–2000s, zoning overlays and variances allowed corner shops, cafes, and small offices to reemerge along Charles Street and side streets. This revived the walkable, 19th-century “living above the shop” character while retaining the historic rowhouse scale.

## 2. German Village, Columbus, OH

Once a working-class, mixed-use immigrant neighborhood, it was downzoned to residential after WWII. Recent zoning adjustments and variances have allowed limited reintroduction of neighborhood-serving retail and mixed-use rehab of historic buildings. Now it blends homes with bookstores, cafes, and small grocers that fit its brick-street character.

## 3. Capitol Hill, Washington, DC

Large swaths were zoned residential-only in the 1958 zoning code. The 2016 DC Zoning Rewrite created “Neighborhood Mixed Use (NC)” zones that specifically encourage small-scale commercial (coffee shops, hardware stores, corner groceries) within historic rowhouse districts. This has helped reinvigorate blocks without losing historic scale.

## 4. Over-the-Rhine, Cincinnati, OH

Originally built as a dense mixed-use immigrant neighborhood; later restricted by zoning to mostly residential. In the past 20 years, the city's Form-Based Code pilot re-legalized mixed-use on historic blocks. Old buildings now house apartments above bakeries, breweries, and galleries, returning vibrancy to its 19th-century urban fabric.

## 5. North End, Portsmouth, NH

Once residential with scattered corner stores, downzoned mid-century. A 2007 rezoning to allow mixed-use redevelopment near Market Square and within historic housing clusters helped bring in small restaurants, live-work lofts, and shops integrated with the historic district.



# Positive Benefits

Finally, the implication that there is compelling public harm caused by the targeted activities ignores a **long list of potential benefits** that weaken the argument for restricting property rights. These benefits are behind the trend to loosen restrictions in historic areas and allow mixed-used activities.

## 1. Heritage Preservation & Adaptive Reuse

- **Financial viability and authenticity:** Allowing some commercial or lodging use can generate income that helps property owners maintain and restore historic structures. Mixed-use policies provide economic incentives to keep historic buildings occupied and in good repair, reducing the risk they'll be torn down. When historic houses accommodate visitors, the district's heritage becomes a living, visible asset rather than a static museum.

## 2. Economic Vitality

- **Year-round activity and diversified local economy:** Overnight accommodations bring consistent foot traffic, supporting local shops, restaurants, and cultural venues. Mixed use allows small businesses, artisans, and cafés to coexist with residences, reducing reliance on a single economic sector.

## 3. Walkability & Reduced Car Dependence

- **Closer access to services:** When residential blocks include small shops, cafés, or inns, residents can meet daily needs on foot rather than driving. With amenities nearby, visitors and locals alike may rely less on cars, reducing congestion in historic cores.

## 4. Community Vibrancy

- **Active streetscapes and cultural exchange:** Mixed uses encourage people to be present at different times of day (residents in the evening, visitors during the day, diners at night), creating a safer and livelier environment. Bringing together residents, tourists, and local businesses fosters more diverse, engaged communities. Small inns and heritage accommodations provide opportunities for visitors to experience local traditions, cuisine, and history directly in the historic district.

## 5. Sustainability & Smart Growth

- **Efficient land use and environmental preservation:** Mixed use reduces urban sprawl by making better use of existing historic building stock. More walkable neighborhoods and fewer car trips mean reduced emissions. By accommodating growth within historic areas, there's less pressure to develop outlying farmland or open space.

## 6. Resilience & Flexibility

- **Adaptability and reduced risk:** Buildings can shift between residential, retail, and lodging as community needs change, keeping the historic core relevant. Multiple uses spread risk — if one sector (e.g., retail) is struggling, tourism or residential activity can help sustain the area.

|             | Number of Visitors |                | Place of Origin |            |       | Museum Tours** |        |                      |                        |
|-------------|--------------------|----------------|-----------------|------------|-------|----------------|--------|----------------------|------------------------|
|             | NCHS*              | Visitor Center | Delaware        | NJ, PA, MD | Other | Total          | Adults | Children/Students*** | % of Children/Students |
| <b>2024</b> | 17,324             | 9,777          | 19%             | 30%        | 51%   | 3,138          | 1,989  | 1,149                | 37%                    |
| <b>2023</b> | 12,680             | 8,647          | 19%             | 34%        | 47%   | 2,487          | 1,615  | 872                  | 35%                    |
| <b>2022</b> | 13,970             | 9,706          | 17%             | 31%        | 52%   | 1,738          | 1,146  | 592                  | 34%                    |

\* NCHS Visitation includes ALL public programs offered by NCHS (visitor ctr, museums, lectures, concerts, etc)

\*\*Museum Tours are for Amstel House & Dutch House only

\*\*\*Children are defined as ages 12 and under

**From:** [Suzanne Souder](#)  
**To:** [Lisa Johnson](#)  
**Cc:** [Antonina Tantillo](#)  
**Subject:** FW: Visitor Statistics  
**Date:** Thursday, October 2, 2025 1:47:26 PM  
**Attachments:** [Outlook-05fauxqk.png](#)

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Hi Lisa,

Please include this in the Oct. Council packet in the section for Ordinance 555. I have another mail from Mike Connelly with the numbers from the Visitors' Center. I will send that separately.

Thanks,

Suzanne

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**From:** Reardon, Allison (DOS) <AllisonK.Reardon@delaware.gov>  
**Sent:** Tuesday, August 12, 2025 6:25 PM  
**To:** Suzanne Souder <ssouder@newcastlecitcity.delaware.gov>  
**Cc:** Wurm, Juliette (DOS) <Juliette.Wurm@delaware.gov>  
**Subject:** Re: Visitor Statistics

Hi Suzanne,

Juliette forwarded your email to me so I could provide some information about where our visitors are from. Twice for the courthouse staff, I have gone through our guest book and gathered the data that was left there. I have included below the data from both years, but here are a couple important things to note about the numbers:

1. There are at least two months of overlap between the two datasets, so they can't easily be added together without double counting some visitors.
2. The guest book is completely voluntary at the end of tours, and many people do not fill out every section or even write in it at all.
3. Some people use one line to group an entire family, while others write individual family members on their own lines. Therefore, some of the data points may be counting several people while others only count one visitor.

This data may not be very useful because of all the inconsistencies and conditions, but I hope it is at least interesting and somewhat helpful to you!

## **February 2023 - March 2024**

### *US States and Territories*

Delaware - 261

Pennsylvania - 161

New Jersey - 101  
Maryland - 96  
New York - 65  
Virginia - 48  
California - 44  
Ohio - 33  
Texas - 32  
Florida - 27  
North Carolina - 27  
Michigan - 20  
Illinois - 19  
Washington - 18  
Georgia - 15  
Tennessee - 14  
Missouri - 13  
Colorado - 12  
Kentucky - 12  
Connecticut - 11  
West Virginia - 11  
Wisconsin - 11  
Washington DC - 10  
Indiana - 9  
Utah - 9  
Arizona - 8  
South Carolina - 8  
Alabama - 7  
Vermont - 7  
Minnesota - 6  
New Hampshire - 6  
Oregon - 6  
Arkansas - 5  
Idaho - 5  
Iowa - 5  
Oklahoma - 5  
Louisiana - 4  
Nebraska - 4  
New Mexico - 4  
Puerto Rico - 4  
Nevada - 3  
Hawaii - 2  
Kansas - 2  
Mississippi - 2  
Montana - 2  
Maine - 1  
North Dakota - 1  
South Dakota - 1  
Wyoming - 1  
Alaska - 0

Massachusetts - 0  
Rhode Island - 0

Other Countries

United Kingdom - 5  
China - 3  
Australia - 2  
Mexico - 2  
Philippines - 2  
Canada - 1  
Dominican Republic - 1  
Germany - 1  
Greece - 1  
Hungary - 1  
Italy - 1  
Korea - 1  
Netherlands - 1  
Russia - 1  
Sweden - 1  
Ukraine - 1  
Venezuela - 1

**January 2024 - December 2024**

US States and Territories

Delaware - 178  
Pennsylvania - 108  
Maryland - 80  
New Jersey - 72  
New York - 42  
Florida - 41  
Virginia - 39  
California - 29  
Texas - 26  
Michigan - 22  
North Carolina - 21  
Ohio - 19  
Minnesota - 15  
Illinois - 13  
Washington - 13  
Colorado - 11  
Missouri - 11  
Connecticut - 10  
Georgia - 9  
Indiana - 9  
Arizona - 8

South Carolina - 8  
Tennessee - 7  
Kansas - 6  
Kentucky - 6  
Massachusetts - 6  
Oregon - 6  
Washington DC - 5  
Wisconsin - 5  
Iowa - 4  
Utah - 4  
Alabama - 3  
Idaho - 3  
Arkansas - 2  
Louisiana - 2  
Maine - 2  
Nevada - 2  
New Mexico - 2  
Oklahoma - 2  
Puerto Rico - 2  
Rhode Island - 2  
Alaska - 1  
Mississippi - 1  
Nebraska - 1  
New Hampshire - 1  
North Dakota - 1  
Hawaii - 0  
Montana - 0  
South Dakota - 0  
Vermont - 0  
West Virginia - 0  
Wyoming - 0

*Other Countries*

Canada - 8  
United Kingdom - 7  
Germany - 3  
Sweden - 3  
Taiwan - 3  
Brazil - 2  
Chile - 2  
China - 2  
Italy - 2  
Japan - 2  
Poland - 2  
Bahamas - 1  
Dominican Republic - 1  
Ecuador - 1  
France - 1

India - 1  
Iran - 1  
Ireland - 1  
Jamaica - 1  
Lithuanian - 1  
Malasia - 1  
Mexico - 1  
Russia - 1  
Slovakia - 1  
Spain - 1  
Uruguay - 1

Let me know if you have any questions about the data.

Thank you,

**Allison Reardon**

she/her  
Lead Interpreter

New Castle Court House Museum  
211 Delaware St | New Castle, DE 19720



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**From:** Suzanne Souder <[ssouder@newcastlecitecity.delaware.gov](mailto:ssouder@newcastlecitecity.delaware.gov)>  
**Sent:** Tuesday, August 12, 2025 2:20 PM  
**To:** Wurm, Juliette (DOS) <[Juliette.Wurm@delaware.gov](mailto:Juliette.Wurm@delaware.gov)>  
**Cc:** Reardon, Allison (DOS) <[AllisonK.Reardon@delaware.gov](mailto:AllisonK.Reardon@delaware.gov)>  
**Subject:** RE: Visitor Statistics

Thank you so much.

Suzanne

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**From:** Wurm, Juliette (DOS) <[Juliette.Wurm@delaware.gov](mailto:Juliette.Wurm@delaware.gov)>  
**Sent:** Tuesday, August 12, 2025 1:14 PM  
**To:** Suzanne Souder <[ssouder@newcastlecitecity.delaware.gov](mailto:ssouder@newcastlecitecity.delaware.gov)>  
**Cc:** Reardon, Allison (DOS) <[AllisonK.Reardon@delaware.gov](mailto:AllisonK.Reardon@delaware.gov)>  
**Subject:** Re: Visitor Statistics

Dear Suzanne,  
In 2023 the total was 11,045 and school tour was 1,458. In 2024 our total was 10,070 and school tours were 1,620.

Juliette

---

**From:** Suzanne Souder <[ssouder@newcastlecitcity.delaware.gov](mailto:ssouder@newcastlecitcity.delaware.gov)>  
**Sent:** Tuesday, August 12, 2025 11:19 AM  
**To:** Wurm, Juliette (DOS) <[Juliette.Wurm@delaware.gov](mailto:Juliette.Wurm@delaware.gov)>  
**Subject:** RE: Visitor Statistics

Thanks!

Suzanne

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**From:** Wurm, Juliette (DOS) <[Juliette.Wurm@delaware.gov](mailto:Juliette.Wurm@delaware.gov)>  
**Sent:** Tuesday, August 12, 2025 11:18 AM  
**To:** Suzanne Souder <[ssouder@newcastlecitcity.delaware.gov](mailto:ssouder@newcastlecitcity.delaware.gov)>  
**Subject:** Re: Visitor Statistics

Dear Suzanne,

We do have total number of visitors and total number of school students. The school students is not broken up by school level though.

We do not have any age information but they are welcome to self report where they came from on our guest book.

I can get some that information for you and get back to you,

Juliette

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**From:** Suzanne Souder <[ssouder@newcastlecitcity.delaware.gov](mailto:ssouder@newcastlecitcity.delaware.gov)>  
**Sent:** Tuesday, August 12, 2025 11:05 AM  
**To:** Wurm, Juliette (DOS) <[Juliette.Wurm@delaware.gov](mailto:Juliette.Wurm@delaware.gov)>  
**Subject:** Visitor Statistics

Hi Juliette,

I'm guessing that you keep some statistics on the number of visitors to the Court House. I wonder if you'd be willing to share some of that information with me. I don't mean to cause extra work for you or your staff, but to the extent you could answer these questions it would be helpful.

- Total number of visitors in 2023 and 2024.
- Of that, do you know how many were elementary school students brought as part of a field trip? If so, those numbers would be helpful.
- Do you keep any demographic information on visitors? If so, the average age of non-student visitors would be good to know.
- Do you ask where visitors have come from and/or if they are on a day trip or staying in a local hotel, B&B, etc? If so, it would be good to know what proportion of visitors spend at least one night in the area. If you only ask where they are from, what portion come from outside New Castle County?

Thanks so much.

Suzanne

| NEW CASTLE VISITOR CENTER<br>STATISTICS |                     |           |       |       |                     |                  |        |                                    |                   |                        |                 |     |       |       |                                   |                     |                          |                 |        |
|-----------------------------------------|---------------------|-----------|-------|-------|---------------------|------------------|--------|------------------------------------|-------------------|------------------------|-----------------|-----|-------|-------|-----------------------------------|---------------------|--------------------------|-----------------|--------|
| YEAR                                    | WHERE ARE YOU FROM? |           |       |       |                     |                  |        | HOW DID YOU HEAR ABOUT NEW CASTLE? |                   |                        |                 |     |       |       | YOUR TRIP INCLUDED:               |                     |                          |                 |        |
|                                         | DE                  | TRI STATE |       |       | OTHER<br>U.S. STATE | OTHER<br>COUNTRY | TOTAL  | NET                                | FAMILY/<br>FRIEND | BOOK/MAG<br>/RACK CARD | RD SIGN<br>/MAP | NPS | OTHER | TOTAL | A VISIT TO<br>OTHER DE<br>MUSEUMS | STAY IN<br>DE HOTEL | DINE IN<br>N.C.<br>REST. | SHOP IN<br>N.C. | TOTAL  |
|                                         |                     | NJ        | MD    | PA    |                     |                  |        |                                    |                   |                        |                 |     |       |       |                                   |                     |                          |                 |        |
| 2016                                    | 91                  | 49        | 27    | 43    | 175                 | 25               | 410    | 40                                 | 69                | 20                     | 25              | 10  |       | 164   | 126                               | 58                  | 173                      |                 | 357    |
| 2017                                    | 118                 | 88        | 64    | 94    | 343                 | 52               | 759    | 96                                 | 129               | 19                     | 25              | 44  | 16    | 329   | 247                               | 133                 | 329                      | 0               | 709    |
| 2018                                    | 385                 | 195       | 179   | 216   | 977                 | 126              | 2,078  | 154                                | 367               | 55                     | 57              | 120 | 134   | 887   | 890                               | 278                 | 859                      | 727             | 2,754  |
| 2019                                    | 805                 | 374       | 252   | 458   | 2,064               | 166              | 4,119  | 321                                | 651               | 95                     | 59              | 201 | 204   | 1,531 | 1,616                             | 512                 | 1,642                    | 1,412           | 5,182  |
| 2020                                    | 63                  | 24        | 22    | 44    | 90                  | 2                | 245    | 16                                 | 21                | 0                      | 6               | 16  | 17    | 76    | 66                                | 16                  | 56                       | 39              | 177    |
| 2021                                    | 120                 | 56        | 45    | 101   | 300                 | 10               | 632    | 84                                 | 66                | 13                     | 16              | 33  | 52    | 264   | 251                               | 102                 | 267                      | 194             | 814    |
| 2022                                    | 359                 | 200       | 185   | 277   | 1,078               | 66               | 2,165  | 70                                 | 80                | 14                     | 8               | 50  | 93    | 315   | 385                               | 112                 | 385                      | 320             | 1,202  |
| 2023                                    | 364                 | 195       | 145   | 299   | 883                 | 39               | 1,925  | 66                                 | 54                | 11                     | 7               | 76  | 91    | 305   | 404                               | 114                 | 362                      | 289             | 1,169  |
| 2024                                    | 464                 | 201       | 192   | 357   | 1,122               | 104              | 2,440  | 94                                 | 100               | 40                     | 18              | 87  | 130   | 469   | 519                               | 127                 | 459                      | 364             | 1,469  |
| TOTAL                                   | 2,769               | 1,382     | 1,111 | 1,889 | 7,032               | 590              | 14,773 | 941                                | 1,537             | 267                    | 221             | 637 | 737   | 4,340 | 4,504                             | 1,452               | 4,532                    | 3,345           | 13,833 |
| % OF<br>TOTAL                           | 19%                 | 9%        | 8%    | 13%   | 48%                 | 4%               | 100%   | 22%                                | 35%               | 6%                     | 5%              | 15% | 17%   | 100%  | 33%                               | 10%                 | 33%                      | 24%             | 100%   |

NOTES      Shopping in New Castle data was not tracked in 2016

## **Ordinance No. 2025-556**

### **AN ORDINANCE TO AMEND THE CITY OF NEW CASTLE MUNICIPAL CODE, CHAPTER 230 (ZONING CODE), REGARDING HOME OCCUPATIONS IN THE HISTORIC RESIDENCE ZONING DISTRICT**

**Whereas**, the Council of The City of New Castle (“City Council”) possesses the authority to adopt, amend, modify, or repeal The City of New Castle Municipal Code (“City Code”); and

**Whereas**, Home Occupations, such as an art studio, dressmaking, and professional office of a lawyer, engineer, architect, or certificated public accountant, are permitted accessory uses in the R-2 and R-3 Residential zoning districts; and

**Whereas**, Home Occupations, by definition, retain the residential character and appearance of the structure and do not generate greater traffic volumes than would typically be expected in a residential district; and

**Whereas**, the City Council finds that, as is the case in the R-2 and R-3 zoning districts, Home Occupations should also be permitted accessory uses in the HR, Historic Residence, Zoning District subject to the standards enumerated in City Code Section 230-1, Definitions; and

**Whereas**, The City Council has determined that it is in the best interest of the City and its residents to amend the City Code to expressly allow a Home Occupation as a permitted accessory use in the HR, Historic Residence, zoning district.

**NOW, THEREFORE**, making the express finding that the provisions of this Ordinance enhance and promote the health, safety, and welfare of the City of New Castle, be it ordained by the Council of the City of New Castle Council as follows:

**SECTION 1:** City Code Chapter 230, Zoning Code, Section 230-19(A)(7), Historic Residence District HR, is hereby amended as follows (with deleted text identified by bold, strikethrough and new language identified in bold, underlined text):

(7) Accessory uses and structures:

- (a) The renting of one room to nontransient roomers or boarders.
- (b) Other accessory uses and structures clearly incidental and customary to and associated with the permitted use.
- (c) **Customary home occupations as defined in § 230-1 of this chapter.**

**SECTION 2:** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 3:** In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

**SECTION 4:** This Ordinance shall become effective immediately upon its adoption by City Council.

First Reading

Second Reading

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_

\_\_\_\_\_, President of City Council

, City Clerk

, Mayor

**Resolution 2025-45**  
**A Resolution Approving Mayor's Re-appointment to the**  
**Planning Commission of Kristin Zumar and Margo Reign**

**WHEREAS**, the New Castle City Code provides that the Mayor of the City of New Castle appoint nine members to the Planning Commission subject to confirmation by City Council, each for three year terms; and

**WHEREAS**, there are currently three expired positions on Planning Commission; and

**WHEREAS**, the City Council proposes to confirm the re-appointment Kristin Zumar and Margo Reign to the Planning Commission, with those terms ending on October 24, and November 9, 2025.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby approves the re-appointment of the following persons to the Planning Commission:

**Margo Reign – Planning Commission – Term Ending 11/09/2028**  
**Kristin Zumar - Planning Commission – Term Ending 10/24/2028**

**PASSED** this 14th Day of October, 2025

\_\_\_\_\_  
Suzanne Souder, City Council President

\_\_\_\_\_  
Joseph F. Day, III, Councilperson

\_\_\_\_\_  
Nermin Zubaca, Councilperson

\_\_\_\_\_  
Andrew Zeltt, Councilperson

\_\_\_\_\_  
Brian Mattaway, Councilperson

Attest:

\_\_\_\_\_  
Courtaney Taylor, City Clerk

**Resolution 2025-46**

**A Resolution to Confirming the Mayor's appointment of Reverend Aaron Moore to the Planning Commission**

**WHEREAS**, the New Castle City Code provides that the Mayor of the City of New Castle appoint nine members to the Planning Commission subject to confirmation by City Council, each for three year terms; and

**WHEREAS**, there is currently one vacated position on the Planning Commission; and

**WHEREAS**, the City Council proposes to confirm the appointment of Reverend Aaron Moore, to complete the unfulfilled term of Victoria Garrett, with that term ending on June 10<sup>th</sup>, 2028

**NOW, THEREFORE, IT IS RESOLVED**, that the City Council hereby appoints the following person to the Planning Commission:

**Reverend Aaron Moore - Planning Commission - Term Ending June 10<sup>th</sup>, 2028**

**PASSED** this 14<sup>th</sup> day of October 2025.

\_\_\_\_\_  
Suzanne Souder, City Council President

\_\_\_\_\_  
Joseph F. Day, III, Councilperson

\_\_\_\_\_  
Nermin Zubaca, Councilperson

\_\_\_\_\_  
Andrew Zeltt, Councilperson

\_\_\_\_\_  
Brian Mattaway, Councilperson

Attest:

\_\_\_\_\_  
Courtaney Taylor, City Clerk

**Rev. Aaron R. Moore**  
**8 William Penn Court**  
**New Castle, Delaware 19720**  
**302-328-8591**

**Career Objective**

My career objective is to work with an organization that provides a holistic approach to its services through pastoral and spiritual care.

**Employment History**

|                                                           |                      |
|-----------------------------------------------------------|----------------------|
| October, 2007 to December, 2023                           |                      |
| Connections CSP, Inc.                                     | Wilmington, Delaware |
| <b>Director of Pastoral Services</b>                      |                      |
| <b>Ombudsman</b>                                          |                      |
| July, 2000 to present                                     |                      |
| Manna Christian Fellowship Church                         | Wilmington, Delaware |
| <b>Senior Pastor &amp; Founder</b>                        |                      |
| January, 1998 to present                                  |                      |
| Congo's Funeral Home                                      | Wilmington, Delaware |
| <b>Chaplain, Spiritual Advisor, &amp; Grief Counselor</b> |                      |
| March, 1998 to January, 2002                              |                      |
| Interdenominational Ministers Action Council              | Wilmington, Delaware |
| <b>Administrator</b>                                      |                      |
| May, 1995 to May, 2000                                    |                      |
| Chippey AUM Chapel                                        | Hockessin, Delaware  |
| <b>Senior Pastor</b>                                      |                      |
| January, 1990 to January, 1998                            |                      |
| Layton Home for the Aged                                  | Wilmington, Delaware |
| <b>Director of Dining Services</b>                        |                      |
| September, 1988 to January, 1990                          |                      |
| Marriott Corporation - Episcopal Church Home              | Hockessin, Delaware  |
| <b>Director of Dining Services</b>                        |                      |

## **Education**

|      |                                                                                                                      |                            |
|------|----------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1978 | Community College of Baltimore<br><b>Associate of Arts Degrees</b><br>Nutrition, Hotel/Motel & Restaurant Management | Baltimore, Maryland        |
| 1988 | United Christian College<br><b>Bachelor of Arts Degree</b><br>Theology                                               | New York, New York         |
| 1995 | Jamison School of Theology<br><b>Master of Arts Degree</b><br>Theology                                               | Philadelphia, Pennsylvania |
| 2002 | Howard University School of Divinity<br><b>Master of Arts Degree</b><br>Religious Studies                            | Washington, DC             |

## **Certifications**

|      |                                                                                    |                       |
|------|------------------------------------------------------------------------------------|-----------------------|
| 1985 | Thresholds Teacher Certification<br>Delaware Correctional Center                   | Smyrna, Delaware      |
| 1992 | Alcohol and Drug Associate Counselor<br>State of Delaware                          | Centerville, Delaware |
| 1995 | Court Appointed Special Advocate (CASA)<br>Family Court of Delaware                | Wilmington, Delaware  |
| 2002 | HIV/AIDS Education, Counseling & Testing<br>State of Delaware                      | Dover, Delaware       |
| 2003 | Parents As Teachers (PAT), Parent Educator<br>National Parents As Teachers Program | Bear, Delaware        |

## **Community Involvement**

Housing Opportunities of Northern Delaware (HOND), Board of Directors  
Westside Health, Board of Directors  
Thomas A. Edison Charter School, Board of Directors  
Prison Ministries of Delaware, Inc. - Board of Directors  
Buttonwood Civic Association, Board of Directors  
Stop The Violence Coalition, President  
Metropolitan Wilmington Urban League (MWUL), Founding Board Member

(Community Involvement continued)

Interdenominational Ministers Action Council of DE, Inc. (IMAC), Treasurer  
Nehemiah Gateway CDC - Ways To Work Application Review Committee  
Serious Violent Offender Re-Entry Program (SVROP), Advisory Committee Member  
DE Department of Labor "Prison To Work" Program, Advisory Council Member  
Wilmington Outreach Prison Ministry - Founder & Coordinator

**Awards/Recognitions**

|      |                                                                         |
|------|-------------------------------------------------------------------------|
| 2000 | Volunteer of the Year (20 years), Delaware Department of Corrections    |
| 2002 | "Founding Board Member" - Metropolitan Wilmington Urban League          |
| 2002 | Wilmington Awards - Community                                           |
| 2004 | "100 Men of Distinction" - Delaware African American Historical Society |
| 2005 | "Father of the Year" - Fatherhood Association, Inc.                     |
| 2005 | "Ambassador of Peace" - Stop The Violence Coalition of Delaware, Inc.   |
| 2006 | "Member of the Year" - Interdenominational Ministers' Action Council    |
| 2006 | "25 Years Hero Award" - Beautiful Gate Outreach Center (HIV/AIDS)       |
| 2007 | Wilmington Awards - Health                                              |
| 2007 | "Community Outreach" - Serenity Place, Mother African Church            |
| 2017 | "Spiritual Leader of the Year – Omega Psi Phi Fraternity                |

References will be supplied upon request.

## **Ordinance No. 2025-559**

### **AN ORDINANCE TO AMEND THE CITY OF NEW CASTLE MUNICIPAL CODE, CHAPTER 230 (ZONING CODE), REGARDING HISTORIC AREA COMMISSION MEMBERSHIP**

**Whereas,** the Council of The City of New Castle (“City Council”) possesses the authority to adopt, amend, modify, or repeal The City of New Castle Municipal Code (“City Code”); and

**Whereas,** the Historic Area Commission provides valuable guidance and oversight to safeguard the heritage of the City; and

**Whereas,** the City of New Castle has within its boundaries sites, structures, and history so profound that two were included within a national historical park established in 2014; and

**Whereas,** the First State National Historical Park’s two sites within the City of New Castle – the Sheriff’s House Welcome Center and the New Castle Court House Museum – are an important part of the City’s history and architecture; and

**Whereas,** providing a standing opportunity for a representative from the First State National Historical Park to provide perspective, talent and resources to the Historic Area Commission would promote the preservation and protection of the City of New Castle’s important historic and architectural resources in perpetuity; and

**Whereas,** the City of New Castle has adopted into its 2020 Comprehensive Plan goals to strengthen and enhance relationships to positively impact historic preservation amongst stakeholders; and

**Whereas,** The City Council has determined that it is in the best interests of the City and its residents to amend the City Code to allow the First State National Historical Park Superintendent, or designee, to participate in Historic Area Commission discussions as a nonvoting member.

**NOW, THEREFORE**, making the express finding that the provisions of this Ordinance enhance and promote the health, safety, and welfare of the City of New Castle, be it ordained by the Council of the City of New Castle Council as follows:

**SECTION 1:** City Code Chapter 230, Zoning Code, Section 230-50(A), Creation of Historic Area Commission, is hereby amended as follows (with deleted text identified by bold, strikethrough and new language identified by bold, underlined text):

A. Creation.

(1) Historic Area Commission is hereby created. The Commission shall consist of the following **seven** ~~six~~ members:

(a) An architect licensed in the State of Delaware and having interest and knowledge in the protection, preservation and restoration of the historic character of the City, appointed by City Council. The architect shall be a nonvoting member who shall serve in an advisory capacity only.

(b) Two City residents having municipal voting privileges and appointed by City Council.

(c) Two City residents having municipal voting privileges, appointed by the Mayor, subject to confirmation by the City Council of New Castle.

(d) A Planning Commission member, appointed by City Council.

(e) **The Superintendent of the First State National**

**Historical Park, or designee, is invited to participate as a nonvoting member in an advisory capacity only.**

(2) At least three voting members shall be residents of and have legal or equitable title to property in the Historic District.

B. Terms. The terms of office for members shall be for three years. The five incumbent members of the Historic Area Commission at the time of the adoption of this section shall continue to serve the balance of their respective terms. The **architect** ~~sixth~~ member of the Historic Area Commission shall be appointed by City Council within 90 days of the adoption of this section. No member of the Historic Area Commission may serve more than two consecutive terms; provided, however, that no term limitation shall apply to the nonvoting architect **and First State National Historical Park** members. Members may, after a public hearing, be removed by City Council for inefficiency, neglect of duty, malfeasance in office or other good cause.

**SECTION 2:** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 3:** In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

**SECTION 4:** This Ordinance shall become effective immediately upon its adoption by City Council.

First Reading

Second Reading

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_

\_\_\_\_\_, President of City Council

Attest: \_\_\_\_\_  
\_\_\_\_\_, City Clerk

Approved: \_\_\_\_\_  
\_\_\_\_\_, Mayor

## **Resolution 2025-47**

### **A Resolution to Allow for the Flood Resiliency Committee to Meet as Needed**

**WHEREAS**, the Temporary Sea Level Rise Task Force was created via Resolution 2022-04 “for the purpose of researching available information concerning the impact of sea level rise on the City of New Castle and making recommendations to the City Council toward the furtherance of these goals and strategies; and

**WHEREAS**, Resolution 2023-32 converted the Temporary Sea Level Rise Task Force to a standing Flood Resiliency Committee; and

**WHEREAS**, Resolution 2023-32 required the Committee to meet at least once per quarter or more frequently as needed; and

**WHEREAS**, due to the current reduction of federal funding opportunities and the guidance of Army Corps of Engineers funding not being available until FY 2027, the Flood Resiliency Committee does not need to meet as often as it has been meeting; and

**WHEREAS**, the work completed by the members of the Flood Resiliency Committee over the last four years has been valuable to the City, is important to the City, and the City desires to support the Committee’s continued work while reducing the required meetings in light of the change in circumstances.

**NOW, THEREFORE, BE IT RESOLVED**, that this resolution serves as a modification to Resolution 2023-32 to revise the requirement that the Flood Resiliency Committee meet at least once per quarter or more frequently as needed and replace it with meet as needed, but no less than once per calendar year.

**PASSED** this 14<sup>th</sup> day of October 2025.

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Suzanne Souder, City Council President

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Joseph F. Day, III, Councilperson

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Nermin Zubaca, Councilperson

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Andrew Zeltt, Councilperson

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Brian Mattaway, Councilperson

Attest:

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Courtaney Taylor, City Clerk

## **Resolution 2025-48**

### **A Resolution to Temporarily Appoint Diane Delgado to the Position of City Clerk**

**WHEREAS**, Section 4 of the New Castle City Charter requires City Council to appoint an officer of the City who has the title of City Clerk; and

**WHEREAS**, the City Clerk's duties shall be as specified in the City Charter and Code, and as otherwise determined from time to time by City Council; and

**WHEREAS**, City Council appointed Courtaney Taylor as the City Clerk in August 2023 via Resolution 2023-24 and she was appointed to serve an indefinite term until resignation, inability to serve, death or until removed from office by the affirmative vote of 4 members of City Council; and

**WHEREAS**, a situation has arisen which will result in Ms. Taylor being temporarily unable to serve as City Clerk; and

**WHEREAS**, due to the temporary nature of the situation, City Council does not desire to remove Ms. Taylor from office permanent but rather, has decided to appoint a Temporary City Clerk to assume Ms. Taylor's duties until such time as Ms. Taylor is able to return.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby appoints Diane Delgado to serve as Temporary City Clerk until City Clerk Courtaney Taylor resumes her duties or City Council otherwise acts to terminate or modify this appointment.

**BE IT FURTHER RESOLVED**, that Temporary City Clerk Diane Delgado will take office on December 1<sup>st</sup>, 2025 or sooner should Ms. Taylor become unavailable.

**PASSED** this 14<sup>th</sup> day of October 2025.

\_\_\_\_\_  
Suzanne Souder, City Council President

\_\_\_\_\_  
Joseph F. Day, III, Councilperson

\_\_\_\_\_  
Nermin Zubaca, Councilperson

\_\_\_\_\_  
Andrew Zeltt, Councilperson

\_\_\_\_\_  
Brian Mattaway, Councilperson

Attest:

\_\_\_\_\_  
Courtaney Taylor, City Clerk