

**City of New Castle Delaware
City Council Regular Meeting
New Castle Senior Center*
400 South Street, New Castle, DE 19720
Monday, November 10, 2025 7:00 p.m.**

Agenda

Roll Call

Minutes 10/14/2025, 11/4/2025

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 WILMAPCO regarding the August 2025 Walkability Study in the Historic Area of New Castle.

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)

New Business:

1. **Council Discussion, Possible Motion and Vote on Resolution 2025-49** A Resolution to Appoint Stephen Franklin as the Planning Commission representative to the Historic Area Commission (Council President Suzanne Souder 11/3/2025)
2. **Council Discussion, Possible Motion and Vote on Resolution 2025-50** A Resolution to Re-Appoint Dr. David Bechtal to the Board of Health (Council President Suzanne Souder 11/3/2025)
3. **First Reading of Ordinance 2025-560** An Ordinance to Amend the City of New Castle Municipal Code, Chapter 230 (Zoning Code), Regarding Home Occupations in the Residential District R-1 Zoning District (Council President Suzanne Souder 11/3/2025)
4. **First Reading of Ordinance 2025-561** An Ordinance to Amend the Following Chapters of the Code of the City of New Castle: Chapters 102 (Building Construction), Chapter 103 (One- and Two-Family Dwellings), Chapter 162 (Mechanical Standards), Chapter 163 (Fuel Gas Standards), Chapter 164 (Existing Building Code), Chapter 165

(Swimming Pool and Spa Code), Chapter 181 (Plumbing Code), Chapter 185 (Property Maintenance Code), and to adopt the 2024 ICC Codes and require residential sprinklers (Councilperson Joseph Day 11/3/2025)

5. **Council Discussion and Possible Motion and Vote on Resolution 2025-51 A Resolution to Allow for Remote Council Meetings** (Council Person Nermin Zubaca 09/02/2025)
6. **Council Discussion, Possible Motion and Vote on Resolution 2025-52 A Resolution to Approve Vendor Permit Application for Tia Erika's** (Council President Suzanne Souder 11/3/2025)
7. **Council Discussion, Possible Motion and Vote on Resolution 2025-53 A Resolution to Restrict Parking Along Both sides of the alley beginning 120 feet east of E. 2nd street and proceeding in a southwesterly direction approx. 150 feet.** (Council President Suzanne Souder 11/3/2025)
8. **Council Discussion, Possible Motion and Vote** Amendment to the Lease between the Mayor and Council of New Castle and The Bull Hill Boat Yard, Inc. regarding the maximum fee for non-member access to the Broad Dyke (Councilperson Joseph Day 11/3/2025)
9. **Council Discussion and Possible Vote regarding City Awards for Employee, Citizen, and Business Awards for Exemplary Service, Leadership, and Civic Engagement in accordance with Resolution 2024-5** (Councilperson Brian Mattaway Posted 11/3/2024)

Next Regular Meeting Date: December 9, 2025

Posted 11-03-2025

Updated due to clerical error 11-06-2025

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.newcastlecivilty.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 Monday, November 10th, 2025** at info@newcastlecivilty.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, October 14, 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
Lisa Hatfield, Esq., City Solicitor
James Whisman, City Treasurer
Jeffrey Bergstrom, City Building Official
Christopher Rogers, City Planner
Police Chief Richard McCabe

Council President Souder called the October 14, 2025, City Council Public Hearing to order at 6:30 p.m.

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 Souder stated that the current Code permits “Tourist Homes” in the Historic Residence (HR) Zone as a matter of right, and does not require a special exception or waiver if someone wants to open a Tourist Home with up to five (5) rooms offered for rent.

The Planning Commission (PC) was tasked with reviewing the Code and making a recommendation to City Council. The PC reviewed the Code and the regulations of other communities over several months. Numerous meetings were held with the opportunity for the public to comment on the proposed Ordinance, and City Council held a Workshop on September 10th during which Council posed questions to the City Solicitor and discussed possible amendments to the draft Ordinance; and the public was invited to comment.

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.

Council President Souder stated that the current Code permits Home Occupations (HO) in some residential areas, but not others. Ordinance 556 would allow HOs in the HR zone.

Council President clarified that allowing HO's in the residential area does not mean that all types of businesses may operate there. Council President read the definition of "Home Occupation" in §230-1 of the current Code and stated that the proposed Ordinance does not change that definition.

Public Comment

Tracy Keenan – 22 West 3rd Street

Ms. Keenan spoke in favor of Ordinance 556 and the proposed amendment. She stated that she loves that New Castle is a mix of residences and small businesses, and opined that Ordinance 556 will not change the character of the town, and will, in fact, contribute to the character of New Castle.

Tom Whitehead – 131 East 2nd Street

Mr. Whitehead spoke in opposition to Ordinance 556 and extending commercial zoning into the residential district. He asserted that no professional land surveyor or engineer would approve the proposed Ordinance. He opined that the City and Council worked for many years to determine zoning in New Castle and that the City now wants to change all of that. Mr. Whitehead posed several questions to Council:

- Where is the City getting its expert advice?
- Changes will lower the value of many homes. Will the City compensate the property owners for their losses?
- Will the City be sued in the future? Who will pay for that?
- That the property owner can use 1/4 of their home for an HO is outlandish. What if you have a 4,000 square foot home?

Mr. Whitehead asserted that if the Ordinance is approved, it opens a floodgate to ruining residential areas. He also asserted that parking will be impacted negatively.

Cynthia Batty – 18 East 3rd Street

Ms. Batty spoke in favor of Ordinance 555. She thanked Council for tasking the PC with the development of the short-term rental Ordinance. She asserted that the PC took the assignment seriously and created a code that is fair, insures safety, and respects neighborhoods. Ms. Batty urged Council to pass Ordinance 555 as written.

Ms. Batty stated that she has serious concerns with Ordinance 556. She asserted that the Code revision of the 1960's implemented a plan to remove all businesses from the HR Zone, and the omission of this Zone from permission to have an HO in the Code is evidence of this. The HR District is on the National Register of Historic Places and heavily regulated in the City Code and the Historic Area Commission to preserve the remarkable environment of vernacular architecture. The HR zone has very limited street parking and neighbors are very close together.

Ms. Batty opined that the definition of "HO" is not explicit in Ordinance 556, and the definition is lacking compared to other communities in several key areas:

- Limits on the number of people who enter. (Most cities limit this to a maximum of three (3) people.)
- Visible storage of materials.
- Registration with the City.
- Signage.

Ms. Batty asserted that these issues must be addressed before the HR zone is opened up to HOs. She added that the Board of Adjustment is where variances should be decided for requests to operate an HO.

Ms. Batty also expressed her concern with the City's ability to address building and zoning violations; adding that passing Ordinance 556 may require more staff, which a cost that is not addressed.

Charles Kentnor – 142 East 2nd Street

Mr. Kentnor spoke in opposition to Ordinance 556. He stated that parking is an issue in the HR zone, but neighbors are considerate when parking on the street. He added that if businesses are allowed in the HR zone residents may no longer be able to park near their homes. Mr. Kentnor noted that two Council members had stated Ordinance 556 was an opportunity for homeowners to open their homes to new possibilities, and opined that it is not necessary that residents open their homes to a business. He added that today, most homeowners have two cars; and opined that Council should not gloss over the fact that most residences in the HR zone do not have off-street parking and there will be consequences to them by enticing more vehicles on the streets.

Susan Hager – 106 East 3rd Street

Ms. Hager spoke in opposition to Ordinance 556. She stated that the lack of explicitness around the Ordinance is a problem. She asserted that there will be no restrictions to the number of people allowed; there is no requirement for HOs to carry insurance; and there are no parking requirements. Ms. Hager opined that the purpose of Ordinance 556 is to accommodate the Yoga Studio on Harmony Street; adding that the Ordinance sets the standard for the future. She stated that if homeowners want to get permission for anything that is not permitted they should go to the Board of Adjustment; adding that making rules to accommodate one business is not good planning.

Bernadette Ruf – 157 East 2nd Street

Ms. Ruf spoke in opposition of Ordinance 556, stating that she concurred with other members of the public. She opined that City Council is too focused on business and not on the residents or communicating. She added that many people in town are unaware of Ordinance 556. Ms. Ruf also noted that when rules are implemented, they are implemented for the whole town. She asked Council to think about the residents and being more communicative of the details of the Ordinance.

John Reeves – 15 East 2nd Street

Mr. Reeves spoke in favor of Ordinance 556, noting that the activities in town are often used as a selling point; and opining that property values will not decrease by allowing HOs in residential zones. He added that he would love to have HOs near his home. He stated that he loves New

Castle not because it is kept under glass and is unchanging, but because it is alive. Mr. Reeves added that many historic towns are loosening regulations for residential zones to add more mixed use zoning.

Tera Hayward-Olivas – 114 East 3rd Street

Ms. Hayward-Olivas spoke favor of Ordinance 555, stating that New Castle is similar to other historic cities in that New Castle has a vibrant Historic District and colonial era city plans; adding that is what brings people to New Castle.

Ms. Hayward-Olivas stated that Savannah has regulations in place with regard to short-term rentals, including that they must provide off-street parking and homes must be owner-occupied. She asserted that having regulations in place is important; adding that the PC has given the Ordinance very careful consideration and that it is in alignment with what other cities have done. Ms. Hayward-Olivas urged Council to pass Ordinance 555 as presented.

Council President read comments received in writing:

Carol Vukelich

Ms. Vukelich wrote in opposition to both Ordinance 555 and Ordinance 556, stating that to approve allowing short-term rentals and/or commercial entities in the HR zone is unwise. She added that approving these Ordinances without requiring off-street parking for all cars associated with all commercial entities in the HR zone is a vote against HR taxpaying residents. Ms. Vukelich noted that the definition of residential is “real estate zoned specifically for housing ... and restricts commercial activities”. She stated that approving these Ordinances will, in effect, eliminate the HR district and the entire city will, de facto, become the Historic Commercial District; and urged Council to keep businesses in the Historic Commercial District.

Dennis Young – 1 East 2nd Street

Mr. Young wrote in favor of Ordinance 556, opining that HOs will probably not divert mall shoppers to New Castle. He asserted that New Castle is on its way back to capitalizing on a sense of community and encouraged Council to give HOs a chance.

Melissa Pavone – 158 East 2nd Street

Ms. Pavone wrote in opposition to Ordinance 555, stating that the city already has a commercial district where short-term tourist stays are most appropriate. She opined that if passed, the Ordinance will introduce a non-compatible use into an existing area, resulting in a less stable residential district, less available parking, and lower property values as “tourist homes” are often not perceived as desirable to home buyers. Ms. Pavone urged Council to reject Ordinance 555.

Elen Kentnor – 142 East 2nd Street

Ms. Kentnor wrote in favor to Ordinance 555, opining that sort-term rentals should not become commonplace in residential neighborhoods. She added that adequate regulations need to be in place to avoid a situation similar to that being experienced in many countries that have either implemented temporary bans or enacted new regulations. Ms. Kentnor opined that the PC drafted a very fair Ordinance that allows a manageable number of short-term rentals while causing as little disruption as possible for neighbors. Ms. Kentnor suggested that Council pass Ordinance 555 as presented.

Terri and Jeffrey Cheskin – 31 the Strand

Mr. and Mrs. Cheskin wrote in opposition to Ordinance 555, stating that there is already a commercial sector that should be cultivated for for-profit properties. It was noted that the place for Airbnb's is not next to or behind homes of local residents; and Council was urged to consider carefully in its decision. They stated that there are already parking issues and short-term rentals without off-street parking will exacerbate this situation. They also asserted that Airbnb properties in the residential area will cause more stress for permanent residents. Mr. and Mrs. Cheskin noted uncomfortable and disrupting incidents caused by renters in the Packet Alley short-term rental.

Dorsey Fiske

Ms. Fiske wrote that residents in the HR zone acquired their homes with the expectation that it would be residential and not commercial. She stated that commercial is appropriate in the Historic Commercial District but not in the HR area.

Richard and Barbara Cooch – 16 East 3rd Street

Mr. and Mrs. Cooch wrote in opposition to Ordinance 556, stating their belief that a separate Historic Residence District and a separate Historic Commercial District were established to prohibit, or at least limit, the establishment of commercial enterprises in the HR district. They urged City Council to consider carefully and not risk the successful preservation of the historic charm of New Castle and the quality of life in the HR district.

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

A motion to adjourn the Public Hearing was made by Councilperson Zubaca and seconded by Councilperson Zeltt. The motion was unanimously passed and the hearing adjourned at 7:15 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer

Next Regular Meeting Date: November 10, 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, October 14, 2025
7:00 p.m.

Call to Order: 7:15 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
Lisa Hatfield, Esq., City Solicitor
James Whisman, City Treasurer
Jeffrey Bergstrom, City Building Official
Christopher Rogers, City Planner
Police Chief Richard McCabe

Council President Souder called the October 14, 2025, City Council meeting to order at 7:15 p.m. The assembly stood for the Pledge of Allegiance. Roll call followed and a quorum to conduct business was declared.

Minutes

Minutes of September 9, 2025

A motion to approve the minutes of the September 9, 2025, City Council Meeting as presented was made by Councilperson Day. The motion was seconded by Councilperson Zubaca and was unanimously passed.

Treasurer's Report

Mr. Whisman presented the unaudited Treasurer's Report as of September 30, 2025:

Total unrestricted funds	\$11,472,146.46
Total restricted funds	\$ 2,622,049.41
Total cash	\$14,094,195.87

Mr. Whisman stated that the City is in a healthy position. To date, \$5M has been collected, which is 66% of projected revenues. Approximately 22.7% of projected expenses have been spent.

Mr. Whisman stated that the Finance Committee is looking for moderate, low risk investments for the City. He opined that a return of between 3% and 7% is what the City should be getting.

Council President Souder stated that the Finance Committee met one time, and they are working on scheduling a meeting with another bank to discuss investment options.

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

Reports from the City Administrator and Staff

Report From the City Administrator

Ms. Tantillo's reported that:

- Ms. Tantillo thanked everyone who made on-time tax payments. She noted that a 1.5% penalty was assessed on unpaid taxes as of October 1st. For this year only:
 - An additional 1% penalty will be assessed on unpaid taxes as of November 1st.
 - A 6% penalty will be assessed on unpaid taxes as of December 1st.
 - Thereafter, a penalty of 1% per month will be assessed on any unpaid taxes.
- Railroad Crossing Improvements – DelDOT continues to work with Norfolk Southern to finalize plans and complete the project next summer.
- FY 25 Audit – The FY 25 audit is underway and the City is working with the auditing firm to complete it in a timely manner.
- WILMAPCO Walkability Study – The first Walkability Study report is being finalized and will be presented at the November Council meeting. A second Walkability Study in a different area of town is being scheduled.
- Dobbinsville Fishing Pier – They continue to work on permit approvals.
- Leaf Collection – Public Works has begun leaf collection on an as-needed basis.
- Grant Updates:
 - The City received approval for an additional CyberSecurity Grant and is working to begin that project.
 - Notice on the Homeland Security Grant is pending.
 - The City was approved for a DNREC Surface Matching Grant in August to continue the work to complete the inventory and inspection of the storm water system throughout the City and upload data into the MBDS database.
 - The City was encouraged to apply for an additional Grant to identify and prioritize potential green infrastructure retrofits to potentially improve future water management and quantity throughout the city next year.
 - In August a Bike Delaware Grant was submitted for the design phase of the Delaware River Trail. A decision will likely be made in December.
 - The City is waiting for an update on the ORPT DNREC Grant for the Delaware River Trail that was applied for in September.

- The City continues to research Grant opportunities to encourage safer railroad crossings. Two Federal Grants have become available and the City is working with the University of Delaware Institute for Public Administration (UDIPA) Grant Assistance Program to determine if these are suitable for what the City plans to do.
- The City will be pursuing two additional Grants through the Federal Historic Preservation Fund for Certified Local Governments to pursue historic designation of the Buttonwood School and to pursue a preservation effort in recognition of America 250.
- Dog Park – The engineers are finalizing specs for the Dog Park and they are looking into other amenities and specs for the water fountain for the dogs.
- Code Red – Ms. Tantillo thanked all the residents who have signed up for Code Red, noting that anyone needing help can call the City Office for assistance.
- Paving and ADA Curb Repair – These projects continue to be underway.
- Tree Advisory Commission Process – Ms. Tantillo stated the powers and duties of the Tree Advisory Commission (TAC) as outlined in the City Code.

In response to questions from Councilperson Zeltt, Ms. Tantillo stated that:

- Homeowners who submit an application are notified of the TAC recommendation either during the meeting if they are in attendance or by the Public Works Supervisor if they are not in attendance. Residents can reach out to the City Administrator if their application is denied and they disagree with the TAC recommendation, and Ms. Tantillo and Mr. Delgado will review the Application and inform the resident of their determination.
- Communications to homeowners are done either by phone or email. Councilperson Zeltt recommended that a formal process for communication be established.
- There is not currently a process for a homeowner to dispute a recommendation for tree removal. If the tree is unsafe and needs to be removed the tree will be removed. Ms. Tantillo stated that a formal process for disputes can be established.
- If Public Works determines that a tree should be removed the homeowner will be notified.
- Ms. Tantillo addressed community concerns about trees being unilaterally removed on 6th Street. One tree was removed due to a safety concern. Two other homeowners requested that trees be removed that are being considered; however, no decision has been made.

Councilperson Zeltt requested that the communication process to homeowners be formalized; noting that he wants to save trees.

Ms. Tantillo noted that the City will be planting trees at the Dog Park area and Susi Park through the Transportation Economic Development Infrastructure Program (TEDI) Grant that the City received. A Public Community Event is being scheduled to ask for public assistance in planting these trees. Information will be posted on the City Website.

- Hanging Wires – Ms. Tantillo stated that reports of hanging cable wires should be reported to her office, and she will reach out to the vendors to have them taken care of. Ms. Tantillo will check with Verizon to see if they have a form to complete, and residents can also use the Contact Form on the City Website.

Report from Chief McCabe

Chief McCabe reported that:

- Directive Patrols continues to grow. Penn Valley has been added to the patrol list based on comments received. Officers continue to address traffic complaints. The two leading arrests were made for speeding and stop sign violations. Crash data continues to drop. In response to a question from Councilperson Zeltt, Chief McCabe stated that they are not seeing much crash data at 6th and Delaware Streets.
- Chief McCabe reported on two incidents that were addressed in September:
 - A resident reported a theft that started when the victim recognized that they may have been duped. The incident started as a relationship that began outside the country on vacation. The suspect and the victim maintained a relationship after coming back from vacation. The suspect solicited money that the victim supplied, and then he disappeared. Officers took the lead on this and determined that there may have been a pattern with the suspect's conduct. In researching they recognized that the suspect was not local. They contacted Federal partners and an alert was put out and an arrest warrant was issued. The suspect was apprehended in the Philadelphia Airport heading out of the country. Property was recovered from victims all over the country.
 - Another patrol incident began when a local resident in one of the apartment complexes called to report suspicious activity. Officers viewed video from several different aspects and confirmed the suspicious activity. Evidence collected at the scene was processed and a latent fingerprint was lifted. Officers also collected video surveillance that was enhanced and sent to a facial recognition expert. A suspect was identified and the latent print was matched to the suspect. An arrest warrant is on file and Chief McCabe hopes to have the suspect in custody soon.

Chief McCabe stated that both incidents were reported promptly, which allowed officers to act quickly to collect evidence and identify suspects for arrest. He urged residents to contact the Police immediately if they see a problem or suspicious activity. He stated that he is very proud of the work the Officers did on these two cases.

Report from Mr. Bergstrom

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

In response to a question from Councilperson Zubaca, Ms. Tantillo stated that DelDOT is conducting a study of the ditch behind 3 Countries Pizza and she is confident that they are on top of the situation.

Council Communications

Councilperson Mattaway

- Councilperson Mattaway thanked Councilperson Day for responding to a recent inquiry from a resident.
- Councilperson Mattaway extended thoughts and prayers to everyone who was affected by recent Nor'easter, particularly those in southern Delaware.
- National First Responders Day is Tuesday, October 28th. Councilperson Mattaway extended thanks to Public Works, MSC, Police, Firefighters, and other emergency personnel. Councilperson Mattaway requested that National First Responders Day be added to the City Calendar.
- Councilperson Mattaway requested that Ms. Tantillo schedule a City Council Workshop regarding optimizing investment funds.
- Councilperson Mattaway noted that the Board of the Buttonwood Colored School extended their thanks for the City's assistance to the Board in their efforts to have the Buttonwood Colored School added to the National Register of Historical Places.
- The New Castle Little League will host a Trunk or Treat event on Saturday, October 18th. Activities will begin at 5:30. Donations of food or candy will be appreciated.
- New Events for the City of New Castle:
 - The Delaware Heritage Commission will be at the New Castle Library Community Room on Wednesday, November 12th at 5:30 p.m. Chairman Dick Carter and Tom Summers will host a seminar and will provide information and direction on Oral History. Councilperson Mattaway expressed his hope that this can become a community-wide and intergenerational project for future generations. More information can be found at <https://heritage.delaware.gov/oral-history/>.
 - The Food Bank of Delaware will host a "Pull Up, Load Up, Eat Up" mobile pantry event in New Castle on Saturday, December 6th at 10:00 a.m. They are asking for 10-12 volunteers to help with the event. The location is TBD. More information will be available soon at [Mobile Pantry – Bringing Food Directly to Your Community : Food Bank of Delaware](#).

Councilperson Zubaca

- Councilperson Zubaca thanked everyone for helping make Art on the Green a success.
- Councilperson Zubaca urged residents to take care as the weather changes.
- Councilperson Zubaca urged all residents to sign up for Code Red.
- Councilperson Zubaca thanked the New Castle Police Department Officers for their work on recent investigations.
- Councilperson Zubaca thanked the Good Will Fire Company for their work in the community.
- Councilperson Zubaca wished everyone a Happy Halloween and urged everyone to stay safe while trick-or-treating.

Councilperson Zeltt

- Councilperson Zeltt noted that Art on the Green was an amazing day. He thanked the Fire Company with their assistance with traffic direction.
- The Lions Club Halloween Parade is Thursday, October 30th.
- Councilperson Zeltt is heading up A Day in Old New Castle next year. Anyone interested in volunteering should contact him.

Councilperson Day

- Councilperson Day congratulated the Lions Club on well-run Art on the Green. He opined that it may have been the largest ever.
- There are two more weeks of the Saturday Market. Councilperson Day thanked Mr. Reeves and Ms. Price for their work to make it a success.
- The Bull Hill Boat Yard is up and running. The lot has been cleaned up and it looks great.

Report from the Council President

- Council President Souder thanked the Lions Club and everyone who worked to make Art on the Green a great success.
- **The November Council meeting will be held on Monday, November 10th.** Tuesday, November 11th is Veterans Day and both the City and the Senior Center will be closed for the holiday.

Business From the Mayor

- Mayor Leary added her thanks to the Lions Club for hosting Art on the Green. She thanked Mr. Gary Burgmuller and others for their help in setting up the pop-up tent for the DAR group.
- The Belgium Brew Fest held at Penn Farm was a great success.
- Along with several friends, Mayor Leary is looking forward to participating in the Lions Club Halloween Parade on October 30th.

Report from Good Will Fire Company

Captain Moore reported that:

- There were 99 incidents for the month.
- Captain Moore urged everyone to check smoke detector batteries. Anyone needing a smoke detector, batteries, or assistance setting up a smoke detector can contact the Fire Company.
- The Good Will Fire Company Open House is Saturday, October 25th from 11:00 a.m. until 3:00 p.m.
- Good Will Fire Company was deployed to Sussex County last Sunday and was released Monday.

Public Comment

Phil Gross

- Mr. Gross asked the assembly to take a moment of silence in honor of the hostages being released in the middle-east.
- Mr. Gross stated that with regard to Ordinance 555 the tourist home being considered for removal should be kept in because it defines the parameters of what is going on in the city.
- With regard to Ordinance 556, Mr. Gross stated that Ordinances are not done for just one business, it is for the entire City; and once you begin making rules for just one business you've lost control of the city.
- Mr. Gross stated that the City website is a mess and that the Government/Meetings & Events tab should not include events since there is an Events & Tall Ships tab.
- Mr. Gross stated he has 82 signatures in opposition to the Dog Park, and he was informed by the DOJ that 100 are needed. He asserted that there has been no public discussion on it.

Gwen Henderson – 2 Booker Circle

Ms. Henderson thanked the Police Department for checking on speeders. She noted that there seems to be a pop-up auto mechanic operation going on near her and she would like it addressed and have them stopped. Council President Souder explained that is a Code Enforcement issue and asked Ms. Henderson to submit a complaint form so the matter can be tracked through the City office.

Cynthia Batty – 18 East 3rd Street

Ms. Batty noted that the Planning Commission discussion regarding the data center continues. She opined that efforts to stop the data center from being built will be unsuccessful. She opined that the City of New Castle should ask them to support the City to finance burying power lines in the Historic Area. Ms. Batty has spoken with Senator Poore and Representative Minor-Brown regarding this matter.

Dorsey Fiske – 26 East 3rd Street

- Ms. Fiske opined that Part 2 of the data center may be stopped.
- Ms. Fiske asked the City to support a Resolution in support of Democracy and returning to the Constitutional principles that are the foundation of our Republic. Ms. Fiske read a portion of the proposed Resolution and gave copies to Council President Souder.

Al Fidance – 170 West 11th Street

Mr. Fidance spoke in opposition to the proposed data center, stating that the scale of the building is huge and is one of the largest in the country. He asserted that the infrastructure for water and electric cannot support it. He noted that the grid operator informed him that this year there have been 11 emergency generating events sent out to institutional users, which is a warning that they

need to curtail their power use to avoid brown- or black-outs. Pennsylvania is now considering withdrawing their membership to the grid.

Brendon Mackie – 117 Delaware Street

Mr. Mackie gave his strong support of Phase 2 of the Battery Park playground project.

Presentation by Johnson, Mirmiran & Thompson, Inc. regarding the Delaware River Trail Feasibility Study

Ms. Tantillo introduced Mr. Bradley Herb of Johnson, Mirmiran & Thompson, Inc. (JMT), who gave a presentation on the Feasibility Study done by JMT on the Delaware River Trail and funded through the Delaware Bikeways Grant Program. The presentation provided data on the scope, purpose and need for the project, the trail concept, recommendations, and next steps. At the conclusion of the presentation Mr. Herb responded to questions from Council:

- Boardwalks will be installed on portions of the trail that go through wetlands. The impact of the trail will be minimized. There may be some minor impacts on wetlands that DNREC would consider that will require further coordination and discussions.
- The City will apply for additional grants for construction of the trail. The full cost of construction is approximately \$6M. Some grants may require matching funds, which will be discussed at a later date.
- Installing emergency call boxes was discussed during the study, as well as lighting for evening hours.
- Councilperson Mattaway stated that Governor Meyer has visited the site, and the extension of the trail is in alignment with New Castle County's overall objective of 2050.
- Regarding the conservation easement on a section of the proposed trail that requires a pervious surface, Ms. Tantillo stated that it may not be possible to remove the conservation easement. Council President Souder explained the history of why a conservation easement was placed on that particular section of the proposed trail.
- The width of the boardwalk sections of the trail will be approximately 10' wide.
- Sections of the trail that go across the dykes will be raised to the current standards for the 100 year flood plan elevation; which will open the project up for different grants.

Presentation by ONCOR regarding Battery Park Playground Phase II

Ms. Tantillo introduced Ms. Suzanne Swift, who gave a presentation on Phase 2 of the Playground in Battery Park, which is a Kalmar Nyckel-inspired play area. The play area will include:

- Multiple slides, interactive panels, monkey bars, and climbing apparatus.
- The playground surface will be upgraded to a combination of Corkeen with a stone subsurface, Poured-in-Place rubber, and mulch, with beveled mats under some of the wear points.
- Pergolas over benches are also proposed.

- A total of \$1,094,704 was raised for Phase 2 of the project. Funding sources included government grants, corporate foundations, and community support. They are considering adding a “sponsor wall” in recognition of those who have contributed to the project.
- ONCOR anticipates an annual fundraising goal of \$10,000 for maintenance of the equipment.

At the conclusion of the presentation, Ms. Swift responded to questions from Council:

- The proposed interactive sound panel will not be loud enough to be heard by neighboring houses.
- ONCOR is seeking approval from Council to order the proposed equipment to be placed within the perimeter of the playground. With approval from Council now, construction can begin in February 2026 with a ribbon cutting in March or April 2026.
- The pergolas and benches will need to be approved by the City and the Trust because they are outside the perimeter of the playground. Ms. Swift noted her understanding that the benches have already been approved. Ms. Tantillo stated that she will schedule installment of the benches in the next few weeks. Ms. Swift opined that the benches and pergolas will not interfere with grass cutting in the park.
- Ms. Tantillo will work with the insurance company after installation of all equipment to see if additional coverage required.

Councilperson Zubaca congratulated and thanked the members of ONCOR for their dedication and hard work on the Playground project.

Mayor Leary suggested that Council should consider approval of fencing sooner rather than later. Councilperson Zubaca noted that the Leach School Specialist recommended fencing. Council President Souder opined that the fencing would be similar to that at the wharf. Ms. Swift stated that she received a quote of approximately \$80,000 for fencing, noting that it should be incorporated with the concrete border because if it is not done then it would have to be retrofitted and would cost more. Ms. Tantillo and Swift will review the logistics of when the fencing is installed and how long the lead time is and will report back to Council in November.

Councilperson Mattaway also thanked Ms. Swift for her presentation and the members of ONCOR for their work on the project. He also thanked the former Council members who created the Playground Committee.

A motion was made by Councilperson Zubaca to approve the equipment as outlined in the presentation that will be placed within the perimeter of the playground. The motion was seconded by Councilperson Zeltt.

Ms. Tantillo requested that Council add the surfacing to the motion.

The motion was amended by Councilperson Zubaca to say that the approval includes the surfacing. The motion was seconded by Councilperson Zeltt and was unanimously passed.

Council President paused the meeting at 9:10 p.m. The meeting reconvened at 9:20 p.m.

Council Discussion, Possible Motion and Vote on Resolution 2025-45 – A Resolution to Reappoint Kristin Zumar and Margo Reign to the Planning Commission.

Kristen Zumar – Planning Commission – Term ending October 24, 2028
Margo Reign – Planning Commission – Term ending November 9, 2028

Council President Souder read Resolution 2025-45. Councilperson Zubaca noted that Mses. Zumar and Reign are professionals and do an excellent job on the Planning Commission.

A motion was made by Councilperson Day to approve Resolution 2025-45 as presented. The motion was seconded by Councilperson Mattaway and was unanimously passed.

Council Discussion, Possible Motion and Vote on Resolution 2025-46 – A Resolution to Appoint Reverend Aaron Moore to the Planning Commission.

Rev. Aaron Moore – Planning Commission – Term ending June 10, 2028

Council President Souder read Resolution 2025-46. Councilperson Mattaway stated that it has been inferred that City Council and the Mayor do not make efforts to be collaborative and “look outside the box”, and that is not true. He commended Mayor Leary and Council for their commitment to trying to find diverse groups and individuals to sit on City commissions, boards, and committees.

A motion was made by Councilperson Day to approve Resolution 2025-46 as presented. The motion was motion was seconded by Councilperson Zeltt and was unanimously passed.

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.

Ms. Tantillo stated that the matter of short-term rentals was brought to City Council and subsequently referred to the Planning Commission (PC). The PC held many meetings and recommended changes to the City Code. The proposed Ordinance was presented to City Council for review and a Public Hearing was held. City Council also held a public workshop on the Ordinance during which a number of amendments were recommended; and the Ordinance presented to Council at this time includes the amendments.

Ms. Hatfield noted that Amendments 2 and 4 are alternative, and only one would be adopted.

Council President Souder stated that the Historic Commercial (HC) District consists of the west side of Delaware Street from Dalby Aly to the Library; and has a total of 31 parcels. 2.5% of 31 parcels is less than one. The proposed Ordinance prescribes a minimum of two (2) in each zone.

Amendment 4 is to provide a 2.5% limit in Districts R-1, R-3, R-3, and HR, and eliminates the 2.5% limit from the HC and Downtown Gateway (DG) zones. A discussion Amendment 4 ensued.

Councilperson Zubaca opined that Amendment 4 should be adopted because it is in alignment with the DG. Council President Souder added that it protects the residential zones; but if the 2.5% is enforced, no more than two would be allowed in the HR district. Mayor Leary noted that there are already three in the HR district and opined that cap should be put on the number of short-term rentals in the HR zone instead of a percentage.

Councilperson Mattaway stated that he struggles with putting a 2.5% limit on all residential districts. He noted that all commentary on the Ordinance has come from residents of the HR zone and Council has not heard from other communities such as Buttonwood, Boothhurst, William Penn Square., etc., and residents of those communities have asserted that Council makes decisions without their input.

Council President Souder noted that 2.5% is a limit, not a requirement, so it does not overwhelm the community; adding that it is not really economically viable to open more B&Bs because the demand for them is not currently there. She added that under the current Code people could have been buying up properties and turning them into B&Bs since 1968, but they are not doing that because it is not economically viable. Council President Souder noted that, although imprecise, tracking data from the Visitors Center indicates that New Castle receives approximately 10,000 visitors each year and that 1/4 to 1/3 are school children; adding that the adult visitors are primarily from the tristate area and are day-trippers. Council President Souder opined that New Castle cannot be compared to Savannah that has approximately 7.9M visitors each year or New York that gets approximately 65M visitors each year. She noted that all New Castle residents get the same information regarding public meetings and residents from other communities do attend the meetings.

Councilperson Mattaway stated that the lack of attendance from outlying communities could be attributed to the fact that the description of what the PC was reviewing was presented as “redefining Tourist Home Short-Term Rental” and not that Council was considering allowing for commercial business opportunities throughout the City. He concurred that this is a viable option, but stated that he is concerned for the potential growth from one year to the next. Council President Souder stated that the percentage could be revised in a future Ordinance.

Councilperson Mattaway also noted that in the Workshop it was noted that Riverbend is not built out yet, and that would expand the number of parcels in those zones; additionally, there is a proposed large apartment complex that will have some potential subdivisions that could take the City to an unknown number of parcels. Mr. Rogers stated that the percentage is based on actual parcels, not on undeveloped parcels; adding that the River Edge development is not included in the percentage and is zoned R-3.

Councilperson Mattaway suggested approving a flat number of short-term rentals across all zones and revisit it in a year. He added that he supports short-term rentals, but is not in favor of

increasing the number from the current five (5) to over 60, which is a 1,000% increase. He reiterated that it lacks community engagement and it lacks the cooperative economic piece because the City does not have the ability to tax them. Council President Souder opined that the rental tax was not approved because the City has so few of them and it would cost more administratively to track them; however, if the number of short-term rentals increased, Council could revisit instituting a rental tax.

Mayor Leary opined that if Council approves 2.5% now, it will be harder to reduce the numbers because the new short-term rentals would be grandfathered. She concurred with Councilperson Mattaway that a fixed number is more strategic. Council President Souder countered that if the fixed number is three per zone, no additional short-term rentals would be allowed in the HR district. Mayor Leary opined that would be fine; noting that they are not full 100% of the time.

Council President noted the number of parcels in the various zoning districts:

- R-1 – 814
- R-2 – 423
- R-3 – 600
- HR – 535

Mayor Leary reiterated her suggestion that Council start small and increase over time as the need arises.

Councilperson Zubaca stated he is in favor of a more cautious approach and is leaning toward starting smaller. He stated he is in favor of amendment #3 (flat number) but felt it should be across all zoning districts. He expressed his concern with capping the HR zone at three because the three existing short-term rentals that already exist would dominate the market; suggesting that the number be capped at 3 or 4 per zone. He added that the City and Police have not heard any complaints regarding parking for those short-term rentals. Councilperson Mattaway stated he values the idea of not allowing for monopolies, noting that there is no cap on the number of short-term rentals one person can operate and opined that Council should consider that.

Councilperson Day stated that members are bringing up issues that were not considered previously, and recommended that the Ordinance be tabled. He further stated that he saw no reason why Council would not exempt the HC, RC, DG, SC, and GC zones from the Ordinance; noting there is no reason to limit the percentage in those zones. He opined that there is nothing that stops Council from capping the number and not counting the existing AirB&Bs towards that cap. Councilperson Day stated that Council may need more time to discuss the Ordinance.

Councilperson Zubaca concurred with the no-cap on commercial, noting that the 2.5% cap would not affect them anyway. He said he would be fine with capping the number and grandfathering the existing short-term rentals.

Councilperson Zeltt stated that Council needs to hold an additional Workshop. Councilperson Zubaca suggested that Council pass the amendment that was agreed upon at the last meeting.

Councilperson Zeltt stated that he has issues with that amendment, stating that he has concerns with persons with disabilities.

A motion to table Ordinance 555 and schedule a future Workshop to discuss the amendments further was made by Councilperson Zeltt. The motion was seconded by Councilperson Zubaca and was unanimously passed.

Councilperson Zubaca suggested that Council defer discussion of the possibility of remote City Council meetings.

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.

Council President Souder stated that there are no potential amendments to Ordinance 556. Council President Souder briefly explained the purpose of Ordinance 556. She noted that expanding the Ordinance to the R-1 zone would require a separate Ordinance. Ms. Tantillo stated an ordinance would be prepared for the November meeting.

Councilperson Day stated Ordinance 556 simply allows anyone in the HR district to do what is already allowed in R-2 and R-3. He noted that there are guardrails already in place on what can and cannot be done as a Home Occupation; stating it is a very simple Ordinance. Council President Souder stated that the City Solicitor advised that if you work for yourself it is a Home Occupation, and if you work for a larger company but work remotely from home it is not a Home Occupation.

Councilperson Day clarified that if an individual is a consultant working from home, they are not in compliance with the current City Code.

Councilperson Mattaway stated he admires the Ordinance; adding that there are some things that Council should be mindful of the fact that parking is a real issue throughout the city. A recent development applied for and received a 20% reduction in parking. It is why some take issue with the Saturday Market, why some did not like the bike rack on Delaware Street, and why some are in favor of paid parking and some are not. He further stated that the population of New Castle is aging and the needs of an older population should be recognized.

Councilperson Mattaway stated that if the Ordinance goes forward he would like:

- A separate business application that allows the city to know how many Home Occupations there are and their location.
- A breakdown of all businesses in the city.
- Actual numbers to track and solicit feedback from business owners to know if the number of businesses are increasing or decreasing.
- To know if the city wants specific businesses and how to solicit them.

Council President Souder stated that the definition of Home Occupation specifies it “does not generate greater traffic volumes or increase traffic hazards that would typically be expected in a residential district.” She asked how a consultant working from who receives occasional clients different from a resident who has friends over for lunch or for a party. Council President Souder opined that failing to pass the Ordinance would not do anything to improve parking or traffic; nor would passing the Ordinance do anything to worsen parking or traffic.

Councilperson Mattaway clarified that he wanted to acknowledge the parking issue, and that it is something that the city should track and monitor. He opined that Council should consider that residents in some areas might request resident parking stickers, or if there is a new push toward paid parking. He also opined that there may be an increase in people requesting handicap parking stickers.

Council President Souder stated that the City and Council will monitor all of Councilperson Mattaway’s concerns.

Councilperson Zubaca stated that he does not see Home Occupations being an issue with parking because it is happening already and it is not creating issues. He suggested that Council may have to make the distinction between who is and who is not considered a Home Occupation. Ms. Tantillo stated that the City Solicitor advised that topic should be considered as a separate future issue.

Councilperson Zubaca questioned whether his wife’s business is a Home Occupation or not, reiterating his suggestion that more clarity is needed. Council President Souder opined that based on his explanation of her business, Mrs. Zubaca would be considered to be a Home Occupation; adding that it would meet the definition of Home Occupation that is allowable because she does not have clients that comes to the house.

A motion was made by Councilperson Day to approve Ordinance 556 as presented. The motion was seconded by Councilperson Zeltt and a roll-call vote was taken:

Council President Suzanne Souder – Yes

Councilperson Joseph Day – Yes

Councilperson Nermin Zubaca – Abstain

Councilperson Andrew Zeltt – Yes

Councilperson Brian Mattaway – Yes

The motion passed with four (4) in favor and one (1) abstaining.

Council agreed to defer discussion of remote City Council meetings to a future meeting.

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 President Souder read Ordinance 559. She stated that there will be a future Public Hearing discussion and vote on Ordinance 559.

Ms. Tantillo explained the next step would be for the Ordinance to go to the Planning Commission.

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 Souder read Resolution 2025-47. Ms. Tantillo stated that she spoke with the Flood Resilience Committee members regarding the current situation with grants, and it was agreed that they do not need to meet as often until other opportunities are available to pursue.

A motion was made by Councilperson Day to approve Resolution 2025-47 as presented. The motion was seconded by Councilperson Mattaway and was unanimously passed.

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 Souder read Resolution 2025-48.

A motion was made by Councilperson Day to approve Resolution 2025-48 as presented. The motion was seconded by Councilperson Zeltt 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 10:20 p.m.

Respectfully submitted,

Kathleen R. Weirich, City Stenographer

Next Regular Meeting Date: November 10, 2025

CITY OF NEW CASTLE

TREASURER'S REPORT - UNAUDITED

PERIOD ENDING: OCTOBER 31, 2025

Cash Account Name	Period Ending Balance	Prior Period	Change
TOTAL PETTY CASH ON HAND	1,100.00	1,100.00	0.00
GENERAL FUND	166,501.59	783,806.14	-617,304.55
PAYROLL CHECKING	2,322.63	2,322.63	0.00
MONEY MARKET RETENTION	10,920,716.44	10,684,917.69	235,798.75
TOTAL UNRESTRICTED FUNDS	11,090,640.66	11,472,146.46	-381,505.80
MUNICIPAL STREET AID SAVINGS	686,513.46	685,610.32	903.14
SEPARATION DAY ACCOUNT	393,857.20	79,760.49	314,096.71
MM SAVINGS/ FY18 BOND FUNDS	1,510,753.68	1,514,008.01	-3,254.33
SALLE/EIDE/POLICE GRANTS	7,327.15	18,266.49	-10,939.34
EMPLOYEE REDEMPTION FUND	154,404.10	154,404.10	0.00
CAPITAL RESERVE	125,000.00	125,000.00	0.00
COMPREHENSIVE PLAN FUND	10,000.00	10,000.00	0.00
SPECIAL PROJECTS & GRANTS FUND	35,000.00	35,000.00	0.00
TOTAL RESTRICTED FUNDS	2,922,855.59	2,622,049.41	300,806.18
TOTAL CASH IN ACCOUNTS	14,013,496.25	14,094,195.87	-80,699.62

Seperation Day Acct- \$314,026.08 ACH came into wrong account correction made in Nov

RECONCILIATION TO CASH

Monthly Cash Receipts	238,619.44
Monthly Expenditures	319,319.06
NET CHANGE:	-80,699.62

TRANSFERS BETWEEN GF CHECKING AND OTHER CITY ACCOUNTS:

DATE:	TRANSFER TO/FROM	AMOUNT	NOTES
10/1/25	TRANSFER TO GF CHECKING	2,097.65	FROM BOND FUNDS
10/1/25	TRANSFER TO PAYROLL	109,073.46	FROM RET MM
10/2/25	TRANSFER TO GF CHECKING	10,229.07	From GRANT
10/15/25	TRANSFER TO PAYROLL	121,424.51	FROM RET MM
10/22/25	TRANSFER TO RET MM	570,000.00	FROM GF CHECKING
10/28/25	TRANSFER TO PAYROLL	118,196.26	FROM RET MM



CITY OF NEW CASTLE
OCTOBER 2025
FY26 YTD BUDGET REPORT - 33%

Account ID	REVENUE Description	Budget	YTD Revenue	Excess/Deficit	%
10-0000-420-0001	Property Tax Current Year	\$4,645,765.00	\$4,317,908.26	(\$327,856.74)	93%
10-0000-420-0002	Tax Penalties	\$25,000.00	\$10,274.79	(\$14,725.21)	41%
10-0000-420-0003	Property Tax Transfers	\$450,000.00	\$241,421.29	(\$208,578.71)	54%
10-0000-420-0004	Delinquent Tax Collection	\$20,500.00	\$19,011.53	(\$1,488.47)	93%
10-0000-430-0001	Business Licenses	\$135,000.00	\$11,520.00	(\$123,480.00)	9%
10-0000-430-0002	Rental	\$51,000.00	\$1,200.00	(\$49,800.00)	2%
10-0000-430-0003	Building/HAC Applications	\$205,000.00	\$126,053.48	(\$78,946.52)	61%
10-0000-430-0004	Bldg Dept Penalties	\$1,000.00	\$615.00	(\$385.00)	62%
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	\$7,473.53	(\$17,526.47)	30%
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	\$4,051.00	(\$4,949.00)	45%
10-0000-440-0001	State Courts	\$30,000.00	\$11,748.57	(\$18,251.43)	39%
10-0000-440-0002	Towing/Storage Fees	\$15,000.00	\$5,375.00	(\$9,625.00)	36%
10-0000-450-0003	Impact Fees-Riverbend	\$40,000.00	\$60,000.00	\$20,000.00	150%
10-0000-450-0004	Accident Reports	\$5,000.00	\$1,825.00	(\$3,175.00)	37%
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	\$1,700.00	(\$2,300.00)	43%
10-0000-455-0001	Franchise Fees	\$80,000.00	\$0.00	(\$80,000.00)	0%
10-0000-470-0001	CCATT, Verizon	\$110,000.00	\$49,505.78	(\$60,494.22)	45%
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	\$64,457.12	(\$85,542.88)	43%
10-0000-480-0002	Insurance Reimbursement	\$0.00	\$0.00	\$0.00	0%
10-0000-480-0003	Misc Income Gen Fund	\$2,000.00	\$767.00	(\$1,233.00)	38%
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	\$38,486.03	(\$55,013.97)	41%
FINAL TOTALS		\$7,598,646.00	\$5,236,655.18	(\$2,361,990.82)	69%
REVENUE OVER/UNDER EXPENSE:				\$2,905,464.45	



CITY OF NEW CASTLE
OCTOBER 2025
FY26 YTD BUDGET REPORT - 33%

Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
PUBLIC SAFETY					
10-0101-001-6001	Salaries - PSAF	\$1,438,559.00	\$448,137.38	\$990,421.62	31%
10-0101-001-6002	Salaries Supervision - PSAF	\$359,241.00	\$124,054.69	\$235,186.31	35%
10-0101-001-6004	Salaries Civilian - PSAF	\$58,174.00	\$19,990.40	\$38,183.60	34%
10-0101-001-6005	Overtime/Contract Holiday - PSAF	\$165,000.00	\$40,197.83	\$124,802.17	24%
10-0101-001-6008	Vacation/Sick Sellback - PSAF	\$30,000.00	\$5,914.80	\$24,085.20	20%
10-0101-001-6010	FICA Expense - PSAF	\$156,900.00	\$51,303.65	\$105,596.35	33%
10-0101-001-6015	Health/Life/Dental Expense - PSAF	\$430,404.00	\$124,557.82	\$305,846.18	29%
10-0101-001-6020	Pension Plan - PSAF	\$276,454.00	\$88,606.36	\$187,847.64	32%
10-0101-001-6105	Prof Development & Travel - PSAF	\$5,000.00	(\$3,766.43)	\$8,766.43	-75%
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	\$1,292.28	\$1,707.72	43%
10-0101-001-6155	Maintenance Contracts - PSAF	\$21,000.00	\$8,524.79	\$12,475.21	41%
10-0101-001-6170	Office Supplies/Equipment - PSAF	\$5,500.00	\$2,029.37	\$3,470.63	37%
10-0101-001-6180	Postage - PSAF	\$500.00	\$125.82	\$374.18	25%
10-0101-001-6195	Phone Service - PSAF	\$12,520.00	\$3,079.15	\$9,440.85	25%
10-0101-001-7066	Security Cameras/Citywide - PSAF	\$4,170.00	\$2,174.92	\$1,995.08	52%
10-0101-001-7080	Body Cameras - PSAF	\$13,400.00	\$13,349.00	\$51.00	100%
10-0101-001-7120	Administrative Expense - PSAF	\$500.00	\$317.80	\$182.20	64%
10-0101-001-7200	Uniforms/Maintenance - PSAF	\$9,510.00	\$4,048.02	\$5,461.98	43%
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	\$2,354.08	\$5,027.92	32%
10-0101-001-8050	Bldg Repairs/Maint - PSAF	\$8,000.00	\$2,916.39	\$5,083.61	36%
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	\$4,884.41	\$17,115.59	22%
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	\$29,040.00	\$50,960.00	36%
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	\$7,808.68	\$2,191.32	78%
10-0101-002-7125	Motor Fuel - PSAF	\$45,000.00	\$7,643.39	\$37,356.61	17%
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	\$1,825.61	\$18,174.39	9%
10-0107-001-6198	Debt Service / Vehicles - PSAF	\$101,995.00	\$33,579.94	\$68,415.06	33%
10-0107-001-7350	Leased Color Copier - PSAF	\$3,990.00	\$1,278.52	\$2,711.48	32%
10-0107-004-7355	Capital Outlays/Equip & Vehicles - PSAFE	\$24,436.00	\$4,000.00	\$20,436.00	16%



CITY OF NEW CASTLE
OCTOBER 2025
FY26 YTD BUDGET REPORT - 33%

Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
PUBLIC SAFETY TOTALS		\$3,324,535.00	\$1,030,686.11	\$2,293,848.89	31%
PUBLIC SERVICES					
10-0200-001-6001	Salaries Supervision - PSERV	\$154,800.00	\$53,461.34	\$101,338.66	35%
10-0200-001-6003	Salaries Bldg Code Enforcement - PSERV	\$112,818.00	\$19,730.41	\$93,087.59	17%
10-0200-001-6005	Overtime - PSERV	\$22,000.00	\$4,214.08	\$17,785.92	19%
10-0200-001-6006	Salaries - PSERV	\$485,254.00	\$153,230.48	\$332,023.52	32%
10-0200-001-6008	Vacation & Sick Sellback - PSERV	\$10,000.00	\$2,453.40	\$7,546.60	25%
10-0200-001-6010	FICA - PSERV	\$58,745.00	\$16,697.58	\$42,047.42	28%
10-0200-001-6015	Health/Life/Dental Expense - PSERV	\$256,401.00	\$79,313.59	\$177,087.41	31%
10-0200-001-6020	Pension Plan - PSERV	\$41,538.00	\$12,661.40	\$28,876.60	30%
10-0200-001-6105	Professional Dev & Travel - PSERV	\$10,000.00	\$3,588.39	\$6,411.61	36%
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	\$1,599.12	\$6,900.88	19%
10-0200-001-6180	Postage - PSERV	\$1,600.00	\$174.99	\$1,425.01	11%
10-0200-001-6195	Phone Service - PSERV	\$7,331.00	\$1,987.60	\$5,343.40	27%
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	\$248.00	\$2,752.00	8%
10-0200-001-8030	Janitorial Services - PSERV	\$2,217.00	\$728.00	\$1,489.00	33%
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	\$16,105.39	\$31,894.61	34%
10-0200-003-7085	Fuel & Lubricants - PSERV	\$40,000.00	\$8,233.07	\$31,766.93	21%
10-0200-003-7105	Landfill Fees/Recycle - PSERV	\$145,000.00	\$37,972.20	\$107,027.80	26%
10-0200-003-7106	Yard Waste - PSERV	\$18,500.00	\$6,080.90	\$12,419.10	33%
10-0200-003-7155	Safety Equipment/Signs/Markings - PSERV	\$5,150.00	\$455.71	\$4,694.29	9%
10-0200-003-7170	Small Tools/Equip Repairs/Maint. - PSERV	\$4,000.00	\$689.87	\$3,310.13	17%
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	\$7,026.87	\$47,973.13	13%
10-0200-003-7200	Uniforms/Maintenance - PSERV	\$10,000.00	\$2,787.33	\$7,212.67	28%
10-0200-003-8095	Special Event Overtime - PSERV	\$3,500.00	\$1,211.42	\$2,288.58	35%
10-0200-003-8105	Street Materials - PSERV	\$8,000.00	\$246.49	\$7,753.51	3%



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Account ID	EXPENSE Description	Budget	YTD 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%
PW PARKS & PUBLIC PROPERTY					
10-0204-003-7060	Equipment - PARKS	\$107,261.00	\$247.99	\$107,013.01	0%
10-0204-003-7061	Pruning/Planting Trees - ROW/PARKS	\$40,000.00	\$7,259.35	\$32,740.65	18%
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	\$53,292.32	\$61,707.68	46%
10-0204-003-7432	Dog Park - PARKS	\$25,000.00	\$311.51	\$24,688.49	1%
CAPITAL OUTLAY - PSERV					
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	\$55,067.99	\$50,616.01	52%
10-0205-004-7534	Debt Service / Road Repair -GO Bond 2018	\$225,000.00	\$75,000.00	\$150,000.00	33%
10-0205-004-7536	Storm Drainage/MS4 - PSERV	\$130,000.00	\$5,518.80	\$124,481.20	4%
10-0205-004-7540	Capital Improvement/Road Repairs - PSERV	\$54,700.00	\$0.00	\$54,700.00	0%
PUBLIC SERVICES TOTALS		\$2,431,174.00	\$638,251.81	\$1,792,922.19	26%
MAYOR AND COUNCIL					
10-0301-001-6001	Salaries - M&C	\$20,100.00	\$6,957.90	\$13,142.10	35%
10-0301-001-6010	FICA Expense - M&C	\$1,540.00	\$532.26	\$1,007.74	35%
10-0301-001-6101	Advertising - M&C	\$15,500.00	\$7,070.00	\$8,430.00	46%
10-0301-001-6105	Prof Development - M&C	\$600.00	\$40.00	\$560.00	7%
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	\$250.70	\$39,749.30	1%
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	\$3,780.18	\$3,219.82	54%
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	\$3,904.08	\$12,539.92	24%
10-0301-003-7042	Fees to Good Will Riverbend - M&C	\$6,000.00	\$3,500.00	\$2,500.00	58%
CITY CLERK / CITY TREASURER					



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Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
10-0302-001-6001	Salaries - CLERK/TREAS	\$2,260.00	\$726.93	\$1,533.07	32%
10-0302-001-6010	FICA Expense - CLERK/TREAS	\$160.00	\$55.62	\$104.38	35%
FINANCE					
10-0303-003-7090	FY Audit - FIN	\$45,000.00	\$0.00	\$45,000.00	0%
ADMINISTRATION					
10-0304-001-6001	Salaries - ADMIN	\$389,533.00	\$134,830.62	\$254,702.38	35%
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	\$9,896.51	\$19,903.49	33%
10-0304-001-6015	Health/Life/Dental Expense - ADMIN	\$96,831.00	\$29,320.24	\$67,510.76	30%
10-0304-001-6020	Pension Plan - ADMIN	\$21,347.00	\$7,367.55	\$13,979.45	35%
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	(\$1,656.59)	\$5,656.59	-41%
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	\$4,087.90	\$55,912.10	7%
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	\$1,542.93	\$3,457.07	31%
10-0304-001-6180	Postage - ADMIN	\$3,500.00	\$822.40	\$2,677.60	23%
10-0304-001-6195	Telephone/Internet Service - ADMIN	\$5,052.00	\$1,477.60	\$3,574.40	29%
10-0304-001-7120	Administrative Expense - ADMIN	\$5,500.00	\$683.44	\$4,816.56	12%
10-0304-001-8020	Medical Testing - ADMIN	\$250.00	\$0.00	\$250.00	0%
10-0304-001-8030	Janitorial Services - ADMIN	\$1,377.00	\$452.00	\$925.00	33%
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	\$398.92	\$551.08	42%
10-0304-001-8070	Building Heat - ADMIN	\$5,500.00	\$1,494.95	\$4,005.05	27%
10-0304-002-7085	Fuel & Oil - ADMIN	\$3,500.00	\$882.85	\$2,617.15	25%
10-0304-003-6122	Software Support - ADMIN	\$38,291.00	\$23,287.20	\$15,003.80	61%
10-0304-004-7350	Lease Copier ADMIN	\$3,313.00	\$1,086.08	\$2,226.92	33%
10-0304-005-7000	Special Projects & Grants	\$35,000.00	\$35,000.00	\$0.00	100%
HUMAN RESOURCES					
10-0308-001-6101	Advertising- HR	\$1,000.00	\$112.77	\$887.23	11%
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	\$495.00	\$9,505.00	5%



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Account ID	EXPENSE Description	Budget	YTD 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%
BOARD OF ADJUSTMENT					
10-0801-001-6101	Advertising - BOA	\$1,000.00	\$240.00	\$760.00	24%
10-0801-001-6105	Professional Fees - BOA	\$6,000.00	\$4,146.84	\$1,853.16	69%
BUILDING MAINTENANCE					
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%
INSURANCE					
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	\$121.49	\$10,878.51	1%
PROFESSIONAL/CONTRACTUAL SERVICES					
10-1002-001-8011	City Engineer - CONT	\$40,000.00	\$9,138.33	\$30,861.67	23%
10-1002-001-8025	City Solicitor - CONT	\$125,000.00	\$47,067.65	\$77,932.35	38%
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%
PLANNING COMMISSION					
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	\$12,694.43	\$27,305.57	32%
10-1102-003-7004	Comprehensive Plan Update - PC	\$14,000.00	\$10,000.00	\$4,000.00	71%
HISTORIC AREA COMMISSION					
10-1103-003-6105	Prof Development - HAC	\$200.00	\$0.00	\$200.00	0%
10-1103-003-6140	Historic Preservation	\$7,000.00	\$869.00	\$6,131.00	12%
10-1103-003-6162	Architect - HAC	\$25,000.00	\$9,152.50	\$15,847.50	37%
10-1103-003-6190	Meeting Security	\$3,000.00	\$672.15	\$2,327.85	22%
BOARD OF HEALTH					
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%



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Account ID	EXPENSE Description	Budget	YTD Expended	Balance	% Used
10-1109-001-6170	Supplies - BOH	\$250.00	\$266.21	(\$16.21)	106%
10-1109-001-6180	Postage - BOH	\$1,000.00	\$971.49	\$28.51	97%
10-1109-001-7080	Meeting Security - BOH	\$840.00	\$962.84	(\$122.84)	115%
LONG TERM RESERVES					
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%
ADMINISTRATION TOTALS		\$1,842,937.00	\$662,252.81	\$1,180,684.19	36%
FINAL TOTALS		\$7,598,646.00	\$2,331,190.73	\$5,267,455.27	



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Account ID	Description	Budget	YTD	Balance
MUNICIPAL STREET AID FUND 20				
Revenue:				
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)
Expense:				
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
COMMUNITY TRANSPORTATION FUND 23				
Revenue:				
23-0000-500-0000	CTF 24-P-PROG-67 GoodWill Fire Co.	\$5,697.00	\$0.00	\$5,697.00
Expense:				
23-0205-004-7540	CTF 24-P-PROG-67 GoodWill Fire Co.	\$5,697.00	\$0.00	\$5,697.00
DNREC FY22 BOND FUND 24				
Revenue:				
24-0000-500-0000	DNREC (FY22 Bond) Cap Improv/Trans Trust	\$80,000.00	\$0.00	\$80,000.00
Expense:				
24-0205-001-8015	DNREC (FY22 BOND) / Floating Pier	\$80,000.00	\$0.00	\$80,000.00
COMMUNITY TRANSPORTATION FUND 25				
Revenue:				
25-0000-500-0000	CTF P-PROG-01 (Road Repairs)	\$65,000.00	\$0.00	\$65,000.00
Expense:				
25-0207-001-8120	CTF P-PROG-01 (Road Repairs)	\$65,000.00	\$0.00	\$65,000.00
CRF FY25 BOND FUND 26				
Revenue:				
26-0000-500-0000	CRF (FY25 BOND) Roads /Playground /PSAF	\$1,233,589.23	\$175,711.14	\$1,057,878.09
Expense:				
26-0205-001-7540	CRF (FY25 Bond) Road Repair	\$855,694.23	\$175,711.14	\$679,983.09
26-0205-001-7541	CRF (FY25 Bond) Battery Park Playground	\$375,000.00	\$0.00	\$375,000.00
CRF FY23 BOND FUND 27				
Revenue:				
27-0000-500-0000	CRF (FY23 BOND) \$605,654	\$88,206.95	\$40,043.25	\$48,163.70
Expense:				
27-0205-001-7542	CRF (FY23 BOND) City Wide Cameras	\$28,428.98	\$0.00	\$28,428.98



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Account ID	Description	Budget	YTD	Balance
27-0205-001-8015	CRF (FY23 BOND) Floating Pier	\$59,777.97	\$40,043.25	\$19,734.72
CRF FY24 BOND FUND 28				
Revenue:				
28-0000-500-0000	CRF (FY24 BOND) \$765,000	\$598,015.43	\$129,933.57	\$468,081.86
Expense:				
28-0205-001-7540	CRF (FY24 BOND) Misc Capital Projects	\$598,015.43	\$129,933.57	\$468,081.86
CRF FY26 BOND FUND 29				
Revenue:				
29-0000-500-0000	CRF (FY26 BOND) \$305,600	\$305,600.00	\$0.00	\$305,600.00
Expense:				
29-0205-001-7540	CRF (FY26 BOND) ADMIN BLD RENOVATIONS	\$150,000.00	\$0.00	\$150,000.00
29-0205-001-7541	CRF (FY26 BOND) DIKE RAISING FEASIBILITY	\$100,000.00	\$0.00	\$100,000.00
29-0205-001-7542	CRF (FY26 BOND) POLICE BLD RENOVATIONS	\$55,600.00	\$0.00	\$55,600.00
DNREC FY25 TEDI FUND 37				
Revenue:				
37-0000-500-0000	DNREC FY25 TEDI	\$6,681.00	\$0.00	\$6,681.00
Expense:				
37-0205-004-7536	DNREC FY25 TEDI	\$6,681.00	\$360.00	\$6,321.00
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 FY25 CYBERSECURITY GRANT	\$6,764.90	\$2,835.01	\$3,929.89
Expense:				
42-0205-004-7536	DEMA FY25 CYCBERSECURITY GRANT	\$6,764.90	\$2,835.01	\$3,929.89



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Account ID	Description	Budget	YTD	Balance
CJC FUND 80				
Revenue:				
80-0000-500-0000	CJC - 2023-AR-P/T-3188 Grant	\$215,738.36	\$39,762.30	\$175,976.06
Expense:				
80-0101-001-7060	CJC/ 2023-AR-P/T-3188	\$215,738.36	\$39,762.30	\$175,976.06
SALLE GRANT FUND 84				
Revenue:				
84-0000-500-0000	SALLE Grant	\$6,000.00	\$3,090.05	\$2,909.95
Expense:				
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
84-0104-001-7060	Equipment/Rental - SALLE	\$5,500.00	\$3,422.07	\$2,077.93
HIGHWAY SAFETY GRANT FUND 85				
Revenue:				
85-0000-500-0000	Highway Safety Grants	\$8,000.00	\$14,030.00	(\$6,030.00)
Expense:				
85-0102-001-6005	Overtime - Hightway Safety	\$8,000.00	\$4,317.68	\$3,682.32
85-0102-001-7060	Equipment - Highway Safety	\$0.00	\$0.00	\$0.00
EIDE GRANT FUND 88				
Revenue:				
88-0000-500-0000	EIDE Grant	\$4,746.00	\$975.00	\$3,771.00
Expense:				
88-0103-001-6005	Overtime - EIDE	\$4,746.00	\$975.00	\$3,771.00
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
DPS / VIOLENT CRIME GRANT FUND 89				
Revenue:				
89-0000-500-0000	FCVC GRANT / V-67-25	\$24,893.60	\$22,341.02	\$2,552.58
Expense:				
89-0101-001-6005	Overtime / V-67-25	\$24,893.60	\$2,400.00	\$22,493.60
89-0101-001-7060	Equipment/Training - V-67-25	\$0.00	\$19,941.02	(\$19,941.02)
GIA/SEPARATION DAY GRANT FUND 95				



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Account ID	Description	Budget	YTD	Balance
Revenue:				
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)
Expense:				
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
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

October 2025

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

Number of Building Permits Issued.....	61
Estimated Cost of Work.....	\$2,384,793.03
Fees Collected.....	\$73,586.06
Inspections Performed (by type)	
Site/Footing/Masonry.....	42
Framing/Structural.....	20
Plumbing/HVAC.....	18
Final/Certificates of Occupancy.....	3

cc: Building Report File
City Council

TO: Antonina Tantillo, City Administrator

**FROM: Jeff Bergstrom,
Building Official**

DATE: November 5, 2025

RE: October 2025 Activity



Sixty-one building permit applications were processed in October for approximately \$2,384,793.03 worth of construction, and \$73,586.06 in fees were collected.

Twenty-eight 2025 business licenses were processed, resulting in fees of \$3.315.

Three Certificates of Occupancy were issued, following required inspections, resulting in fees of \$300.00.

Meetings attended included the Historic Area Commission on the 9th and the 21st, and the City Council on the 14th.

The department made about 143 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.

OCTOBER 2025 BUSINESS LICENSES

License No.	Business Name	Business Location	Paid Amount
25000819	FLETCHER PLUMBING AND HVAC	18 MYRTLE ST SMYRNA DE	360.00
25000820	STAK METALS LLC	122 SANDY DR STE D NEWARK DE	90.00
25000821	DI MONDI STORAGE	PO BOX 72 NEW CASTLE DE	50.00
25000822	NOBLE MECHANICAL CONST. INC	207 EAST AVE NEW CASTLE DE	50.00
25000823	BRISTOL PLUMBING	200 LEEDS RD ELKTON MD	50.00
25000824	STRANGEE/SS FENCING	514 BERGENIA LOOP BEAR DE	50.00
25000825	A44 GENERAL CONTRACTOR	505 MARYLAND AVE WILMINGTON DE	50.00
25000826	ROARING REMODELING LLC	602 DELAWARE AVE ELKTON MD	90.00
25000827	BORSELLO COMPANIES INC	PO BOX 1598 HOCKESSIN DE	360.00
25000828	GATES EXTERIORS	273 RED MILL RD NEWARK DE	50.00
25000829	CUSTOM STORAGE SOLUTIONS INC	60 THREE TUN RD STE 1 MALVERN PA	360.00
25000830	F L GIANNONE JR ELEC CONTR	134 REGISTER DR NEWARK DE	50.00
25000831	ROGER RULLO BRICKPOINTING	915 WATERLILLY LN MIDDLETOWN DE	50.00
25000832	DELAWARE VALLEY PAVING	330 PAWLINGS RD PHOENIXVILLE	360.00
25000833	PRIORITY PLUMBING AND DRAIN	39 HERNERT DR NEW CASTLE DE	50.00
25000834	BRANDYWINE REALTY MANAGEMENT	3200 LANCASTER AVE WILMINGTON DE	90.00
25000835	THE BLACK HERON	222 DELAWARE ST NEW CASTLE DE	50.00
25000836	FLOORING MIRICLE INC	2510 EBRIGHT RD WILMINTON DE	50.00
25000837	DURACLEAN SERVICES LLC	14 NEWPORT DR FOREST HILL MD	50.00
25000838	CMI SOLAR & ELECTRIC INC	83 A ALBE DR NEWARK DE	210.00
25000839	EINSTEIN'S DESIGNS	114 W 5TH ST NEW CASTLE DE	95.00
25000840	OPEN BOOK CONSTRUCTION LLC	255 TURKEY PIT RD OXFORD PA	90.00
25000841	TIA ERICA'S	59 LAKEVIEW CT WILMINGTON DE	50.00
25000842	MICHAEL C KREPS ELECTRICAL CONTR	907 DEVON DR NEWARK DE	50.00
25000843	FRENCH POUPEE CUISINE INC	106 HIDDEN BROOK BLVD DOVER DE	50.00
25000844	DONE RIGHT TODAY	19 GERMAY DR WILMINGTON DE	360.00
25000845	HARMONY ST YOGA	54 E 4TH ST NEW CASTLE DE	50.00
25000847	SIGNARAMA	955 A S CHAPEL ST NEWARK DE	50.00
Total 28			\$3,315.00

OCTOBER 2025 RENTAL LICENSES

License No.	Rental Housing License	Property Location	Paid Amount
	NO RENTAL LICENSES FOR OCTOBER		
Total 0			\$0.00

OCTOBER 2025 BUILDING PERMITS

Permit No.	Owner Name	Property Location	Work Type	Zone	HDFee	DDD	Date	Cost	Paid Amount
26479	JEANNE-MARIE CAMAC TRUSTEE	23 W 3RD ST	REPAIR REPLACE	HR	50	DDD	10/2/25	6,010.00	290.15
26480	KATHLEEN CURRAN & PATRICK PINNELL	105 THE STRAND	NEW BUILDING	HR			10/3/25	17,000.00	405.00
26481	JEAN & SHEILA SKILLING	20 HEWLETT AVE	REPAIR REPLACE	R1			10/3/25	29,189.00	587.84
26482	JONATHAN JUSTICE & MELISSA PAVONE	158 E 2ND ST	REPAIR REPLACE	HR			10/3/25	17,403.00	411.05
26483	ULTRACHEM INC	900 CENTERPOINT BLVD	ALTERATION	I			10/3/25	89,760.00	1,496.40
26484	LINDA ELIZABETH ELSDON	515 DELAWARE ST	REPAIR REPLACE	R2	50	DDD	10/8/25	26,000.00	540.00
26485	SHARLENE OYAGI	900 WASHINGTON ST	FENCE	R3	50		10/8/25	18,352.00	475.28
26486	CHRISTOPHER MCCrackEN	114 HARMONY ST	REPAIR REPLACE	HR	50		10/28/25	85,047.00	1,475.71
26487	DONALD & KRISTEN BOWDOIN	109 THE STRAND	NEW BUILDING	HR	50		10/8/25	31,658.00	674.87
26488	CHRISTOPHER MCCrackEN	114 HARMONY ST	REPAIR REPLACE	HR	50		10/9/25	3,987.00	259.81
26489	CHRISTOPHER MCCrackEN	114 HARMONY ST	ALTERATION	HR	50		10/21/25	3,318.00	249.77
26490	JOSEPH NICOTRA	148 CASIMIR DR	FENCE	R1			10/10/25	2,500.00	187.50
26491	ENNIO DIALESSANDRO	604 CHERRY ST	REPAIR REPLACE	R2	50	DDD	10/16/25	2,240.00	233.60
26492	ENNIO DIALESSANDRO	606 CHERRY ST	REPAIR REPLACE	R2	50	DDD	10/16/25	2,240.00	233.60
26493	JEAN & SHEILA SKILLING	20 HEWLETT AVE	REPAIR REPLACE	R1			10/10/25	7,120.00	257.00
26494	JUDY PANZARELLA	21 W 3RD ST	REPAIR REPLACE	HR	50	DDD	10/14/25	5,299.00	279.49
26495	ADVANCED DIRECTIVE INC	110 E 3RD ST	REPAIR REPLACE	HR	50		10/14/25	4,497.00	267.46
26496	ADVANCED DIRECTIVE INC	110 E 3RD ST	REPAIR REPLACE	HR	50		10/23/25	750.00	100.00
26497	RODERICK GILLESPIE	24 W 4TH ST	REPAIR REPLACE	HR	50	DDD	10/14/25	3,650.00	254.75
26498	ARTHUR & SCOFIE PLAGGE	601 W 11TH ST	REPAIR REPLACE	R3			10/15/25	2,000.00	180.00
26499	DEASCANIS HOMES INC	3 BUTTONWOOD AVE	NEW BUILDING	RC			10/15/25	14,850.00	50.00
26500	TRUSTEES OF NEW CASTLE COMMONS	101 N DUPONT HWY	SIGN	GC			10/15/25	20,000.00	450.00
26501	GAIL & KEVIN WADE	137 E 3RD ST	REPAIR REPLACE	HR	50		10/16/25	2,000.00	230.00
26502	SHAJEE & DENNEICE MUHAMMAD	245 N HERON CIR	ALTERATION	R3			10/16/25	4,000.00	210.00
26503	CHRISTOPHER MCCrackEN	114 HARMONY ST	REPAIR REPLACE	HR			10/20/25	17,631.00	414.47
26504	FRANCES ROBINSON	8 HEWLETT AVE	ALTERATION	R1			10/23/25	22,900.00	493.50
26505	TRICORNER - GEMCRAFT HOMES	514 ARROWGRASS LN	ALTERATION	R3			10/23/25	2,500.00	187.50
26506	TRUSTEES OF NEW CASTLE COMMONS	101 N DUPONT HWY	REPAIR REPLACE	GC			10/23/25	35,000.00	675.00
26507	HOLLY HEILNER	57 W 5TH ST	REPAIR REPLACE	HR		DDD	10/23/25	7,500.00	262.50
26508	TIMOTHY & YVONNE SCULLY	120 DELAWARE ST	REPAIR REPLACE	HC	50	DDD	10/29/25	10,428.00	356.42
26509	M & T	210 DELAWARE ST	REPAIR REPLACE	HC	50	DDD	10/29/25	7,500.00	312.50
26510	ANNA BURNS	406 DELAWARE ST	REPAIR REPLACE	HC	50	DDD	10/23/25	1,000.00	100.00
26511	ROLANDO OLIVAS SAUNDERS	114 E 3RD ST	REPAIR REPLACE	HR			10/23/25	1,585.00	173.78
26512	JOHN WIPF	109 BRYLGON AVE	REPAIR REPLACE	R1			10/27/25	5,132.00	453.96
26513	ADVANCED DIRECTIVE INC	110 E 3RD ST	ALTERATION	HR			10/27/25	7,986.00	269.79
26514	RANDY ROBERTS	121 STUYVESANT AVE	ALTERATION	R1			10/27/25	8,313.00	274.69
26515	TPG AG EHC III (LEN) MULTI S	554 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26516	TPG AG EHC III (LEN) MULTI S	556 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26517	TPG AG EHC III (LEN) MULTI S	557 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26518	TPG AG EHC III (LEN) MULTI S	558 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26519	TPG AG EHC III (LEN) MULTI S	559 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26520	TPG AG EHC III (LEN) MULTI S	560 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26521	TPG AG EHC III (LEN) MULTI S	561 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26522	TPG AG EHC III (LEN) MULTI S	562 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26523	TPG AG EHC III (LEN) MULTI S	563 ARROWGRASS LN	NEW BUILDING	R3			10/27/25	128,547.00	5,178.20
26524	STRANLEY & LISA LEWANDOWSKI	4 STUYVESANT AVE	REPAIR REPLACE	R1			10/28/25	8,140.00	272.10
26525	TRUSTEES OF NEW CASTLE COMMONS	101 N DUPONT HWY	REPAIR REPLACE	GC			10/28/25	50,000.00	900.00
26526	TRUSTEES OF NEW CASTLE COMMONS	148 SUNSET BLVD	REPAIR REPLACE	GC			10/28/25	500,000.00	7,650.00
26527	CHRISTOPHER SANTORE	2 CASIMIR CT	REPAIR REPLACE	R1			10/28/25	27,476.00	562.14
26528	PATRICIA & THOMAS MORAN	520 HARMONY ST	REPAIR REPLACE	R2			10/28/25	10,350.00	305.25
26529	SALEM HVAC	9 ARBUTUS AVE	DEMO	RC			10/28/25	1,500.00	172.50
26530	MARY TRAVAGLINE	308 E 14TH ST	REPAIR REPLACE	R1			10/29/25	892.00	50.00
26531	CHRISTOPHER MCCrackEN	114 HARMONY ST	REPAIR REPLACE	HR			10/29/25	12,240.00	333.60
26532	CHRISTOPHER MCCrackEN	114 HARMONY ST	REPAIR REPLACE	HR			10/29/25	18,633.01	429.49
26533	JOSEPH F GRAHAM JR	610 U 18 W 11TH ST	REPAIR REPLACE	R3			10/29/25	18,668.00	430.02
26534	CHRISTOPHER MCCrackEN	114 HARMONY ST	ALTERATION	HR			10/29/25	15,824.00	387.36
26535	KEVIN & GAIL WADE	137 E 3RD ST	REPAIR REPLACE	HR			10/29/25	3,295.02	199.42
26536	JENNELLE ZEE MAKENA	734 W 11TH ST	REPAIR REPLACE	R1			10/29/25	8,795.00	281.92
26537	SHAYLE MORGAN	5 STUYVESANT AVE	REPAIR REPLACE	R1			10/30/25	600.00	50.00
26538	CHRISTOPHER MCCrackEN	114 HARMONY ST	ALTERATION	HR	50		10/30/25	4,553.00	268.29
26539	DAVID LEVIN	134 CASIMIR DR	REPAIR REPLACE	R1			10/31/25	20,559.00	916.78
Total 61								\$2,384,793.03	\$73,586.08

TO: Antonina Tantillo, City Administrator
FROM: Milt Draper,
Housing Code Official
DATE: November 6, 2025
RE: October 2025 Activity



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

ELEVEN of properties became subject to fees totaling \$3,200.

11 PROPERTIES THROUGHOUT THE CITY WERE CITED IN OCOTOBER 2025 FOR VARIOUS QUALITIES OF LIFE ISSUES:

- (2) STORING AN Inoperable MOTOR VEHICLE IN RESIDENTAL ZONE
- (2) STORAGE OF HOUSEHOLD ITEMS IN RESIDENTAL ZONE.
- (9) WORKING IN THE CITY WITHOUT A LICENSE AND OR A BUILDING PERMIT.
- (2) MAINTAINING A RENTAL PROPERTY WITHOUT A RENTAL BUSINESS LICENSE.
- (32) 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.



NEW CASTLE CITY POLICE DEPARTMENT
MONTHLY REPORT

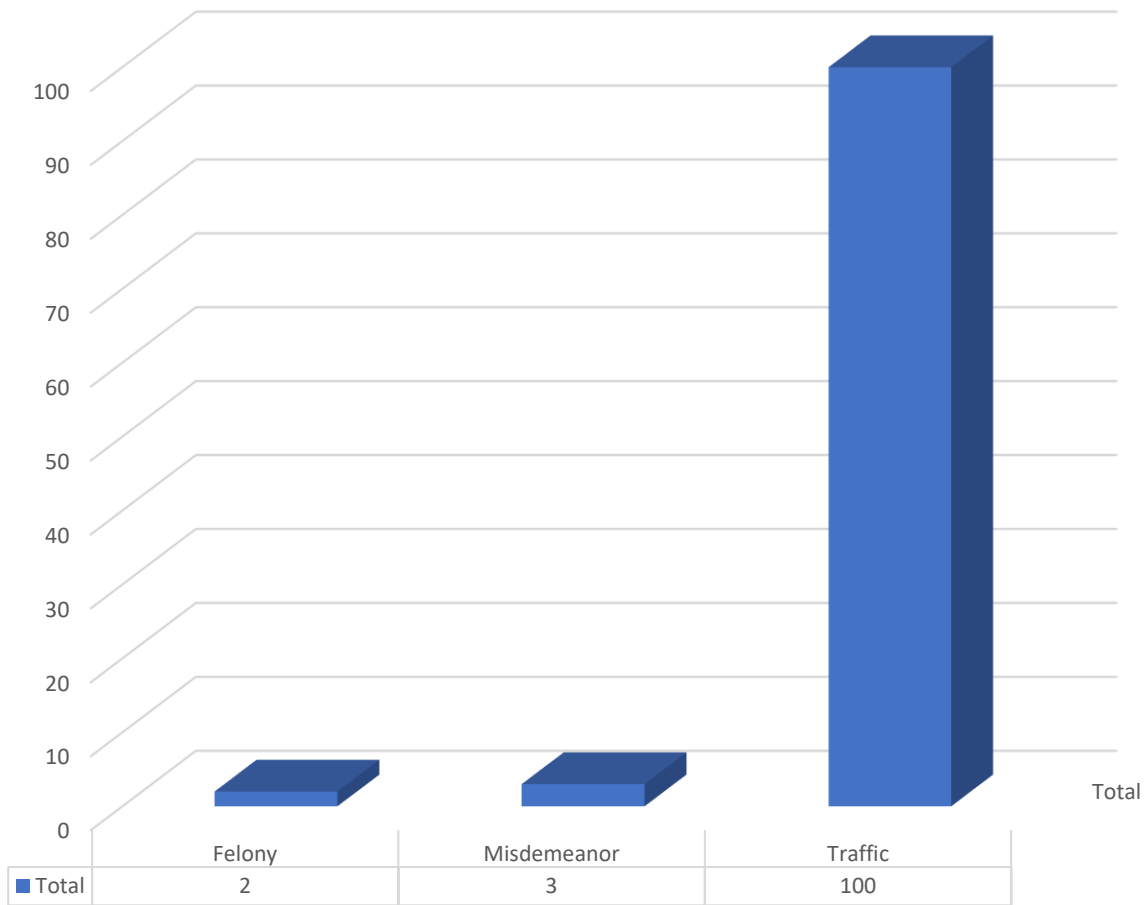
November 11th, 2025

City Council Report
For October 2025

NEW CASTLE CITY POLICE DEPARTMENT MONTHLY REPORT

Total Complaints	Total Dispatched Calls	Crime Reports Written	Field Service Reports
463	225	74	155
Overdose/NARCAN	DUI	Shooting Outside City	Shooting Inside City
0/0	3	0	0

October Enforcement Data

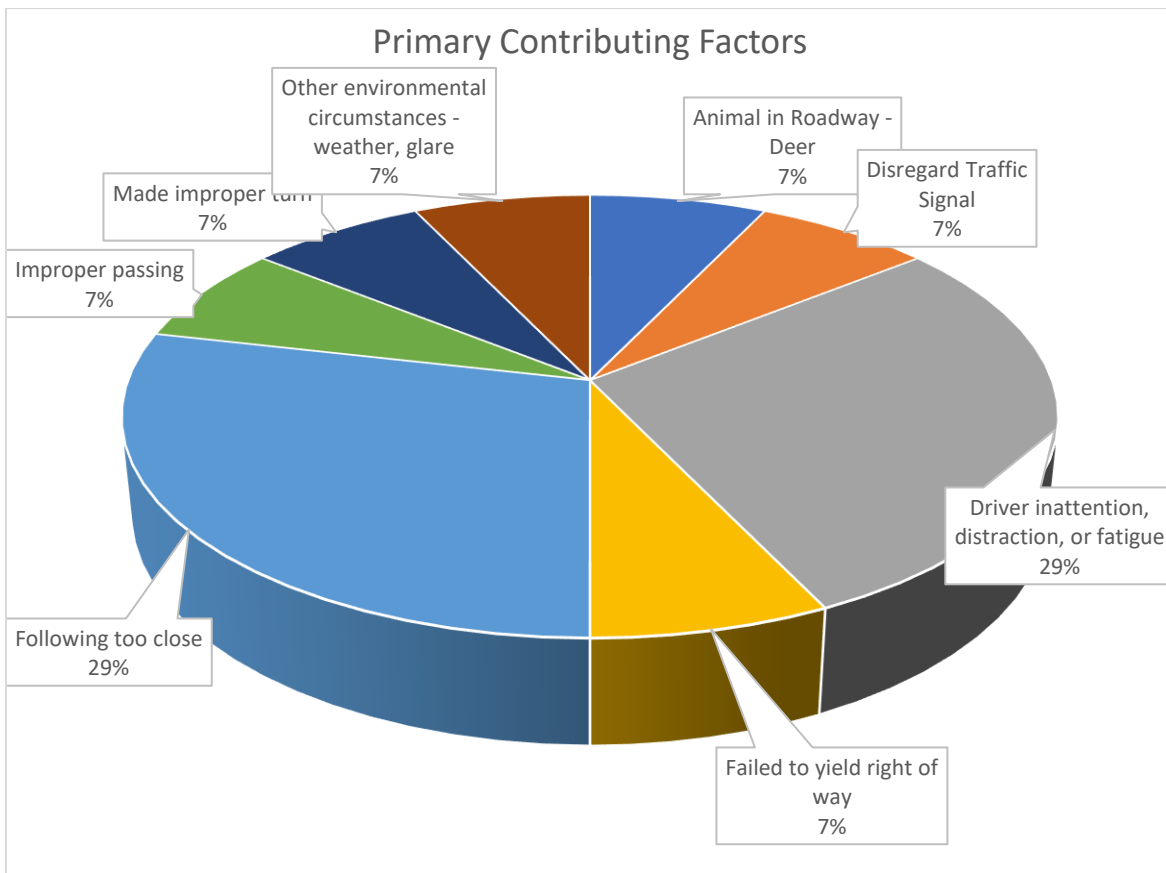
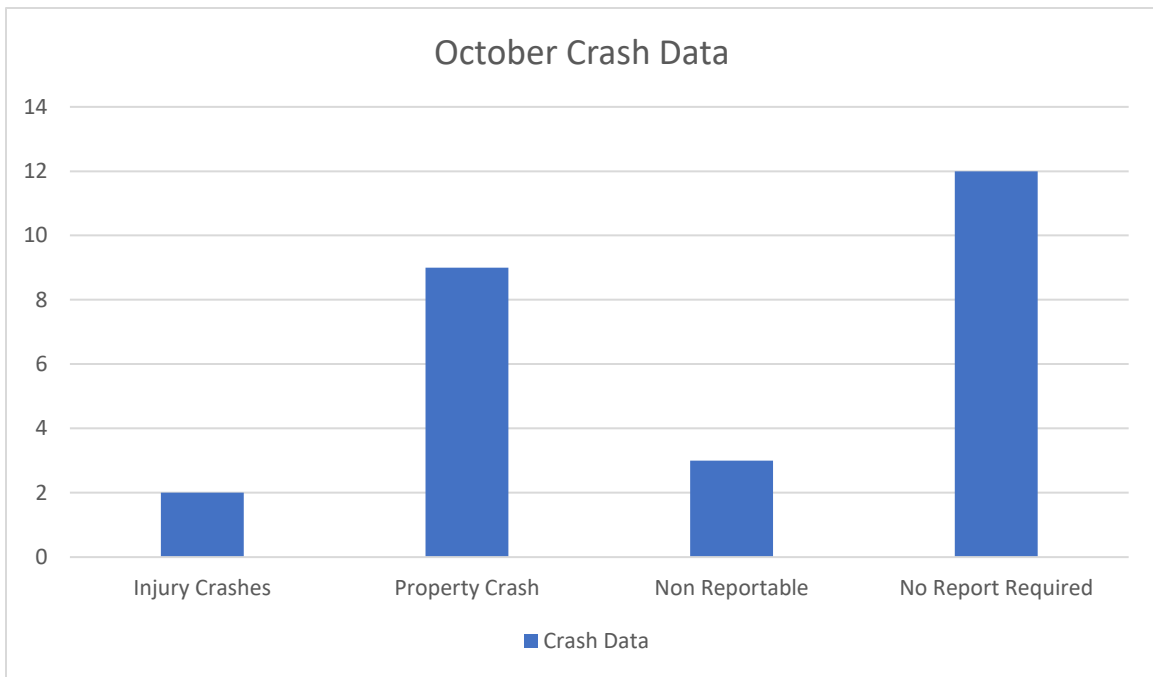


October 2025 YTD Crime Statistics

Crime	2025	2024
Kidnap	<u>1</u>	<u>2</u>
Rape	<u>5</u>	<u>3</u>
Robbery	<u>0</u>	<u>0</u>
Assault/Aggravated	<u>12</u>	<u>13</u>
Burglary	<u>6</u>	<u>9</u>
Theft	<u>156</u>	<u>197</u>
Theft/Auto	<u>10</u>	<u>10</u>
All Other	<u>4</u>	<u>11</u>
	194	245

Crime	2025	2024
Other Assaults	<u>50</u>	<u>84</u>
Rec. Stolen Property	<u>1</u>	<u>0</u>
Criminal Mischief	<u>47</u>	<u>66</u>
Weapons	<u>6</u>	<u>12</u>
Other Sex Offenses	<u>5</u>	<u>3</u>
Drugs	<u>23</u>	<u>43</u>
Noise/Disorderly Premise	<u>92</u>	<u>53</u>
Trespass	<u>14</u>	<u>39</u>
Disorderly Conduct	<u>2</u>	<u>4</u>
Other	<u>1,001</u>	<u>1,054</u>
	1241	1358

Crime	2025	2024
Alarm	<u>308</u>	<u>302</u>
Animal Control	<u>8</u>	<u>20</u>
Recovered Property	<u>13</u>	<u>21</u>
Service	<u>640</u>	<u>688</u>
Suspicious Per/Veh	<u>148</u>	<u>192</u>
	1117	1223
	2552	2826



October 2025

Quality of Life Calls

Location / Incident Type	Total Count
Airport Plaza Shopping Ctr	12
Disorderly person	3
Harassment - Just Occurred	1
Indecent Exposure	1
Person with Weapon	1
Suspicious person	3
Terroristic Threatening Weapons	1
Theft - In Progress	1
Theft - Just Occurred	1
Buttonwood	2
Drunk/Intoxication	1
Harassment - In Progress	1
Center Point Industrial Park	3
Suspicious vehicle	1
Terror. Threatening-In Progress	1
Theft - In Progress	1
New Castle /Shawtown	21
Barking Dog	1
Criminal Mischief - In Progress	1
Disorderly person	3
Gun Violation	2
Harassment - Just Occurred	1
Loud Music/Party	3
Noise Complaint	1
Shots fired	1
Suspicious person	1
Suspicious vehicle	3
Traffic Violation	3
Trespass - In Progress	1
Penn Valley	1
Suspicious person	1
South River Shop Plaza	1
Harassment - Just Occurred	1
Twin Spans Industrial Park	1
Disorderly person	1
Van Dyke Village	3
Suspicious person	2
Suspicious vehicle	1

NEW CASTLE CITY POLICE DEPARTMENT MONTHLY REPORT

Washington Park	2
Criminal Mischief - In Progress	1
Fireworks	1
Washington Square	1
Barking Dog	1
William Penn Square Townhouses	1
Gun Violation	1
Grand Total	48

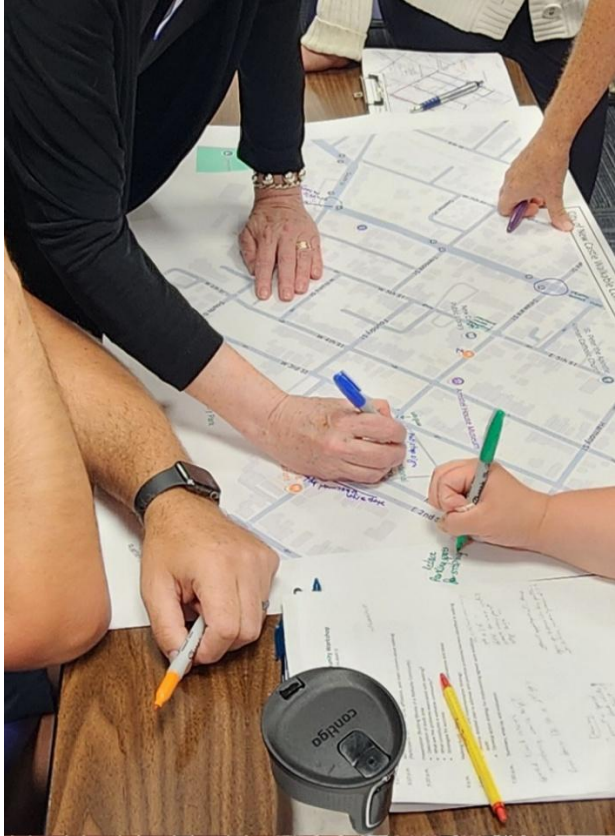
Priority One Calls for Service October 2025

Response Time

In several incident types, multiple outliers affected the overall response time. Several common causes of these deviations are;

1. Responding officer not marked or does not transmit "on scene".
2. Officers delay their direct response to check the area around the location for suspects or victims known to have fled the scene.
3. Incidents are downgraded after entry but before dispatch.

Row Labels	Distinct Call Count	Time
Assist Fire/EMS	1	0:02:59
Burglary - In Progress	1	0:05:53
Domestic - In Progress	14	0:05:44
Domestic w/Weapons - In Progress	1	0:06:04
Fight - In Progress	1	0:06:58
Mental Patient Violent	2	0:13:18
Person with Weapon	1	0:07:22
Suicidal Person - In Progress	2	0:05:58
Grand Total	23	0:06:26



New Castle Walkable Community Workshop

August 6, 2025



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For more information on Walkable Community Workshops, visit:

<http://www.wilmapco.org/walkable/>

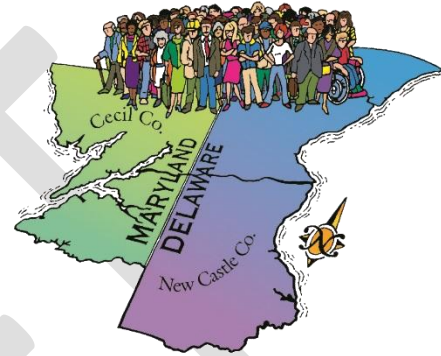
The preparation of this document was financed in part with funds provided by the Federal Government, including the Federal Transit Administration and the Federal Highway Administration of the United States Department of Transportation.

Introduction

Who is WILMAPCO?

The Wilmington Area Planning Council (WILMAPCO) is the Metropolitan Planning Organization (MPO) for Cecil County, Maryland and New Castle County, Delaware. We are charged with planning and coordinating transportation investments for the Wilmington region.

The Wilmington region is home to more than 660,000 residents, most of whom (84%) live in New Castle County. Wilmington, a financial hub supporting a population just over 70,000, serves as the principal city. Urbanized development stretches outside of Wilmington along the I-95 corridor, from the Town of Elkton to the Pennsylvania border. Natural and rural landscapes, sprawling suburbs, and small towns blanket the rest of the region.



WILMAPCO's mission is to create the best transportation plan for the region, one that meets all federal and state regulatory requirements.

About the Workshop Series

WILMAPCO's *2050 Regional Transportation Plan* calls for improving quality of life, efficiently transporting people, and supporting sustainable economic development and goods movement. Making our communities more walkable achieves all of these goals.

WILMAPCO was selected for the Walkable Community Workshops (WCW) program – part of the *National Center for Bicycling & Walking* (a program of the Project for Public Spaces) – to work directly with communities. Walkability considers how well an area facilitates safe and comfortable foot traffic. The WCW program seeks to ensure that people of all ages and abilities can walk, as well as bike, easily, safely, and regularly.



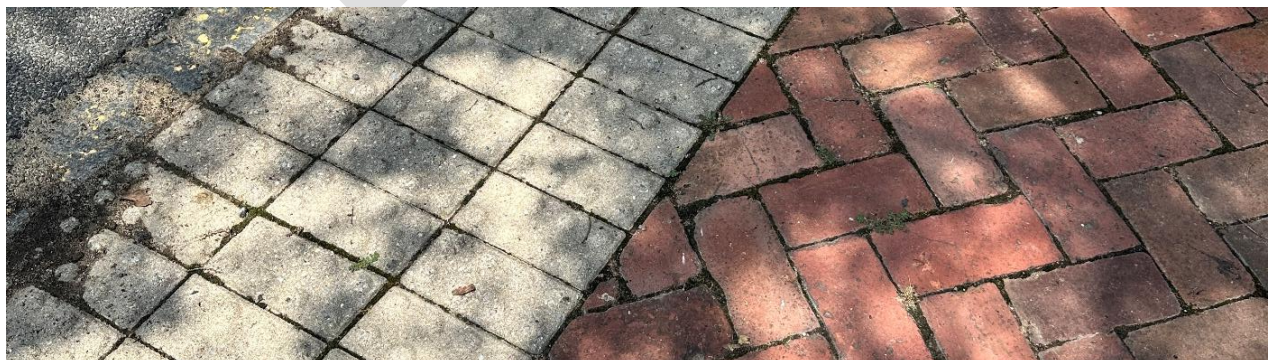
Why Walkable Communities are Important

We are all pedestrians. Whether we think so or not, we are all pedestrians. We may walk to work, walk for exercise, walk to do errands, or simply walk from the car to the store. We all need safe and comfortable facilities for walking.

Walking is crucial to give those who don't drive a travel choice. Many in our region are too young to drive, have a permanent or temporary disability that prevents them from driving, have no access to a car, or choose not to drive. In the City of New Castle, 22% of the population is under the age of 18, 15% are 65 or older, and 14% of the population has a disability (2023 American Community Survey). Many people in these population groups need to walk to lead active and independent lives.

Walkable communities are healthier communities. North Americans' waistlines are getting wider, triggering a rise in related illnesses including heart disease and diabetes. In Delaware, 34% of adults are obese; 75% of adolescents do not engage in the recommended amount of physical activity for any given week; only 49% of adults get the recommended amount of physical activity; and 27% of adults engage in no leisure-time physical activity at all (according to the Centers for Disease Control, 2019). Additionally, inactive lifestyles are closely linked with poor mental health outcomes (National Institutes of Health, 2020). Pedestrian-friendly communities make it easier for people to integrate physical activity into their daily lives.

Everyone benefits from walkable communities. Even if you don't enjoy walking, you still benefit from living in a walkable community. More people walking and bicycling reduces overall levels of vehicular congestion, which benefits drivers too. Less driving also reduces air pollution and greenhouse gas emissions. There are also economic benefits to walkable communities, including higher property values and greater sales in commercial areas.



Walkable Community Workshops

A WCW is typically a three-hour session that includes an educational presentation on what makes a community walkable, a walking audit of a specific area, and a mapping session, where participants engage in brainstorming solutions. Focusing on a particular area's walkability, participants study sidewalks, pathways, inviting streetscape, crosswalks, destinations, etc. The process gives everyone the tools for making a community walkable and provides realistic next steps that can be used to achieve their goals.

There are three main parts of a workshop:



Part 1 – The presentation reviews topics such as sidewalk design, crosswalks, traffic calming, community design, and other tools that contribute to a walkable environment.



Part 2 – The walking audit gives participants a chance to survey the area, identify issues and think about how to apply what they learned from the presentation. Getting out and walking is key to illustrating the challenges that people face when pedestrian facilities need improvement.



Part 3 – In the mapping exercise, people share ideas for improving walkability. Participants end the session by committing to specific next steps to continue the process started at the workshop.

Background

Originally named Fort Casimir, New Castle was founded in 1651 and is the oldest continually occupied town in the Delaware Valley. Because of its strategic location, ownership of the settlement was constantly changing. The flags of the Netherlands, Sweden and Great Britain have all flown over the city, which was once the British colonial capital and the first state capital of Delaware.

New Castle was a thriving community throughout the 1700s and early 1800s. The Great Fire of 1824 claimed many of the inns and warehouses, including the modest home of George Read, signer of the Declaration on Independence and the Constitution.

Unlike many sites of such historic importance, New Castle is a residential town where people live and work. Each house reflects the individuality of its past and present owners. Because New Castle has been named a National Landmark Historic Area, all renovations and restorations are carefully supervised by the Historic Area Commission (HAC).

The city is known for its distinctive brickwork, of buildings and its sidewalks, both inside and outside of the historic district. The boundary of the historic district includes the waterfront from Battery Park to Blue Bell Park and most of the land going inland to 6th Street (Route 9). Significant examples of several architectural periods and styles can be found in New Castle, many of which are also of national historic importance.

New Castle has significant existing sidewalk connectivity in and near its downtown core. Sidewalks vary from historic-era brickwork, replacement brickwork, and contemporary materials such as concrete. As with the materials, the quality of sidewalks varies significantly in terms of smoothness, width and level of obstruction. Most intersections have curb ramps, some of which appear to be compliant with the Americans with Disabilities Act (ADA). Dedicated bicycle infrastructure is limited to a short stretch of painted bike lanes on South Street, but the flat topography, pleasant scenery, mostly calm traffic, and direct connectivity to the Jack A Markell (JAM) Trail make the city a largely pleasant place to bicycle.

The New Castle Walkable Community Workshop follows on over twenty years of efforts to improve traffic safety in the area and improve walkability. The findings and recommendations from this report will help carry forward the City of New Castle Transportation Plan (2022).



Review of Previous Plans & Reports

In 2005, WILMAPCO conducted a WCW in New Castle. The WCW report focused on an area of New Castle immediately to north of the historic district. In 2022, WILMAPCO commissioned Century Engineering to produce the City of New Castle Transportation Plan Update. Many of the areas of concern to 2025 WCW participants were addressed in these previous planning efforts.

Below is a summary of the status of the feedback and concept designs. See [Appendix A](#) for a detailed list.

2005 WCW Feedback Tally: 17 total issues/solutions raised.

Four partially complete

Two in progress

Seven incomplete

Four complete, including:

- The JAM Trail/East Coast Greenway was completed between New Castle and Wilmington
- The SR 9 crossing of the JAM Trail/Heritage Greenway
- Improved SR 9 crosswalk at Carrie Downie Elementary School
- Improved crosswalks at the 6th & Delaware Street intersection

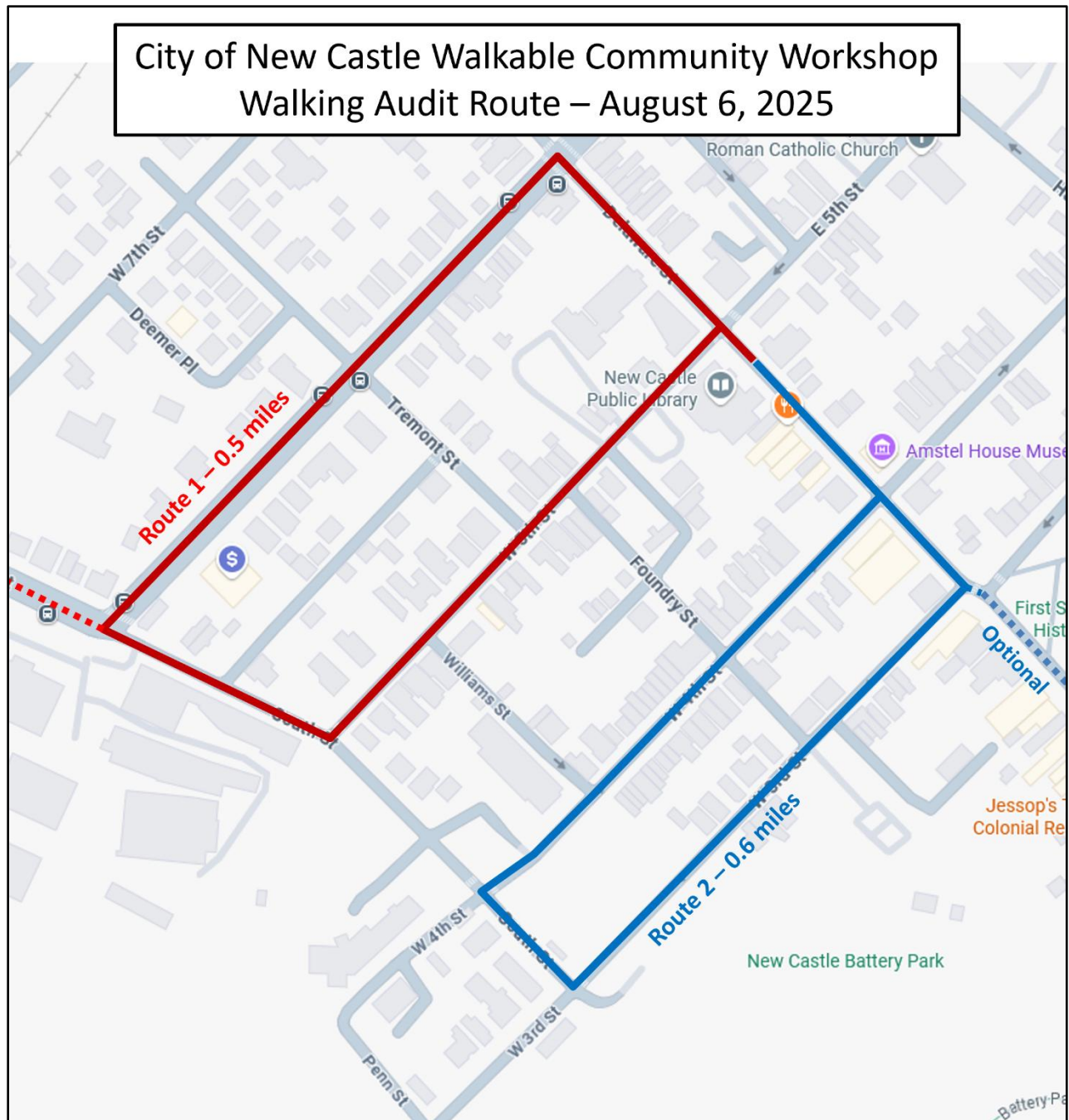
2022 Transportation Plan Concepts Tally: Four related concepts identified.

One in progress

Two incomplete

One partially complete:

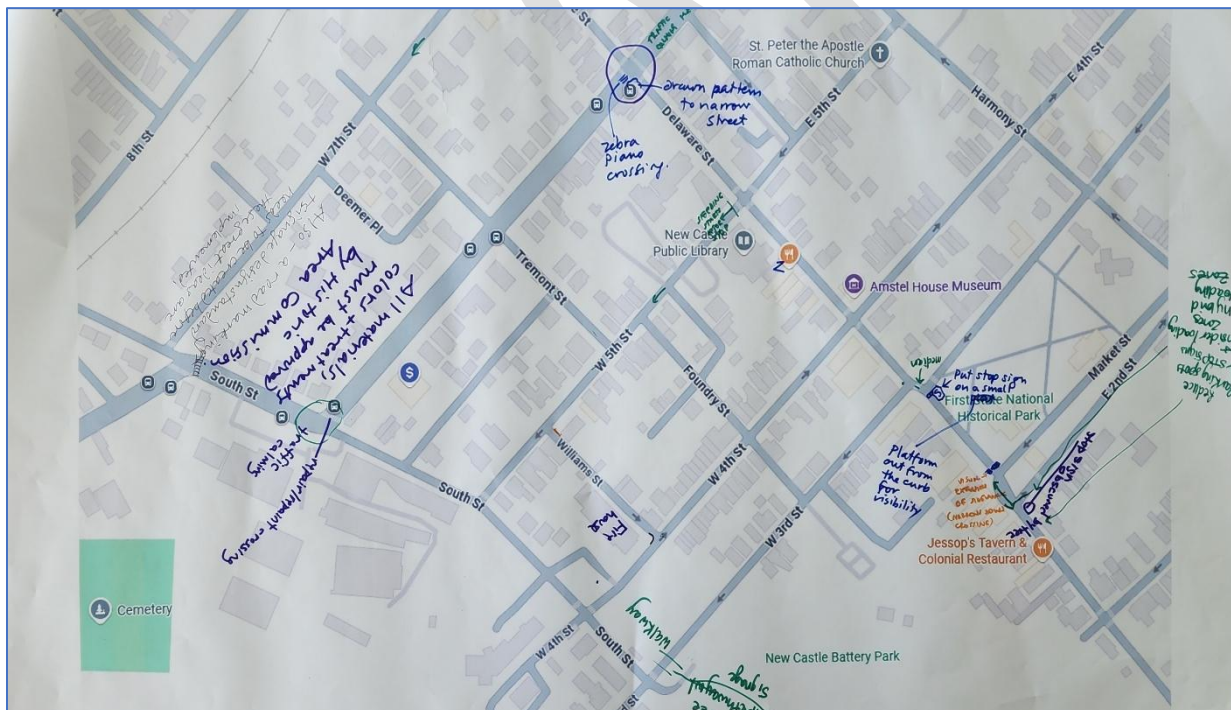
- Sidepath along Delaware Street from the JAM Trail to the mall complex at the intersection of SR 273 and SR 13, which connects to several schools.



The Workshop was held on August 6, 2025, at the New Castle Public Library. There were over 20 participants (including residents, City staff and elected officials) in addition to WILMAPCO staff. The walking audit focused on a “northern” loop including 5th Street, South Street, 6th Street and Delaware Street; as well as a “southern” loop comprised of 3rd Street, South Street, 4th Street, and Delaware Street. While the scope of the walks is not meant to be comprehensive, observations and identified design solutions can be applied to all areas of the city. After returning to the library, the group discussed ideas to improve walkability and shared their ideas on several large maps.



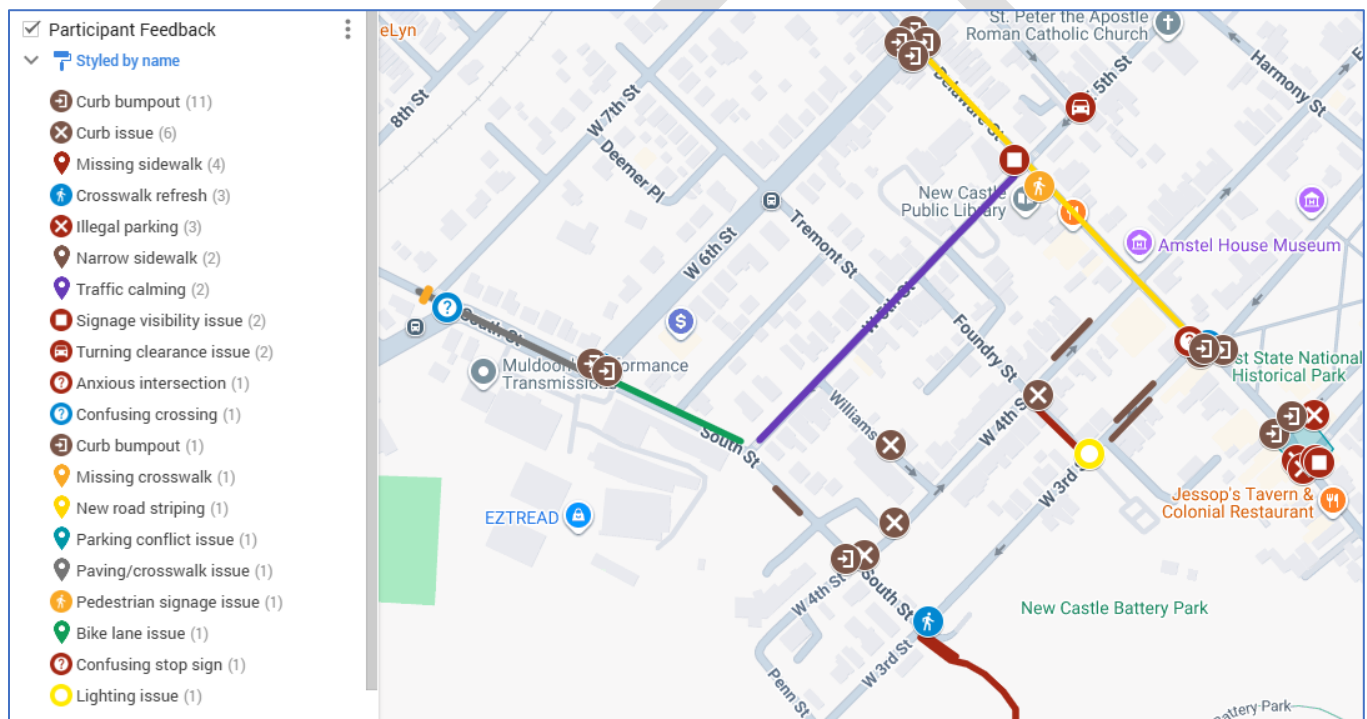
The group discussing potential intersection improvements at 5th & Delaware Streets



One of four maps that were annotated with participant feedback after the walk

Walkability Ideas

During the mapping exercise, the group discussed pedestrian challenges and opportunities and shared ideas to improve walkability on four table maps. Many ideas were presented to calm traffic on Delaware Street, South Street, 6th Street, and 5th Street; improve intersections; improve the bicycle route from the JAM Trail to Battery Park; improve sidewalks and crosswalks while maintaining brickwork and other historic elements; relocate signage or clear obstructions from signage; and improve the informal pathway from the Battery Park parking lot to the riverside trail, among other ideas. The map below summarizes the mappable recommendations that were shared during the workshop, and the following pages provide more detail on all feedback that was received.



View the [interactive map](#) and click on icons for more detailed feedback.

Intersection Improvements

A prominent issue that arose with participants was intersection safety for pedestrians, with the most widely cited issue being curb bumpouts: where the curblines at an intersection is widened into the roadway to both shorten crossing distances for pedestrians, and to increase driver compliance with traffic laws. An additional safety aspect of curb bumpouts is that they force drivers to take slower, sharper turns.

Concerns were raised by multiple participants about the potential look of intersection improvements given the historic nature of much of New Castle. Curb bumpouts can be implemented with a wide variety of materials including brick, stone, decorative planters, or simply paint. There are many looks that can match traditional materials, as seen in the image below.



Curb bumpouts with landscaping and brickwork incorporated

As most of the intersections that were identified for improvement are within the historic district, road changes should be informed by the 2016 HAC Design Guidelines & Standards (p.116). See reference section below for more information.



A more modern curb treatment in New Castle that utilizes traditional materials and muted colors

Most participants who specified a material suggested painted bumpouts. Unfortunately, painted infrastructure does not have a history of changing driver behavior in a lasting way. WILMAPCO recommends that any roadway changes include a vertical element: curb, bollards, planters, etc.

The next most cited intersection issue was crosswalk improvements. At several locations, crosswalks were missing entirely. Crosswalk improvements were suggested ranging from simple repainting to replacing with brick pavers, the latter of which can provide additional traffic calming in addition to an improved appearance.

Parking/Curb Management

New Castle's compact historic downtown is a significant source of commercial development, from tourists and residents alike. While few outlying areas of New Castle appear to have parking constraints, a specific area of the historic downtown has scarce parking and substantial business delivery demand to go with high levels of pedestrian activity and the desire to preserve views of downtown's historic assets. Delaware Street intersections with 2nd Street, Market Street and 3rd Street have curb management issues.

In an example found via reviewing imagery from Google Maps StreetView, two illegally parked delivery vehicles were observed at the intersection of 2nd and Delaware Streets, including one blocking a poorly marked crosswalk (see image below). Participants reported that this occurs regularly, impeding pedestrian visibility and safety.



Illegally parked delivery vehicles at the 2nd and Delaware Street intersection (Google Maps StreetView)

In 2015 (before the dramatic increase in online deliveries), the New Castle Planning Commission's Parking Sub-Committee performed a parking inventory and study. The study found that the area's parking is over capacity, meaning that it is subjected to illegal parking. Its recommendations included improved signage and consideration of building a parking structure and implementing a shuttle service.

The 2009 Chesapeake City Parking Plan could also be informative to New Castle's curb management issues. Recommendations of the Plan include promoting and supporting shared parking, "pay and display" parking, implementing permit-only parking for residents, and incorporating green design elements.

In another example of a parking issue that negatively impacts this corridor, cars are often parked directly in front of and adjacent to the north wall of the Old Town Hall on Market Street. While there are stalls marked for parking in the front of the building, it is unclear whether parking along the north wall is legal as there is no apparent parking signage on that part of Market Street (see image on following page).



Cars parked directly in front of and alongside Old Town Hall (Google Maps StreetView)

Given that the high-demand area is relatively small, it is unlikely that a paid parking regimen would use City enforcement resources efficiently. A potential solution was highlighted by 2025 WCW participants: The use of curb bumpouts and/or sidewalk extensions to prevent all vehicles from stopping in designated areas, while converting street parking along the corridor to loading zones as needed to support local businesses and rideshare activities. These issues may merit further study given New Castle's unique set of circumstances.

Traffic Calming

Contrary to an outsider's perspective of New Castle having rather placid traffic, the topic of dangerous driving and traffic calming was central to the workshop. "Cut-through" or "rat-run" situations along 7th, 6th and 5th Streets were communicated to staff at every stage of the workshop. Participants indicated that drivers who are redirected from highway traffic utilize New Castle streets at often high speeds, attempting to bypass gridlock elsewhere in route to and from Delaware beaches.

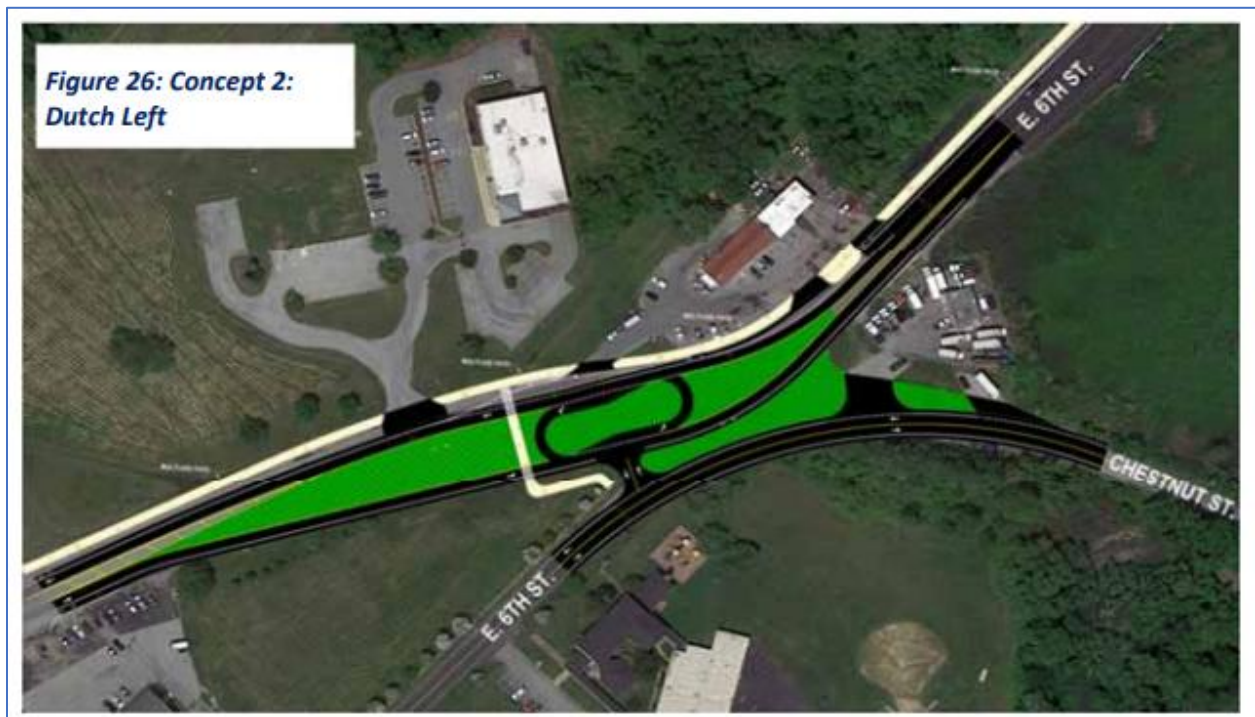
Existing roadway widths and intersection design at various entry points to New Castle's residential areas may be contributing to high-speed driving. Beach-bound drivers enter New Castle from the north via Wilmington Road/SR 9, a four-lane divided highway. SR 9 later follows 6th Street, which is reduced to two lanes after Chestnut Street. There is no signage that indicates to drivers that they are entering New Castle's historic downtown.

The 6th and 7th Street entries to New Castle from the north appear to need significant design changes. In fact, the issue was raised both in the 2005 WCW and the 2022 Transportation Plan, both of which resulted in design concepts.

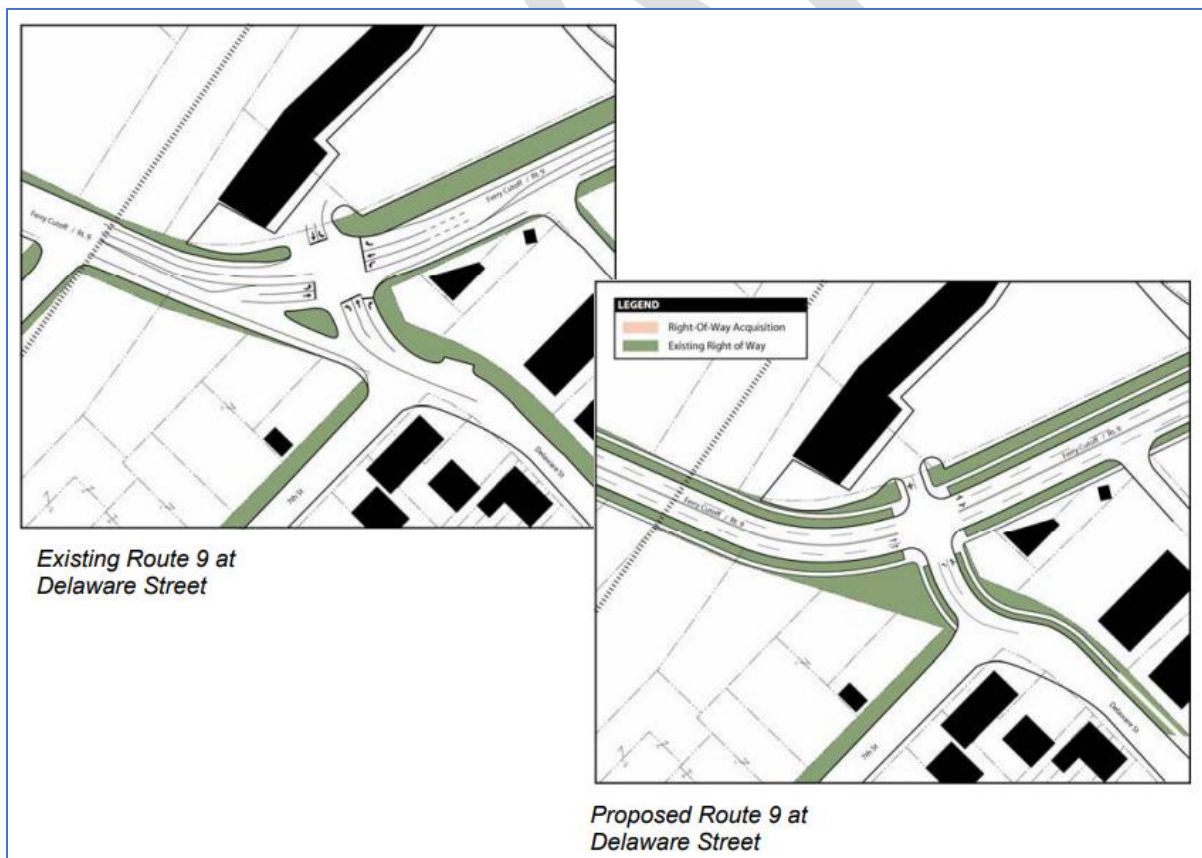
Two major factors that affect speeding and other unsafe driver behavior on neighborhood streets are origin/destination of drivers, and volume. The 2022 Transportation Plan created a set of intersection design concepts that address this issue: At the southern/western end, the "Washington Street Sweep" for the intersection of 7th Street and Washington Street. At New Castle's northern/eastern side, the Delaware Street/Ferry Cut Off Street/Delaware Street "Gateway" concept; and the Ferry Cut Off/East 6th Street/Chestnut Street "Dutch Left" concept. These concepts are depicted in the interactive map.



The Gateway/Traffic Calming & Sidepath Concept from the 2022 Transportation Plan (p. 23)



The "Dutch Left" Concept from the 2022 Transportation Plan (p. 27)



The 2005 WCW proposal for improving the intersection of Ferry Cut Off and Delaware Street



The 2022 Transportation Plan concept for the intersection of 7th Street and Washington Street (p. 32)

After entering residential New Castle on 6th Street, there is a signed 25mph speed limit. The road characteristics send a different message to drivers: the wide widths and long, straight sight lines can make significantly higher speeds comfortable for drivers. 6th Street has a width of approximately 36 feet from Harmony Street to South Street. There is space set aside for parking on both sides of the street, but with many spaces empty during weekends and the predominant traffic being one way, beach-bound traffic has a wide and straight path through to 6th Street's end at South Street.

Many infrastructure changes can be made to help reduce traffic speeds, both along this corridor and citywide. Improved intersections with shorter pedestrian crossings also help calm traffic, as detailed on the previous page. Narrowing the perceived width of the road is also an effective way to calm traffic. A potential solution could be utilizing mid-block landscaped bumpouts or parklets approximately the width of each parking lane, which would reinforce New Castle as a place to be, not just to travel through.

The images below highlight potential design interventions that have been proven to calm mid-block traffic.



Landsaped curb bumpouts placed mid-block can calm traffic while providing aesthetic benefits



An alternate bumpout concept uses a repurposed boat as a mid-block parklet

Making 6th and 7th Streets more comfortable to walk along can increase pedestrian activity, improve resident quality of life and help calm traffic. Participants suggested several intersection improvements such as curb bumpouts, which shorten crossing distance while also calming traffic. Additionally, the 2005 WCW called for a mini roundabout at the intersection of 6th and Tremont. See image on the following page for an example.



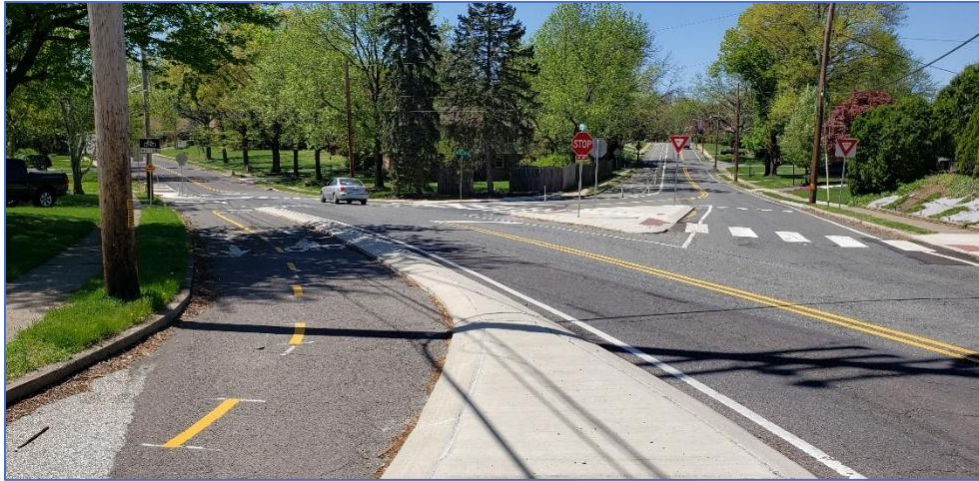
A mini roundabout on a neighborhood intersection can calm traffic while allowing EMS and freight access

At 6th Street's southern/western end, the road ends at a "T" intersection that has a wide right turning movement for drivers. Minimal pedestrian infrastructure here includes a faded crosswalk. Additionally, the intersection of 7th and South (image below) has similar characteristics, with the added complication of 7th Street being offset as it crosses South Street. This intersection was reported as confusing for drivers in this workshop and was recommended for improvement in the 2005 WCW as well as the 2022 Transportation Plan.



The intersection of 7th Street and South Street

In terms of potential design solutions, a design change in Pottstown Pennsylvania offers an interesting example. The intersection of Jackson, Roland and Beech Streets was 5-point interchange with wide turning movements and challenges with stop sign placement that left many drivers confused, while providing no infrastructure for cyclists or pedestrians.



The intersection of Jackson, Roland and Beech Streets

As a separated 2-way bike lane was added to Jackson and Roland Streets, the intersection was redesigned with mountable concrete curb islands to calm traffic, protect cyclists, and shorten crossing distances and for pedestrians. A solution like this holds promise for the intersection of 7th Street and South Street, particularly as the currently unprotected bike connection between the JAM Trail and Battery Park passes through this location.

The above-mentioned traffic calming measures can combine to create a road network change that has the potential to make driving around -rather than through- Downtown New Castle the most convenient regional driver option, and to limit drivers in the Downtown New Castle area to those who are traveling to or from New Castle. It should be noted that these changes should not be made without consideration of adding similar traffic calming measures to Washington Street from 7th to Delaware Street, as this is also a residential corridor.

Sidewalk Improvements

New Castle is widely known for its brick sidewalks, which are predominant in its historic core. During participant introductions at the outset of the workshop, several attendees expressed strong sentiment against conversion of any brick sidewalk to concrete.

Brick sidewalks are unquestionably attractive and add significantly to New Castle's historic feel. They also come with a major drawback: they are difficult to maintain, and maintenance is the responsibility of individual property owners. As a result, many brick sidewalks have fallen into various levels of disrepair, making them more difficult to travel on, particularly for pedestrians with disabilities.

WILMAPCO recommends that increased resources be dedicated to the upkeep of brick sidewalks, including sharing information on how homeowners can perform maintenance on their own, either online or at recurring hands-on workshops.



Issue found throughout the walk: brickwork in a poor state of maintenance

Participants also noted several other sidewalk issues, including various types of obstructions, insufficient width of sidewalk in specific locations, vegetation intrusion, areas where sidewalks are missing, and issues with the quality of curbing and curb cuts.



Inaccessible curb cut at the firehouse driveway intersection with 4th Street

New Path Into Battery Park

Several participants noted pedestrian safety and access issues near the Battery Park parking lot at South Street and 3rd Street: First, there is no indicated path through the parking lot where pedestrians would have priority. Second, the “goat path” that leads between the Battery Park parking lot and the riverside trail is evidence that a formal connection needs to be created. Participants suggested paving the path with a permeable path material that would also better facilitate access by disabled users as well as those using strollers.



Google Maps StreetView image of the Battery Park Parking lot and unpaved path



Concept design from the 2022 Plan (p. 41): improved sidewalks and a new trail connection through Battery Park

Other Feedback

Many other ideas and concerns were expressed during the workshop, including:

- Install gateway treatments at several locations where drivers or cyclists enter New Castle, for example: at the exit of the JAM Trail and at locations where Route 9 approaches the historic district. Consider making signage match with historic design guide colors from intersection improvements.
- New centerline striping down Delaware Street.
- Install fun designs for crosswalks.
- Improve signage at 7th and South Streets.
- Repave South Street from 5th to 7th Streets.
- Bike lane on South Street needs new paint.
- Add light to the stop sign at 3rd and Foundry Streets.
- Widen sidewalk, 3rd Street between Foundry and Delaware Streets, both sides.
- No sidewalk, Foundry Street between 3rd and 4th Streets.
- Curb much higher than sidewalk, 4th Street between Foundry & Delaware Streets, north side.
- Delete yellow curb at 29 W 4th Street.
- Missing sidewalk section, Williams Street north of 4th Street, east side
- Even out the curb, 4th Street and fire house driveway
- Difficult car turning clearance (2), 2nd Street and Harmony Street; 5th Street at Cherry Street.
- Visitor parking is lacking/city residents park in Battery Park parking lot.
- Better tourism wayfinding signage.
- City has some 15mph streets, signage improvements needed.
- Paint water shutoff access caps where sidewalks have subsided.
- What can be done about through truck traffic?



Next Steps

The community feedback included in this report ties closely with key elements of the 2022 City of New Castle Transportation Plan Update, most notably, the Plan's recommendations to:

- Improve gateways, with specific attention to the historic elements of the City.
- Enhance bicycle and pedestrian connections and facilities.
- Clarify regional and local traffic patterns.
- Redesign streets and intersections to reduce speeding and cut-through traffic while improving pedestrian safety in all neighborhoods.
- Formalize and optimize the existing parking supply.

As there is considerable overlap between this report's findings and the 2022 Transportation Plan, the City will be highly competitive in pursuing grant funding to implement changes. Funding for the recommended improvements can be pursued through several mechanisms, including the Capital Transportation Program (CTP), the Community Transportation Fund (CTF), and the Transportation Alternatives Program (TAP), which includes Safe Routes to School (SRTS).

WILMAPCO, in coordination with DelDOT, administers the Safe Routes to School program in this region. This program can provide limited funding for walkability improvements near schools, including working with staff, faculty, and students to determine the best improvements to meet each school's needs.

Funding and Implementation Resources

FUNDING PROGRAMS AND CONTACTS

DelDOT

DelDOT administers the Transportation Alternatives Program (TAP). TAP offer funding opportunities to help expand transportation choices and enhance the transportation experience, formerly known as the Transportation Enhancements (TE) Program. TAP Activities must relate to surface transportation. Eligible projects most related to Walkable Communities include:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs
- Safe Routes to School programs (<http://www.wilmapco.org/saferoutes/>)

In Delaware, TAP projects require a twenty percent funding match and the maximum funding amount is \$1 million.

The Statewide Bicycle and Pedestrian Improvements Program funds the design and construction of pedestrian and bicycle facilities. Funds can support projects too costly for the TAP program.

Delaware Transportation Alternatives Program Coordinator

Chip Kneavel, DelDOT Planning & TAP

Delaware Department of Transportation, PO Box 778, Dover, DE 19903

Tel: (302) 760-2273

Email: Thomas.Kneavel@state.de.us

State Elected Officials

Community Transportation Fund (CTF) funding provides a fixed amount of funds annually to each State Senator and House Representative to be used as they and their constituents believe is best for transportation improvements within their district. Legislators may also fund their own project ideas and they have the option of banking a portion of their yearly CTF budget for up to three years to fund a larger transportation improvement project.

https://deldot.gov/Publications/brochures/pdfs/ctf_brochure.pdf?cache=1630086607516

Pop-Up Demonstration Projects and Quick Build Pilot Projects

Temporary projects to test potential designs are effective at soliciting community feedback and avoiding costly design mistakes. Projects may last anywhere from less than an hour to many months. Some suggested approaches include:

- Local governments should establish a process for collaboration between agency staff and the public, which encourages community pop-up requests and establishes parameters for acceptable designs, permitting, and organizational partners.
- Communities should proactively pursue demonstration projects and direct them to locations with the greatest needs. Equitable distribution of projects should engage a variety of communities and financially support these diverse projects to level the playing field.
- Engaging the community will bring fun, energy, and creativity to the planning process. Residents, local organizations, and businesses are also effective partners at getting the word out about the demonstration.
- Evaluate the tested design, collecting information like speeds and volumes of bicycles, pedestrians, and vehicles. Also, seek out community feedback.
- Use information gained to adjust the project's design and pursue more permanent implementation.

Supported by the Delaware Department of Transportation (DelDOT), Living Lab is a research collaborative among the Institute for Public Administration, Biden School of Public Policy & Administration, and the Landscape Architecture program at the University of Delaware (UD). It seeks to catalyze community-driven, active transportation pop-up demonstrations that test the viability of long-term built-environment improvements and placemaking initiatives in Delaware.

University of Delaware Living Lab - <https://living-lab-1-udel.hub.arcgis.com/>

References

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<https://wilmapco.org/Walkable/NEW%20CASTLE%20final%20report%20walkable%20community%20web.pdf>
- City of New Castle Transportation Plan Update (2022)
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<https://newcastlecity.delaware.gov/files/2015/07/Parking-space-count.pdf>
- New Castle City Council Parking Sub-Committee Update (2015)
https://newcastlecity.delaware.gov/files/2015/07/Planning-Commisison-NC_Parking_10-26-2015.pdf
- Chesapeake City Parking Plan (2009)
https://wilmapco.org/Chesapeake_City/ChesapeakeCityParkingPlanDRAFT.pdf
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<https://deldot.gov/projects/index.shtml?dc=details&projectNumber=T201500506>
- City of New Castle Historic Area Commission Design Guidelines & Standards (2016)
<https://ecode360.com/documents/NE1562/public/257660293.pdf>
- Small Town and Rural Multimodal Networks -
www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns
- Designing for All Ages & Abilities - nacto.org/publication/urban-bikeway-design-guide/designing-ages-abilities-new
- Pedestrian and Bicycle Information Center - www.pedbikeinfo.org
- League of American Bicyclists - www.bikeleague.org
- National Center for Bicycling and Walking. A program of:
Project for Public Spaces - <https://www.pps.org/>
- Intersection of Jackson, Roland and Beech Streets in Pottstown, PA:
<https://maps.app.goo.gl/LnvCWEFPyPvDTgy1A>

- Federal Highway Administration - www.fhwa.dot.gov/environment/bicycle_pedestrian/index.cfm
- Manual on Uniform Traffic Control Devices (MUTCD) - https://mutcd.fhwa.dot.gov/kno_11th_Edition.htm
- NACTO Urban Street Design Guide - nacto.org/usdg
- WILMAPCO - www.wilmapco.org/walkable
- Strong Towns - <https://www.strongtowns.org/>
- Streetscape Guidance for Downtown Historic Districts (example) <https://www.saultcity.com/media/6636>
- How To Repair A Brick Walkway – This Old House https://www.youtube.com/watch?v=elSao6Qc_94

Appendix A: Previous Planning Review

2005 Walkable Community Workshop:

- *Connect Greenway to south side of Route 9 with a gradual ramp using land at the end of the 11th Street cul-de-sac. According to the New Castle County parcel map, this land is in the public right-of-way.*
 - **Status: Partially Complete**
 - The Heritage Greenway Trail is now extended to SR 9, with a median-protected, signaled crossing to the north side, where it meets the new JAM Trail
 - The cul-de-sac at 11th is not connected to the Trail
- *Consider feasibility of bridge or tunnel to connect Greenway with schools on north side of Route 9 and future East Coast Greenway.*
 - **Status: Complete**
 - A bridge or tunnel was deemed infeasible due to costs relative to projected use. The trail crossing of SR 9 is significantly improved (see above), and the East Coast Greenway (JAM Trail) is complete.
- *Replace temporary bridge connecting Saint Anthony's Club to Greenway with a permanent pedestrian bridge.*
 - **Status: Complete**
 - The temporary bridge was replaced by a mini-culvert and short grass trail connection to the Heritage Greenway Trail.
- *Square off T-intersections at 9th and 10th Streets at Route 9 and add crosswalks.*
 - **Status: Incomplete**
 - Each intersection has wide vehicular turning geometry and there are no crosswalks across SR 9. There is a crosswalk at the 9th Street intersection, across 9th Street only, but the wide vehicular turning movements here likely make this a stressful pedestrian crossing.
- *Widen crosswalk by [Carrie Downie Elementary] School. Improve pedestrian connection into school.*
 - **Status: Complete**
 - A more prominent "zebra stripe" crosswalk has been installed. It should be noted that the crossing provides no protection such as curb bumpouts or a center refuge median and could be improved.

- *Crosshatch shoulder near railroad crossing [at Delaware Street] to reduce the use of this as an extra lane.*
 - **Status: In Progress**
 - DelDOT plans to complete the SR9 DELAWARE STREET (N-055) RAILROAD CROSSING SAFETY IMPROVEMENTS project in 2026. The project will narrow the street and modify the slip ramp from Ferry Cut Off onto Delaware St to create a gateway treatment. See Reference section for more details. This issue was also raised in the 2022 Transportation Plan.
- *Install ADA accessible curb ramps at intersections [along Delaware Street].*
 - **Status: Partially Complete**
 - New ADA-compliant curb ramps were added on the new Delaware Street sidepath from the JAM Trail to the mall complex at the intersection of SR 273 and SR 13.
- *As recommended in the Delaware City Transportation Plan and funded for completion by DelDOT, close the slip-ramp [At Ferry Cut Off/Delaware Street Intersection] so that left turns are made at the existing traffic signal. Space gained can be used to create an attractive gateway to the historic area.*
 - **Status: Incomplete**
 - The intersection still has wide turning movements as well as geometry that allows high-speed drivers a straight path into low-speed downtown New Castle. This issue was also raised in the 2022 Transportation Plan.
- *Eliminate free right turn lanes [At Ferry Cut Off/Delaware Street Intersection] and place with straight/right lanes.*
 - **Status: In Progress**
 - See the Delaware Street Railroad Crossing details above and in the Reference section. This issue was also raised in the 2022 Transportation Plan.
- *Add crosswalks across all legs of the intersection [of Ferry Cut Off/Delaware Street].*
 - **Status: Partially complete**
 - There is a single zebra stripe crosswalk installed. Otherwise, there is no pedestrian infrastructure whatsoever. This issue was also raised in the 2022 Transportation Plan.
- *Improve crosswalk striping at 6th and Delaware Streets.*
 - **Status: Complete**
 - The intersection now has zebra stripe crosswalks and high-quality curb ramps on all sides.
- *At the intersection of 6th and Tremont Street consider bulb out and crosswalks or a mini traffic circle to control speeding traffic.*
 - **Status: Incomplete**

- The intersection has no crosswalks, and its curb ramps are in need of modernization. The road width of both 6th Street and Tremont Street is approximately 36 feet.
- *Consider “brick” crosswalks from stamped concrete to coordinate with brick sidewalks.*
 - **Status: Incomplete**
 - There are only painted crosswalks in report area, and most intersections have no crosswalks.
- *Improve the geometry of the intersection of 6th and South Streets with a bulb out and crosswalks.*
 - **Status: Incomplete**
 - The intersection has crosswalks on 6th Street and one side of South Street, but both are significantly faded. There have been no apparent curb bumpouts.
- *Add street trees along South Street.*
 - **Status: Incomplete**
 - There are no apparent additional street trees.
- *Define access to lumber store with a curbed sidewalk and additional street trees.*
 - **Status: Partially complete**
 - There is now a modern sidewalk with ADA ramps. There are no apparent additional street trees.
- *Add signage and imprint symbol (perhaps a ship) into sidewalk to direct pedestrians to Park.*
 - **Status: Incomplete**
 - There are no symbols or any other apparent gateway/placemaking treatments along South Street.

2005 WCW Feedback Tally: 17 total issues/solutions raised.

4 partially complete

2 in progress

4 complete

7 incomplete

2022 City of New Castle Transportation Plan:

- *Delaware Street/Ferry Cut Off Street Intersection: Concept 2 had the most public support and calls for a traffic calming gateway treatment and sidepaths*
 - **Status: Incomplete**
 - The intersection still has wide turning movements as well as geometry that allows high-speed drivers a straight path into low-speed downtown New Castle. This issue was also raised in the 2005 WCW.
- *Delaware Street Railroad Crossing Project:*
 - **Status: In Progress**
 - No changes this intersection have occurred, but there is a DelDOT plan to reconfigure this crossing. This issue was also raised in the 2005 WCW.
- *Ferry Cutoff/E. 6th Street/Chestnut Street Intersection: Concept 2 -the "Dutch Left"- had the most public support and calls for a complete reconfiguration of the intersection that would ensure slowed car traffic and more deliberate turns. The concept also calls for sidepath connections.*
 - **Status: Incomplete**
 - The intersection still has wide turning movements as well as geometry that allows high-speed drivers a straight path into low-speed downtown New Castle. This issue was also raised in the 2005 WCW.
- *Bike and Pedestrian Improvements: The Plan calls for new sidepaths along Delaware Street/Chestnut Street/W. 6th Street, Wilmington Road, and South Street.*
 - **Status: Partially Complete**
 - A sidepath has been constructed along Delaware Street from the JAM Trail to the mall complex at the intersection of SR 273 and SR 13. This allows movement between several schools, the mall complex and the JAM Trail

2022 Transportation Plan Concepts Tally: Four related concepts identified.

One partially complete

one in progress

two incomplete

View the [interactive map](#) in this report to see locations of each unresolved issue from previous planning efforts. The map has a separate layer for this report's participant feedback, as well as feedback from the 2005 WCW and concepts from the 2022 Transportation Plan. Each layer can be toggled on an off to view the issues separately or together.

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, on a temporary basis 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, on a temporary basis 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: one two~~ 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.
- 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, 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 shall have single or multiple- station smoke alarms installed and maintained regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms;
2. In each room used for sleeping purposes;
3. In each story within a dwelling unit, including basements, but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

(2) That each short-term rental shall have carbon monoxide alarms in dwelling units which shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

(3) Combination carbon monoxide and smoke alarms shall be permitted to be used in lieu of carbon monoxide alarms.

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

(5) That where a short-term rental has receptacles within six feet of the outside edge of any sink, said receptacles are GFCI;

(6) Each short term rental shall have a Knox Box which shall be accessible by

the Good Will Fire Company.

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 more than one percent (1%) 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.

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~~ premises as defined in Chapter 140-41; 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.

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 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

Suzanne Souder, President of City Council

Attest: _____

Courtaney Taylor, City Clerk

Approved: _____

Valarie Leary, Mayor

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 ~~BREKFAST~~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,~~on a temporary basis 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,~~on a temporary basis 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;~~ shall have single or multiple- station smoke alarms installed and maintained regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms;
2. In each room used for sleeping purposes;
3. In each story within a dwelling unit, including basements, but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

(2) That each short-term rental ~~has working~~ shall have ~~carbon monoxide detectors~~ alarms ~~in every dwelling unit with fuel appliances;~~ units which shall be installed outside of each separate sleeping area in the immediate

vicinity of the bedrooms. Where a fuel burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

(3) Combination carbon monoxide and smoke alarms shall be permitted to be used in lieu of carbon monoxide alarms.

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

(5) ~~(4)~~ That ~~each~~where a short-term rental has ~~GFCI~~receptacles within six feet of the outside edge of any sink, said receptacles are GFCI;

~~(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~~Knox Box which shall be accessible ~~upon~~by the ~~permission of the owner or local contact~~Good Will Fire Company.

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~~

(3) ~~(4)~~ No more than ~~two and~~ one half percent (~~2.5~~1%) of the total residential parcels in ~~any~~each of the R-1, R-2, R-3, and HR zoning ~~district~~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.

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 premises as defined in Chapter 140-41; 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 ~~waring~~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

Suzanne Souder, President of City Council

Attest: _____

Courtaney Taylor, City Clerk

Approved: _____

Valarie Leary, Mayor

Resolution 2025-49

A Resolution Appointing Stephen Franklin as the Planning Commission Representative to the Historic Area Commission.

WHEREAS, the New Castle City Code provides that the City Council shall appoint one member of the Planning Commission to serve on the Historic Area Commission; and

WHEREAS, the current term of the Planning Commission Representative to the Historic Area Commission has ended; and

WHEREAS, The City Council has nominated Stephen Franklin to serve as the Planning Commission representative on the Historic Area Commission.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby appoints Planning Commission member Stephen Franklin to act as the Planning Commission's representative on the Historic Area Commission, with that term ending on November 12, 2028.

**Stephen Franklin, Planning Commission Representative to the Historic Area Commission
Term Ending November 12, 2028.**

PASSED this 10th day of November, 2025.

Suzanne Souder, Council President

Joseph F. Day, III, Councilperson

Nermin Zubaca, Councilperson

Andrew Zeltt, Councilperson

Attest:

Brian Mattaway, Councilperson

Courtaney Taylor, City Clerk

Resolution 2025-50

A Resolution Confirming the Mayor's Re-Appointment of David Bechtel, MD to the Board of Health

WHEREAS, the New Castle City Code provides that the Mayor of New Castle appoints six (6) members to the Board of Health subject to confirmation by City Council for two year terms; and

WHEREAS, Dr. Bechtel's term on the Board of Health ended on October 9, 2025; and

WHEREAS, the Mayor proposes to re-appoint Dr. Bechtel to the Board of Health for a two year term; and

WHEREAS, the City Council proposes to confirm the Mayor's re-appointment of David Bechtel, MD to the Board of Health, for a two year term ending on October 9, 2027.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby confirms the re-appointment of the following person to the Board of Health:

David Bechtel, MD - Term Ending October 9, 2027

PASSED this 10th day of November, 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

Ordinance No. 560

AN ORDINANCE TO AMEND THE CITY OF NEW CASTLE MUNICIPAL CODE, CHAPTER 230 (ZONING CODE), REGARDING HOME OCCUPATIONS IN THE RESIDENTIAL DISTRICT R-1 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 Planning Commission and City Council recently held public hearings to consider expanding Home Occupations into the HR, Historic Residence, Zoning District. During these meetings, interest was also expressed to expand Home Occupations into the R-1 Zoning District; and

Whereas, the Planning Commission, during its August 25, 2025 meeting, recommended that City Council amend the Zoning Code to extend Home Occupations to the R-1 zoning 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 R-1 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 R-1 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 230-16(A)(5), Residential District R-1, is hereby amended as follows (with deleted text identified by bold, strikethrough and new language identified in bold, underlined text):

(5) Accessory uses and structures:

(a) Professional office of a physician or dentist residing on the premises, provided that:

[1] No more than two assistants are employed.

[2] The residential character of the structure is maintained.

(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: City Code Chapter 230, Zoning Code, Section 230-17(A)(4), Residential District R-2, is hereby amended as follows (with deleted text identified by bold, strikethrough and new language identified in bold, underlined text):

(4) Accessory uses and structures:

(a) Those permitted in the Residential District R-1.

(b) The renting of one room to nontransient roomers or boarders.

~~(c) Customary home occupations as defined in § 230-1 of this chapter.~~

SECTION 3: 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 4: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 5: This Ordinance shall become effective immediately upon its adoption by City Council.

First Reading November 10, 2025

Second Reading

Signed this _____ day of _____, 2025

Suzanne Souder, President of City Council

Attest: _____
Courtaney Taylor, City Clerk

Approved: _____
Valarie Leary, Mayor

Resolution 2025-52

A Resolution to Approve Vendor Permit Application for Tia Erika's.

WHEREAS, the City of New Castle Code requires licensing of Vendors within the City of New Castle; and

WHEREAS, Tia Erika's has petitioned to be considered for a Vendor's Permit, and has supplied all of the required documentation, including required Insurance, State Health Department Certificate and City of New Castle Business License.

NOW, THEREFORE, BE IT RESOLVED that the City of New Castle has granted Tia Erika's a Vendors Permit to sell food and drink items.

PASSED this 10th day of November 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



CITY OF NEW CASTLE VENDOR'S PERMIT

POST CONSPICUOUSLY

VENDOR'S PERMIT NO: 2025-

Vendor Permit Valid : _____

ISSUED: _____

BUSINESS NAME: Tia Erika's

MAILING ADDRESS: 59 Lakeview Ct., Wilmington, DE 19810

PRODUCT: Coffee, Baked Goods, Yerba Mate Tea

METHOD OF OPERATION: Mobile Coffee Trailer

VENDOR FEE PAID: \$100.00 BUS. LIC. _____ VALID THROUGH: 12/31/2025

VENDING RESTRICTIONS:
(Copy of City Code 177 Attached)
INSURANCE REQUIREMENT:

§ 177-8. Proof of insurance.

Proof of insurance, issued by an insurance company licensed to do business in the State of Delaware, protecting the licenses and the city from all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with the license shall be required. Such insurance shall have the minimum amount required of \$100,000.

VIOLETION IF OPERATING
WITHOUT A PERMIT:

§ 177-10. Violations and penalties.

Any person who violates any provisions of this chapter shall be fined not more than \$50 for the first offense and \$100 for each subsequent offense.

VENDING NOT PERMITTED ON:

A Day in Old New Castle (Third Saturday in May)

Separation Day (Second Saturday in June)

Summer Band Concerts (Wednesday Evenings)

Antique Show (Last Sunday in August)

Art-on-the-Green (Fourth Saturday in September)

And other dates, as determined by City unless requested to do so.

TRAFFIC RESTRICTIONS:

Do not block traffic; Obey Speed Limits & Parking Regulations

Do not vend in Battery Park, vending at entrance is allowed

Do not vend in parking lots

No loud music from vehicle

CITY USE ONLY

APPROVED: _____

Date

cc: City Administrator, Finance Department, Police Department, Public Service Department

THIS IS AN OFFICIAL LICENSE ISSUED BY THE CITY OF NEW CASTLE

CITY OF NEW CASTLE BUSINESS LICENSE

220 DELAWARE STREET
NEW CASTLE, DE 19720-3638
302-322-9801

LICENSE ID: 25000841 EFFECTIVE DATE: 01/01/25

ISSUED: 10/24/25 EXPIRATION DATE: 12/31/25

LICENSE TYPE: Business License 1-3 Employees

BUSINESS NAME: TIA ERIKA'S

BUSINESS LOCATION: 59 LAKEVIEW CT WILMINGTON DE

TIA ERIKA'S
NILDA ERIKA ALMIRON
59 LAKEVIEW CT
WILMINGTON, DE 19810

SUMMARY OF SERVICES:

DESCRIPTION	QTY
Business License 1-3 Employees	1.00



TO BE DISPLAYED IN A CONSPICUOUS PLACE

Nilda Erika Almiron
Tia Erika's
59 Lakeview Ct.
Wilmington, DE 19810
215-586-1776
erika@tiaerikas.com

10/23/2025

New Castle City Council
City of New Castle
220 Delaware Street
Historic New Castle, DE 19720

Dear Esteemed Members of the New Castle City Council,

Please accept this letter as a formal written request to obtain a Vendor's Permit to operate my food trailer business, Tia Erika's, within the City of New Castle. I respectfully ask that this request and the attached application packet be placed on the agenda for consideration and vote at your next scheduled monthly meeting.

Tia Erika's is an established food vendor with a successful history of operation, including vending at the New Castle Saturday Farmers' Market throughout the current season. We have already received the necessary Board of Health permit for our operation and food handling.

Tia Erika's is more than just a food business; it is a woman-owned, minority-owned enterprise dedicated to serving and investing in the local community. We have successfully operated at the New Castle Saturday Farmers' Market all season, building a strong base of loyal, local customers who trust our quality and service.

By welcoming Tia Erika's, the City of New Castle supports local entrepreneurship and ensures its community has access to convenient, high-quality, and community-tested vending options. Specifically, we aim to fill a service gap by supplying fresh coffee and morning food options at hours when traditional coffee shops may not be open yet, offering a valuable amenity to early-rising residents and commuters. This is a mutually beneficial partnership that enhances the vibrancy and convenience of the City.

In accordance with the General Information for Vendors, the following required documents are attached for your review:

- Completed Vendor Permit Application.
- Proof of Insurance (Final certificate naming the City of New Castle, Mayor, and Council as additional insured is attached).

- Proof of Department of Health approval.
- Photographs of the vending vehicle (trailer).

Thank you for considering my request. I am committed to full compliance with all city ordinances and look forward to the opportunity to bring Tia Erika's unique offerings to the residents and visitors of New Castle.

Respectfully,

A handwritten signature in black ink, appearing to read 'N. Erika Almiron', with a stylized flourish at the end.

N. Erika Almiron
Proprietor
Tia Erika's



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Progressive Advantage Business Program PO Box 5316 Binghamton NY 13902	CONTACT NAME: Progressive Advantage Business Program PHONE: (A/C, No, Ext): (844) 306-4926 FAX: (A/C, No): E-MAIL: commercialservice@homesite.com ADDRESS: commercialservice@homesite.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Midvale Indemnity Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Tia Erika's LLC 59 Lakeview Court Wilmington DE 19810	NAIC # 27138	

COVERAGES

CERTIFICATE NUMBER: 74902405641351

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE	ADDITIONAL INSURANCE	SUBROGATION	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOCATION ☐ OTHER:	Y	N	BP00106323	10/17/2025	10/17/2026	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
						MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE	
						AGGREGATE	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTHER ☐	
						E.L. EACH ACCIDENT	
						E.L. DISEASE - EA EMPLOYEE	
						E.L. DISEASE - POLICY LIMIT	
PROFESSIONAL LIABILITY						OCCURRENCE	
						AGGREGATE	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Food Wagon / Loc-1 59 Lakeview Court, Wilmington, DE 19810

CERTIFICATE HOLDER

CITY OF NEW CASTLE MAYOR AND COUNCIL

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

violations cited in the report shall be corrected within the time frames specified below, but within a period not to exceed 3 calendar days for priority items, 14 days for priority foundation items (8-405.11) or 90 days for core items (8-406.11). To prevent permit suspension, reinspection fees shall be paid in accordance with the Food Code (8-601).

FOOD ESTABLISHMENT INSPECTION REPORT

Page 1 of 2

Delaware Division of Public Health Office of Food Protection 43 South Dupont Highway, Suite C, Dover, DE 19901		No. of Risk Factor/Intervention Violations		0	Date 10/09/2025
		No. of Repeat Risk Factor/Intervention Violations		0	Time In 1:00 PM
		Score (optional)		N/A	Time Out 1:42 PM
Establishment Via Erika's	Address 59 Lakeview Court	City/State Wilmington, DE	Zip Code 19810	Telephone 215-586-1776	
License/Permit # New	Permit Holder Nilda Erika Almiron	Purpose of Inspection Pre-Operational	Est. Type Mobile	Risk Category Low	

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Supervision			
Compliance Status		COS	R
01	Person in charge present, demonstrates knowledge, and perform duties		
02	Certified Food Protection Manager		

Employee Health			
Compliance Status		COS	R
03	Management, food employee and conditional employee; knowledge, responsibilities and reporting		
04	Proper use of restriction and exclusion		
05	Procedures for responding to vomiting and diarrheal events		

Good Hygienic Practices			
Compliance Status		COS	R
06	Proper eating, tasting, drinking or tobacco use		
07	No discharge from eyes, nose, and mouth		

Preventing Contamination by Hands			
Compliance Status		COS	R
08	Hands clean & properly washed		
09	No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed		
10	Adequate handwashing sinks properly supplied and accessible		

Approved Source			
Compliance Status		COS	R
11	Food obtained from approved source		
12	Food received at proper temperature		
13	Food in good condition, safe, & unadulterated		
14	Required records available: shellstock tags, parasite destruction		

Protection from Contamination			
Compliance Status		COS	R
15	Food separated and protected		
16	Food-contact surfaces; cleaned & sanitized		
17	Proper disposition of returned, previously served, reconditioned & unsafe food		

Time/Temperature Control for Safety			
Compliance Status		COS	R
18	Proper cooking time & temperatures		
19	Proper reheating procedures for hot holding		
20	Proper cooling time and temperature		
21	Proper hot holding temperatures		
22	Proper cold holding temperatures		
23	Proper date marking and disposition		
24	Time as a Public Health Control; procedures & records		

Consumer Advisory			
Compliance Status		COS	R
25	Consumer Advisory provided for raw/undercooked food		

Highly Susceptible Populations			
Compliance Status		COS	R
26	Pasteurized foods issued; prohibited foods not offered		

Food/Color Additives and Toxic Substances			
Compliance Status		COS	R
27	Food additives; approved & properly used		
28	Toxic substances properly identified, stored, & used		

Conformance with Approved Procedures			
Compliance Status		COS	R
29	Compliance with variance/specialized process/HACCP		

GOOD RETAIL PRACTICES

Safe Food and Water			
Compliance Status		COS	R
30	Pasteurized eggs used where required		
31	Water & ice from approved source		
32	Variance obtained for specialized processing methods		

Food Temperature Control			
Compliance Status		COS	R
33	Proper cooling methods used; adequate equipment for temperature control		
34	Plant food properly cooked for hot holding		
35	Approved thawing methods used		
36	Thermometers provided & accurate		

Food Identification			
Compliance Status		COS	R
37	Food properly labeled; original container		

Prevention of Food Contamination			
Compliance Status		COS	R
38	Insects, rodents, & animals not present		
39	Contamination prevented during food preparation, storage & display		
40	Personal cleanliness		
41	Wiping cloths: properly used & stored		
42	Washing fruits & vegetables		

Proper Use of Utensils			
Compliance Status		COS	R
43	In-use utensils: properly stored		
44	Utensils, equipment & linens: properly stored, dried, & handled		
45	Single-use/single-service articles: properly stored & used		
46	Gloves used properly		

Utensils, Equipment and Vending			
Compliance Status		COS	R
47	Food & non-food contact surfaces cleanable, properly designed, constructed, & used		
48	Warewashing facilities: installed, maintained, & used; test strips		
49	Non-food contact surfaces clean		

Physical Facilities			
Compliance Status		COS	R
50	Hot & cold water available; adequate pressure		
51	Plumbing installed; proper backflow devices		
52	Sewage & waste water properly disposed		
53	Toilet facilities: properly constructed, supplied, & cleaned		
54	Garbage & refuse properly disposed; facilities maintained		
55	Physical facilities installed, maintained, & clean		
56	Adequate ventilation & lighting; designated areas used		
57	Compliance and Enforcement		



DELAWARE HEALTH AND SOCIAL SERVICES
Division of Public Health

Violations cited in the report shall be corrected within the time frames specified below, but within a period not to exceed 3 calendar days for priority items, 10 days for priority foundation items (8-405.11) or 90 days for core items (8-406.11). To prevent permit suspension, reinspection fees shall be paid in accordance with the Food Code (8-601).

FOOD ESTABLISHMENT INSPECTION REPORT					Page 2 of 2
Delaware Division of Public Health Office of Food Protection 43 South Dupont Highway, Suite C, Dover, DE 19901		No. of Risk Factor/Intervention Violations		0	Date 10/09/2025
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Establishment Tia Erika's	Address 59 Lakeview Court	City/State Wilmington, DE	Zip Code 19810	Telephone 215-586-1776	
License/Permit # New	Permit Holder Nilda Erika Almiron	Purpose of Inspection Pre-Operational	Est. Type Mobile	Risk Category Low	
OBSERVATIONS AND CORRECTIVE ACTIONS					
Item Number					
INSPECTION NOTES					
Pre-operational inspection was conducted for Tia Erika's on 10/9/25. All requirements have been met for ATC 25-NC-273-FE (MOB). This Report will serve as your Interim Food Establishment Permit to Operate. This permit will expire on 12/31/25. You will be invoiced \$100 permit fee. Failure to pay, may result in suspension of your permit. Inspector has attached the following documents: 1. Employee health control forms 2. Vomit and diarrhea clean up procedures 3. Plastic straw ban.					
Person In Charge: Nilda Erika Almiron			Date:		
Inspector (Signature) NCC-EHSII-021			Follow-up: NO Follow-up Date:		



TIAERIKAS.COM
(302)600-0778

@TIA.ERIKAS

TIA ERIKA'S

@TIA.ERIKAS



HAPPY FALL

TIAERIKAS.COM
(302) 600-0778
@TIA.ERIKAS
TIA ERIKA'S
@TIA.ERIKAS







Resolution 2025-53

A Resolution to Restrict Parking Along Both sides of the alley beginning 120 feet east of E. 2nd street and proceeding in a southwesterly direction approx. 150 feet

WHEREAS, the City Council maintains the authority to exercise all municipal powers necessary to the property administration of the City municipal government for the wellbeing of the City's citizens;

WHEREAS, this authority includes regulation of parking along City streets and rights of way; and

WHEREAS, City Council understands and acknowledges that parking on city public rights of way should be evaluated on a case-by-case basis considering the facts and circumstances affecting public safety and convenience unique to each case.

NOW, THEREFORE, BE IT RESOLVED, that the following described area in the City be made a no parking zone and that the City Administrator is directed to take those steps necessary to implement this restriction, including posting appropriate no parking signs at suitable locations as she deems appropriate:

1. Along both sides of the alley beginning 120 feet east of E. 2nd street and proceeding in a southwesterly direction approx. 150 feet, per Exhibit A.

PASSED this 10th day of November 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

Exhibit A:



LEASE
between
The Mayor and Council of New Castle and
The Bull Hill Boat Yard, Inc.

THIS LEASE, made in duplicate is effective the 1st day of October, 2024 between The Mayor and Council of New Castle, a municipal corporation of the State of Delaware, hereinafter called "Lessor," and The Bull Hill Boat Yard, Inc., a Delaware non-profit corporation, hereinafter called "Lessee," as follows:

1. LEASED PREMISES. The Lessor does hereby Lease and demise to Lessee, and Lessee does hereby hire and take from the Lessor, upon the rental hereinafter specified, all that certain lot, piece or parcel of land situated in the City of New Castle, New Castle County and State of Delaware, more particularly bounded and described according to a field survey dated May 1, 2000, attached hereto as "Exhibit A" as follows, to-wit:

**DESCRIPTION OF LEASED LOT ON E. SECOND ST.,
EXTENDED:**

All that piece or parcel of land located on the southeasterly side of East Second Street, extended, being part of the parcel known as Tax Parcel 21-015.20-210 for the City of New Castle, and further located the following two courses and distances from the intersection of the center lines of the said East Second Street [at 60' wide] and Chestnut Street [at 60' wide]: N 43 degrees 56 minutes 14 seconds east 605.69' to a point, then S 46 degrees 03 minutes 46 seconds east 26.81" to the point and place of beginning.

Thence from said point of beginning N 46 Degrees 43 minutes 10 seconds E, 191.20' to a point, thence along the tidal inlet S 39 degrees 20 minutes 28 seconds E 151.65' to a point, thence along the Delaware River S 45 degrees 50 minutes 51 seconds W 184.51' to a point. Thence along the parkland N 41 degrees 54 minutes 02 seconds W 154.69' to the point and place of beginning, be the contents thereof what they may.

2. TERM. This lease shall extend for a term of five (5) years, commencing as of the first day of October, 2024, and ending the last day of September, 2029, provided however, that on or before the first day of August, 2029, condition of this Lease, the Lessee may, by written notice under the hands of its proper officers sent to Lessor, extend and renew this Lease for a further period of

five (5) years, commencing as of the first day of October, 2029 and ending on the last day of September, 2034, subject to all of the covenants and conditions as for the original term.

3. **RENT.** The Lessee shall pay to the Lessor the rent in the amount of \$100.00 per annum, in advance, on the 1st day of October 2024, 2025, 2026, 2027, and 2028, and for any renewal or extension thereof.

4. **COVENANTS.** The Lessee covenants to and with the Lessor as follows:

- (A) The Lessee shall pay rent to the Lessor in the manner and at the time or times previously mentioned and to do and perform the several acts, stipulations and at the expiration of the term of this Lease to yield up the said demised premises to the Lessor.
- (B) The Lessee shall, at all times, be subject to and shall comply with all federal, state, county and Municipal laws, statutes, ordinances, rules, and regulations relating to the demised premises and Lessee's use thereof.
- (C) Lessor and Lessee agree that this lease is not subject to the Delaware Landlord Tenant Code.
- (D) Since Lessee is a non-profit corporation, Lessee agrees that it shall not use the demised premises for any profit-making activity.
- (E) The Lessee shall pay, in addition to the rent reserved as aforesaid, all taxes or assessments which may be assessed or levied against the land hereby demised and against any building or buildings, or other structures erected upon the premises hereby demised, it being expressly understood and agreed that the Lessor shall not be liable for any such taxes and assessments levied or assessed. The Lessor shall only be liable for taxes and assessments accruing after October 1, 2024, and during the term of this Lease as stated in Paragraph 2.
- (F) If the Lessee wishes to place or erect buildings or other structures upon the said premises it shall do so in accordance with plans and specifications submitted to and approved in writing by the Lessor through its Historic Area Commission. In case of a difference in opinion between Lessor and Lessee as to the propriety of any buildings or structures contemplated to be placed or erected by the Lessee, said

difference shall be submitted to arbitration in the manner hereafter specified in this Lease.

- (G) The Lessee shall pay all costs, expenses, and liabilities arising out of or in any way connected with the construction, maintenance, or repair of any building, buildings or other structures placed or erected on said premises, and shall keep the demised premises and structures thereon free and clear from any and all liens of mechanics, or material men, and all liens of a similar character arising out of or growing out of the construction, repair, or maintenance of such buildings or structures.
- (H) The Lessee shall not assign this Lease or sublet the premises hereby demised, or any part thereof, without the consent in writing of the Lessor.
- (I) The Lessee will not erect any sign or signs on the premises hereby demised other than signs having to do with the non-profits business of the Lessee, except that no sign shall be erected which would violate the Lessor's Zoning Code, building restrictions, property restrictions or covenants running with the land.
- (J) The Lessee shall permit the Lessor and its agents, at all reasonable times, to enter upon the premises hereby demised and view the condition of the premises and buildings.
- (K) The Lessee shall pay all water, sewer, electric, and other utility charges made in connection with the demised premises and shall also pay the cost of connecting said premises with any utility services.
- (L) The Lessee will not, in the use of the premises hereby demised, or of any structure erected or placed thereon, permit any water, waste, liquid, or any substance to flow, discharge, be thrown or placed upon any or all of the surrounding premises and contiguous waters, whether owned by the Lessor or any other person or corporation, and will make adequate provision for the disposal thereof, satisfactory to the Lessor. Lessee shall at all times keep the demised premises free of trash and other debris and keep the premises in a neat and orderly condition.
- (M) Notwithstanding Lessee's rights under the terms of this Lease, Lessee shall not bar or prevent persons, residents of New Castle or otherwise, or pedestrians from walking access to the premises. However, Lessee

shall be permitted to control vehicular access to the premises.

- (N) In addition to permitting walking access to pedestrians, Lessee also agrees (notwithstanding its right to control vehicular access) to permit residents of New Castle who are not members of the Bull Hill Boat Yard, Inc. access to the Broad Dyke for purposes of launching boats, subject to Lessee's right to charge a reasonable fee not to exceed ~~Ten Dollars (\$10.00) per launch~~ Fifty Dollars (\$50.00) per launch to such resident, non-member of the Lessee, and further provided that such residents abide by all the Park Rules applicable to this particular lot. It is further agreed by Lessor and Lessee that Lessee's obligation to permit non-members who are residents of New Castle to use the demised premises for purposes of launching boats shall be subject to there being sufficient parking space or room available to accommodate that resident, non-member. Any increase and/or decrease in launch fees must be approved by the Lessor.
- (O) The Lessee will not, except in the event of an emergency, permit or allow boat repairs on the demised premises.
- (P) The Lessee will not permit boat storage on the demised premises.

5. INDEMNITY. Lessee agrees to save Lessor harmless from, and indemnify Lessor against any and all injury, loss, or damage, of whatever nature, caused by or resulting from or claimed to have been caused by or to have resulted from, any act, omission, or negligence of Lessee or anyone claiming under the Lessee, no matter where occurring. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses, and liabilities in connection with any such injury, loss, or damage or any such claim, or any proceeding brought thereon or the defense thereof including, but not limited to, attorney's fees. If Lessee, or anyone claiming under Lessee, or if the whole or any part of the property of Lessee shall be injured, loss or damages by theft, fire, water or steam or in any other way or manner, whether similar or dissimilar to the foregoing, no part of said injury, loss, or damage is to be borne by the Lessor or its agents.

6. INSURANCE. Lessee agrees to continuously maintain insurance coverage for the demised premises, of the type and in a coverage amount sufficient to protect against typical hazards and risks associated with like-properties and activities; Lessee further agrees to name Lessor as an additional insured on any and all such policies and to deliver proof of maintenance and payment of the required insurance to Lessor annually.

7. **CITY ACCESS AND USE OF DEMISED PROPERTY.** Lessee shall permit Lessor's use of the demised premises for access to whatever extent necessary for the maintenance and repair of the flood sluice gates at the end of the Broad Dyke.

Further, Lessor and Lessee agree that the City shall have access to the demised premises and the right to use the demised premises without charge for the purpose of storing floating docks which the City uses in the spring, summer, and fall at the Icebreaker off of Battery Park. During late fall and winter, the city shall have the right to store these floating docks at the demised premises at a location specified by the Lessee.

8. **FURTHER COVENANTS.** It is hereby mutually covenanted and agreed by and between the Lessor and Lessee as follows:

- (A) The bankruptcy of the Lessee shall constitute a breach of this Lease.
- (B) The receivership or termination of business of the Lessee shall constitute a breach of this Lease and is further expressly understood and agreed that the Lessee's interest in this Lease shall not pass to any grantee or alienee of the Lessee by sale, merger or otherwise, except with written consent of the Lessor.
- (C) The Lessee shall have the right to remove, at the expiration of the term of this Lease, or any extension thereof, all buildings, structures, improvements, and additions made or placed on the demised premises by the Lessee during the term of his Lease, provided that, such buildings, structures, improvements, and additions are removed by the Lessee as aforesaid, the land and premises will be restored at the expense of the Lessee to the condition they were in at the time of execution of this Lease, except that Lessee shall not be required to restore the present grades or Levels of the land nor remove any paved surface. Failure on the part of the Lessee to remove all buildings, structures, improvements, and additions as previously mentioned by the end of the term of this Lease, or any extension thereof, shall operate to vest title to the same in the Lessor without compensation therefore being allowed to the Lessee.
- (D) In case of a difference of opinion on any matter arising under this Lease between the Lessor and the Lessee, and if, under the terms of this Lease, such difference of opinion is to be submitted to arbitration, the Lessor

and Lessee shall each select one arbitrator to represent them, and the two arbitrators so selected shall select a third arbitrator. The three arbitrators so selected shall determine the difference arising between the parties and requested to be arbitrated, and shall render their decision thereon, which decision shall be conclusive and binding upon the Lessor and Lessee. If, upon a request for arbitration made by either party, the other does not, within sixty (60) days, select an arbitrator as herein provided, then the party requesting the arbitration shall appoint two arbitrators who shall thereupon appoint the third impartial arbitrator, and they shall act with the same force and effect as though each party had named an arbitrator. Both parties shall equally bear the expenses of arbitration.

- (E) It is agreed that in the event of condemnation proceedings affecting the demised premises, this Lease shall terminate, and the Lessee shall be relieved of all further obligations hereunder. It is further agreed that any condemnation award or settlement shall be divided between Lessor and Lessee so as to equitably reimburse each party for its respective damages, and it is further agreed that no voluntary, amicable compromise settlement for damages shall be made without the written consent of the other party; provided however, in no event shall the Lessor's share be less than the fair market value of the demised property without regard to improvements thereon which have been made by the Lessee. In the event of disagreement between the parties hereto over the values, amounts, or other facts involved under this paragraph of the Lease, said difference shall be submitted to arbitration in the manner specified in this Lease in paragraph 7 (D).
- (F) In event of any breach of this Lease by Lessee, the Lessor, besides other rights or remedies, shall have the right to re-enter and take possession under summary proceeding maintained in any Justice of the Peace court. Lessor shall be entitled to all sums of money due under this Lease, and the costs of any action brought hereunder. If prior to or upon the Lessee's removal from said premises the Lessee fails to remove its property and possessions, the Lessor shall have the right to remove and store same at Lessee's expense for up to a period of thirty (30) days. At the end of such period, if the Lessee has failed to claim said property and to reimburse the Lessor for the expense of removal and storage in a reasonable amount, such property and possessions shall be deemed abandoned and may be disposed of by the Lessor without further notice

or obligation to the Lessee.

It is understood and agreed that the remedies herein given to Lessor shall be cumulative, and the exercise of any one remedy by Lessor shall not be to the exclusion of any other remedy.

- (G) The Lessor shall not be liable, under any conditions, for the furnishing of any water, sewer, or other utility to the said premises.
- (H) Any notices required or desired to be served in connection with this Lease shall be sufficiently served if sent by United States Mail, addressed to the Following Address:

The Bull Hill Boat Yard, Inc.
(AKA Bull Hill Boat Club)
c/o Warren Flowers
President
107 The Strand
New Castle, Delaware 19720

And to the Lessor as follows:

City Administrator
The Mayor and Council of New Castle
220 Delaware Street
New Castle, Delaware 19720

9. ENTIRE CONTRACT. This instrument contains the entire agreement of the parties, and supersedes, cancels, and revokes any and all other agreement of the parties relating to the subject matter of this agreement. There are no representations or warranties, either oral or written, except those contained in this Agreement. This Agreement may be modified only by an agreement in writing signed by the party against whom enforcement of such modification is sought.

10. SEVERABILITY. If any portion of this Agreement shall be held invalid or unenforceable, the validity of the remaining portion shall be unaffected, and this Agreement shall remain in full force and effect as if it had been executed with the invalid portion omitted.

11. LAW. This Agreement shall be construed and interpreted in accordance with the laws of the State of Delaware.

12. **TIME.** Time is of the essence in this Lease.

13. **SUCCESSORS AND ASSIGNS.** The covenants and conditions herein contained shall, subject to the provisions as to assignment, apply to and bind the successors and assigns of the Lessor, and the Successors and assigns of the Lessee.

IN WITNESS WHEREOF, the parties hereto have caused their respective presidents to execute this Agreement intending to be bound as of the Effective Date.

THE MAYOR AND COUNCIL
OF NEW CASTLE

THE BULL HILL BOAT YARD, Inc.

By: _____

By: _____

President of City Council

President

Attest: _____

Attest: _____

City Clerk

Secretary

LEASE
between
The Mayor and Council of New Castle and
The Bull Hill Boat Yard, Inc.

THIS LEASE, made in duplicate is effective the 1st day of October, 2024 between The Mayor and Council of New Castle, a municipal corporation of the State of Delaware, hereinafter called "Lessor," and The Bull Hill Boat Yard, Inc., a Delaware non-profit corporation, hereinafter called "Lessee," as follows:

1. LEASED PREMISES. The Lessor does hereby Lease and demise to Lessee, and Lessee does hereby hire and take from the Lessor, upon the rental hereinafter specified, all that certain lot, piece or parcel of land situated in the City of New Castle, New Castle County and State of Delaware, more particularly bounded and described according to a field survey dated May 1, 2000, attached hereto as "Exhibit A" as follows, to-wit:

**DESCRIPTION OF LEASED LOT ON E. SECOND ST.,
EXTENDED:**

All that piece or parcel of land located on the southeasterly side of East Second Street, extended, being part of the parcel known as Tax Parcel 21-015.20-210 for the City of New Castle, and further located the following two courses and distances from the intersection of the center lines of the said East Second Street [at 60' wide] and Chestnut Street [at 60' wide]: N 43 degrees 56 minutes 14 seconds east 605.69' to a point, then S 46 degrees 03 minutes 46 seconds east 26.81" to the point and place of beginning.

Thence from said point of beginning N 46 Degrees 43 minutes 10 seconds E, 191.20' to a point, thence along the tidal inlet S 39 degrees 20 minutes 28 seconds E 151.65' to a point, thence along the Delaware River S 45 degrees 50 minutes 51 seconds W 184.51' to a point. Thence along the parkland N 41 degrees 54 minutes 02 seconds W 154.69' to the point and place of beginning, be the contents thereof what they may.

2. TERM. This lease shall extend for a term of five (5) years, commencing as of the first day of October, 2024, and ending the last day of September, 2029, provided however, that on or before the first day of August, 2029, condition of this Lease, the Lessee may, by written notice under the hands of its proper officers sent to Lessor, extend and renew this Lease for a further period of

five (5) years, commencing as of the first day of October, 2029 and ending on the last day of September, 2034, subject to all of the covenants and conditions as for the original term.

3. **RENT.** The Lessee shall pay to the Lessor the rent in the amount of \$100.00 per annum, in advance, on the 1st day of October 2024, 2025, 2026, 2027, and 2028, and for any renewal or extension thereof.

4. **COVENANTS.** The Lessee covenants to and with the Lessor as follows:

- (A) The Lessee shall pay rent to the Lessor in the manner and at the time or times previously mentioned and to do and perform the several acts, stipulations and at the expiration of the term of this Lease to yield up the said demised premises to the Lessor.
- (B) The Lessee shall, at all times, be subject to and shall comply with all federal, state, county and Municipal laws, statutes, ordinances, rules, and regulations relating to the demised premises and Lessee's use thereof.
- (C) Lessor and Lessee agree that this lease is not subject to the Delaware Landlord Tenant Code.
- (D) Since Lessee is a non-profit corporation, Lessee agrees that it shall not use the demised premises for any profit-making activity.
- (E) The Lessee shall pay, in addition to the rent reserved as aforesaid, all taxes or assessments which may be assessed or levied against the land hereby demised and against any building or buildings, or other structures erected upon the premises hereby demised, it being expressly understood and agreed that the Lessor shall not be liable for any such taxes and assessments levied or assessed. The Lessor shall only be liable for taxes and assessments accruing after October 1, 2024, and during the term of this Lease as stated in Paragraph 2.
- (F) If the Lessee wishes to place or erect buildings or other structures upon the said premises it shall do so in accordance with plans and specifications submitted to and approved in writing by the Lessor through its Historic Area Commission. In case of a difference in opinion between Lessor and Lessee as to the propriety of any buildings or structures contemplated to be placed or erected by the Lessee, said

difference shall be submitted to arbitration in the manner hereafter specified in this Lease.

- (G) The Lessee shall pay all costs, expenses, and liabilities arising out of or in any way connected with the construction, maintenance, or repair of any building, buildings or other structures placed or erected on said premises, and shall keep the demised premises and structures thereon free and clear from any and all liens of mechanics, or material men, and all liens of a similar character arising out of or growing out of the construction, repair, or maintenance of such buildings or structures.
- (H) The Lessee shall not assign this Lease or sublet the premises hereby demised, or any part thereof, without the consent in writing of the Lessor.
- (I) The Lessee will not erect any sign or signs on the premises hereby demised other than signs having to do with the non-profits business of the Lessee, except that no sign shall be erected which would violate the Lessor's Zoning Code, building restrictions, property restrictions or covenants running with the land.
- (J) The Lessee shall permit the Lessor and its agents, at all reasonable times, to enter upon the premises hereby demised and view the condition of the premises and buildings.
- (K) The Lessee shall pay all water, sewer, electric, and other utility charges made in connection with the demised premises and shall also pay the cost of connecting said premises with any utility services.
- (L) The Lessee will not, in the use of the premises hereby demised, or of any structure erected or placed thereon, permit any water, waste, liquid, or any substance to flow, discharge, be thrown or placed upon any or all of the surrounding premises and contiguous waters, whether owned by the Lessor or any other person or corporation, and will make adequate provision for the disposal thereof, satisfactory to the Lessor. Lessee shall at all times keep the demised premises free of trash and other debris and keep the premises in a neat and orderly condition.
- (M) Notwithstanding Lessee's rights under the terms of this Lease, Lessee shall not bar or prevent persons, residents of New Castle or otherwise, or pedestrians from walking access to the premises. However, Lessee

shall be permitted to control vehicular access to the premises.

- (N) In addition to permitting walking access to pedestrians, Lessee also agrees (notwithstanding its right to control vehicular access) to permit residents of New Castle who are not members of the Bull Hill Boat Yard, Inc. access to the Broad Dyke for purposes of launching boats, subject to Lessee's right to charge a reasonable fee not to exceed ~~Ten Dollars (\$10.00) per launch~~ Fifty Dollars (\$50.00) per launch to such resident, non-member of the Lessee, and further provided that such residents abide by all the Park Rules applicable to this particular lot. It is further agreed by Lessor and Lessee that Lessee's obligation to permit non-members who are residents of New Castle to use the demised premises for purposes of launching boats shall be subject to there being sufficient parking space or room available to accommodate that resident, non-member. Any increase and/or decrease in launch fees must be approved by the Lessor.
- (O) The Lessee will not, except in the event of an emergency, permit or allow boat repairs on the demised premises.
- (P) The Lessee will not permit boat storage on the demised premises.

5. INDEMNITY. Lessee agrees to save Lessor harmless from, and indemnify Lessor against any and all injury, loss, or damage, of whatever nature, caused by or resulting from or claimed to have been caused by or to have resulted from, any act, omission, or negligence of Lessee or anyone claiming under the Lessee, no matter where occurring. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses, and liabilities in connection with any such injury, loss, or damage or any such claim, or any proceeding brought thereon or the defense thereof including, but not limited to, attorney's fees. If Lessee, or anyone claiming under Lessee, or if the whole or any part of the property of Lessee shall be injured, loss or damages by theft, fire, water or steam or in any other way or manner, whether similar or dissimilar to the foregoing, no part of said injury, loss, or damage is to be borne by the Lessor or its agents.

6. INSURANCE. Lessee agrees to continuously maintain insurance coverage for the demised premises, of the type and in a coverage amount sufficient to protect against typical hazards and risks associated with like-properties and activities; Lessee further agrees to name Lessor as an additional insured on any and all such policies and to deliver proof of maintenance and payment of the required insurance to Lessor annually.

7. **CITY ACCESS AND USE OF DEMISED PROPERTY.** Lessee shall permit Lessor's use of the demised premises for access to whatever extent necessary for the maintenance and repair of the flood sluice gates at the end of the Broad Dyke.

Further, Lessor and Lessee agree that the City shall have access to the demised premises and the right to use the demised premises without charge for the purpose of storing floating docks which the City uses in the spring, summer, and fall at the Icebreaker off of Battery Park. During late fall and winter, the city shall have the right to store these floating docks at the demised premises at a location specified by the Lessee.

8. **FURTHER COVENANTS.** It is hereby mutually covenanted and agreed by and between the Lessor and Lessee as follows:

- (A) The bankruptcy of the Lessee shall constitute a breach of this Lease.
- (B) The receivership or termination of business of the Lessee shall constitute a breach of this Lease and is further expressly understood and agreed that the Lessee's interest in this Lease shall not pass to any grantee or alienee of the Lessee by sale, merger or otherwise, except with written consent of the Lessor.
- (C) The Lessee shall have the right to remove, at the expiration of the term of this Lease, or any extension thereof, all buildings, structures, improvements, and additions made or placed on the demised premises by the Lessee during the term of his Lease, provided that, such buildings, structures, improvements, and additions are removed by the Lessee as aforesaid, the land and premises will be restored at the expense of the Lessee to the condition they were in at the time of execution of this Lease, except that Lessee shall not be required to restore the present grades or Levels of the land nor remove any paved surface. Failure on the part of the Lessee to remove all buildings, structures, improvements, and additions as previously mentioned by the end of the term of this Lease, or any extension thereof, shall operate to vest title to the same in the Lessor without compensation therefore being allowed to the Lessee.
- (D) In case of a difference of opinion on any matter arising under this Lease between the Lessor and the Lessee, and if, under the terms of this Lease, such difference of opinion is to be submitted to arbitration, the Lessor

and Lessee shall each select one arbitrator to represent them, and the two arbitrators so selected shall select a third arbitrator. The three arbitrators so selected shall determine the difference arising between the parties and requested to be arbitrated, and shall render their decision thereon, which decision shall be conclusive and binding upon the Lessor and Lessee. If, upon a request for arbitration made by either party, the other does not, within sixty (60) days, select an arbitrator as herein provided, then the party requesting the arbitration shall appoint two arbitrators who shall thereupon appoint the third impartial arbitrator, and they shall act with the same force and effect as though each party had named an arbitrator. Both parties shall equally bear the expenses of arbitration.

- (E) It is agreed that in the event of condemnation proceedings affecting the demised premises, this Lease shall terminate, and the Lessee shall be relieved of all further obligations hereunder. It is further agreed that any condemnation award or settlement shall be divided between Lessor and Lessee so as to equitably reimburse each party for its respective damages, and it is further agreed that no voluntary, amicable compromise settlement for damages shall be made without the written consent of the other party; provided however, in no event shall the Lessor's share be less than the fair market value of the demised property without regard to improvements thereon which have been made by the Lessee. In the event of disagreement between the parties hereto over the values, amounts, or other facts involved under this paragraph of the Lease, said difference shall be submitted to arbitration in the manner specified in this Lease in paragraph 7 (D).
- (F) In event of any breach of this Lease by Lessee, the Lessor, besides other rights or remedies, shall have the right to re-enter and take possession under summary proceeding maintained in any Justice of the Peace court. Lessor shall be entitled to all sums of money due under this Lease, and the costs of any action brought hereunder. If prior to or upon the Lessee's removal from said premises the Lessee fails to remove its property and possessions, the Lessor shall have the right to remove and store same at Lessee's expense for up to a period of thirty (30) days. At the end of such period, if the Lessee has failed to claim said property and to reimburse the Lessor for the expense of removal and storage in a reasonable amount, such property and possessions shall be deemed abandoned and may be disposed of by the Lessor without further notice

or obligation to the Lessee.

It is understood and agreed that the remedies herein given to Lessor shall be cumulative, and the exercise of any one remedy by Lessor shall not be to the exclusion of any other remedy.

- (G) The Lessor shall not be liable, under any conditions, for the furnishing of any water, sewer, or other utility to the said premises.
- (H) Any notices required or desired to be served in connection with this Lease shall be sufficiently served if sent by United States Mail, addressed to the Following Address:

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c/o Warren Flowers
President
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New Castle, Delaware 19720

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The Mayor and Council of New Castle
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IN WITNESS WHEREOF, the parties hereto have caused their respective presidents to execute this Agreement intending to be bound as of the Effective Date.

THE MAYOR AND COUNCIL
OF NEW CASTLE

THE BULL HILL BOAT YARD, Inc.

By: _____

By: _____

President of City Council

President

Attest: _____

Attest: _____

City Clerk

Secretary

Proposed Motion for the Bull Hill Boat Yard Discussion:

Amend Section 4.N of the October 1, 2024 Lease between the Mayor and Council of New Castle and the Bull Hill Board Yard, Inc. to replace “Ten Dollars (\$10.00) per launch” with “Fifty Dollars (\$50.00) per launch” and to authorize staff to prepare the necessary amendment to effect this change and further to authorize Council President Souder to sign the written amendment