Levy Court is your County government. Kent County Levy Court is comprised of seven elected Commissioners: six are elected from the districts in which they reside, and the seventh elected at-large to represent the entire county. The Commissioners serve at the will of the electorate and answer solely to their constituents. Since the Commissioners are elected officials, it is customary to refer to them with the designation of Honorable.

Levy Court responsibilities include: enacting planning and land use ordinances; providing parks and recreation facilities; establishing fees; providing emergency medical services; 911 communications; emergency management; approving sewer system construction; establishing the yearly tax rate; appointing department heads and overseeing the county departments that support the mission of Levy Court. The Commissioners appoint a County Administrator who is responsible for managing the day-to-day operations of county government.

Levy Court offices are located at 555 Bay Road. Residents may call 744-2300 to reach a County Office.
For more information on Levy Court, please visit our website at www.co.kent.de.us.

Kent County has four Row Officers: each of which is an elected official. Row Officers serve four year terms and each is empowered to manage their office. Each row office performs a distinct function within the County Government.

About the ROW OFFICES

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>Name</th>
<th>Designation</th>
<th>Committee</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGISTER OF WILLS</td>
<td>Hon. Harold K. Brode</td>
<td>Commissioner 5th</td>
<td>Community Services/Information Technology</td>
<td>302-943-7328</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Harold.Brode@co.kent.de.us">Harold.Brode@co.kent.de.us</a></td>
<td>District</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(302) 744-2330</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Deputy</td>
<td>Dianne M. Rager</td>
<td></td>
<td></td>
<td>302-744-2328</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Dianne.Rager@co.kent.de.us">Dianne.Rager@co.kent.de.us</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy</td>
<td>Jason Mollohan</td>
<td></td>
<td></td>
<td>302-744-2327</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Jason.Mollohan@co.kent.de.us">Jason.Mollohan@co.kent.de.us</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Bettylou.McKenna@co.kent.de.us">Bettylou.McKenna@co.kent.de.us</a></td>
<td>District</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(302) 744-2321</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk of the Peace</td>
<td>Hon. Brenda Wootten</td>
<td>Commissioner 2nd</td>
<td>Finance</td>
<td>302-943-7328</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Brenda.Wootten@co.kent.de.us">Brenda.Wootten@co.kent.de.us</a></td>
<td>District</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(302) 744-2346</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheriff</td>
<td>Hon. Brian E. Lewis</td>
<td>Commissioner 4th</td>
<td>Planning Services</td>
<td>302-943-7328</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:BrianE.Lewis@co.kent.de.us">BrianE.Lewis@co.kent.de.us</a></td>
<td>District</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(302) 736-2161</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Deputy</td>
<td>Chris White</td>
<td></td>
<td></td>
<td>302-736-2161</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Chris.White@co.kent.de.us">Chris.White@co.kent.de.us</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy</td>
<td>Patricia A. Brown</td>
<td></td>
<td></td>
<td>302-736-2161</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Trish.Brown@co.kent.de.us">Trish.Brown@co.kent.de.us</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Kent County makes room for TOYS FOR TOTS’ DRIVE

Two years after partnering with the United States Marine Corps Central Delaware Reserve Unit, Toys for Tots is still going strong. The agreement was for Kent County Levy Court to provide a base of operation. A short-term lease agreement was executed allowing the use of 26 Starlifter Avenue, a County owned property within the Kent Aero-Park.

In Early-December Toys for Tots volunteers were busy receiving toys and packing donations. Nearly 1100 families had registered and received toys December 20 and 21. Each child received at least 3 toys and stocking stuffers, too.

US Route 13 Sewer REHABILITATION PROJECT COMPLETED

Kent County Levy Court is proud to announce that the US Route 13 Sewer Rehabilitation Project was completed in December 2019, except for minor site restoration work which requires warmer temperatures. Grading, seeding and stabilization within the median and construction staging areas will be completed in spring 2020.

Although there were many challenges, the Project was completed on schedule and under budget. The final project cost estimate for engineering, materials, construction and administration of approximately $7 million was lower than the funding allocated by the US Department of Agriculture-Rural Development (USDA), DE Department of Natural Resources and Environmental Control (DNREC), and the County of about $7.5 million.

Installed in the early 1970’s, a 24 inch prestressed concrete cylinder pipe (PCCP) line, conveys sanitary sewer flows from northern Kent County through the City of Dover, and is critical to maintaining transmission of flows to the Kent County Regional Resource Recovery Facility.

Based on a history of breaks from 2014 through 2016, results of a closed circuit television (CCTV) camera inspection showed corrosion at the pipe crown, and the high likelihood of future failure. A project was initiated to rehabilitate the sanitary sewer pipeline located in the median of US Route 13 (US 13) from Garden Lane north to West Denneys Road (north Dover area).

Planning began in May 2017 with the hire of KCI Technologies (KCI) as consultant for preliminary engineering services. The services were expanded in February 2018 to include planning, design and construction inspection services for the project based on preliminary findings.

The proposed project included slip-lining approximately 15,400 feet, about 3 miles,

Continued on page 5

ATTENTION KENT COUNTY GARBAGE COLLECTION CUSTOMERS

**COUNTY GARBAGE DISTRICTS WITH YARD WASTE COLLECTION**
YARD WASTE SERVICE WILL RESUME ON MONDAY, APRIL 6, 2020.

For questions contact us at (302) 744-2429 or visit www.co.kent.de.us - Kent County Department of Public Works
Kent County PHONE DIRECTORY

Kent County Administrative Complex
555 Bay Road, Dover, DE 19901

Levy Court 744-2305
Assessment Office 744-2401
Building Permits & Inspections 744-2451
Code Enforcement 744-2452
Community Development 744-2480
Economic Development 678-3028
Engineering 744-2430
Facilities Management 744-2357
Finance 744-2386
Tax Section 744-2341
GIS/Mapping 744-2416
Information Technology 744-2365
Parks & Recreation 744-2495
Personnel 744-2310
Planning 744-2471

Kent County Emergency Services Building
911 Public Safety Blvd., Dover, DE 19901

Emergency Communications 735-2200
Emergency Management 735-3465
Emergency Medical Services 735-2180

Kent County Library
497 South Red Haven Lane, Dover, DE 19901

Library Services 744-1919

Kent County Parks and Recreation
1683 New Burton Road, Dover, DE 19904

Main Number 744-2495

Kent County Wastewater Treatment Plant
139 Milford Neck Road, Milford, DE 19963

Wastewater Facilities 335-6000

Levy Court Pays Tribute to LONG-TIME VOLUNTEER

Kent County Levy Court recognized CAROL PETERSON for 10 years serving as a Volunteer at the Reception Desk for the Kent County Administrative Complex. She was placed with Kent County on October 10, 2009 through the 55+Retired and Senior Volunteer Program (RSVP) sponsored by the Modern Maturity Center in Dover. Ms. Peterson can be found at the front desk every Tuesday and Thursday from 10 a.m. to 2 p.m.

For more than 10 years, Carol has been the friendly greeter welcoming visitors and staff to the building and giving directions to specific County offices, State offices, Federal offices and even local businesses. Her smile and cheerful personality offer solace to flustered citizens in need of assistance and soothe the angriest of constituents demanding to know where to pay property taxes.

Kent County Levy Court extends sincere appreciation to Carol Peterson for her dedication to volunteerism and to the citizens of Kent County.

REMOTE CONTROLLED MODEL AIRPLANES ALLOWED IN SOME COUNTY PARKS

This year, Remote Controlled Airplanes enthusiasts can enjoy flying their planes in certain areas of Kent County Parks, a concern that was unclear to model airplane owners before October 2019. At its October 8, 2019 Levy Court Committee Meeting, Commissioners gave the nod of approval for three County parks where electric motored Remote Controlled Model Airplanes can be flown; at the south field at Kesselring County Park; the southeast field at Big Oak County Park; and, the north field at Browns Branch County Park. Use of authorized Remote Controlled Airplanes shall comply at all times with the Special Regulations for Operation of Remote Controlled Airplanes promulgated by the Department of Community Services. For more information, visit co.kent.de.us/parks-recreation.aspx.
Kent County Public Library Ends 2019 with NEW INFORMATION TECHNOLOGY

Kent County Public Library and the Kent County Mobile Library received Information Technology and equipment upgrades in December. The rollout included two network projects:

(1) Replaced the local network hardware/cleaned up the network cabling to transition to a new fiber optic vendor.

(2) Work Station PC Replacement:

• All public computers were replaced with Dell OptiPlex 7460 desktop models. The computer lab laptops that are used in computer instruction classes were upgraded to Dell Precision 5350 models.

• The new computers were upgraded from Windows 7 to Windows 10 and have Microsoft Office 2016 instead of Microsoft Office 2013, which is now the standard for Microsoft.

• As the new models no longer feature built-in DVD drives, rollout also included the purchase of several external DVD players that can be loaned to patrons upon request (for in-building use).

• The public network printer was replaced with a new HP M402n Printer with a companion flatscreen scanner that makes it possible for the Division of Libraries to offer free fax services to the public.

In all, Kent County Public Library has 29 public workstations (including laptops used for programs and training) and 8 staff workstations. These workstations average 13,000 sessions per year. Patrons use library technology for everything from job applications and filing taxes, to checking email, research, or online gaming! With these upgrades, Delaware’s public libraries offer the fastest, most reliable Internet link of all public libraries nationwide.

Even when the library building is closed, virtual library services are open! Some popular library applications that are available to library cardholders 24/7 include: eBooks through the online catalog with more than 14,000 circulations last year; hard copy circulation was 134,000. Other online services include Flipster, which provides access to thousands of popular magazines at: https://lib.de.us/emedia/; Virtual Reference via Ask a Librarian Delaware at: http://answers.delawarelibraries.org/; There’s also Free Standardized Testing via online catalog from Learning Express at: https://lib.de.us/emedia/; Mango Languages through the KCPL webpage at: http://www.co.kent.de.us; and, the Kent County Community Services on-line program calendar and registration at: http://www.tinyurl.com/KCPLcalendar.

All of these services are free with a Delaware library card! Online library card registration is available at: https://lib.de.us/help/librarycard/; and patrons can renew their materials themselves online by signing into their account via the online catalog at: http://www.lib.de.us. Get a Delaware Library Card and use it often!

Continued from page 3

of 24-inch pre-stressed concrete cylinder pipe (PCCP) with 18-inch and 20-inch fusible polyvinyl chloride (FPVC) pipe.

Funding, as well as, construction permits and Maintenance of Traffic (MOT) plans were keys to starting the project construction. In 2018, funding offers were accepted from federal and state agencies. Due to the project location, MOT plans were developed for a 12-month period which DelDOT approved in April 2019. Prior to that, in March 2019, Levy Court approved lease agreements, easement acquisitions and compensation necessary to store the materials and perform the work. In late spring and early summer 2019, contracts for materials and for construction were awarded to Ferguson Waterworks and to George Lynch, Inc. respectively.

Due to the project’s location and potential impact to major stakeholders within the project limits, a Community Outreach Campaign was designed to keep stakeholders informed and avoid major disruptions to the community and businesses. The outreach initiatives included: project workshops; door-to-door flyer deliveries; an email subscription notice program; a dedicated project phone line answering service; project notification via the media and social media; and, implementation of a dedicated project page on the County’s website.

By July 2019, construction began. Throughout construction, the true condition of the pipe was discovered. George & Lynch, the contractor, found numerous sections of the concrete pipe that were deteriorated and collapsed to the point that normal cleaning procedures were ineffective. At these locations, the contractor had to excavate additional access pits, open the pipe, and manually remove the debris and obstructions. Some of these locations required more extensive excavation including an 80-foot long trench in the turn lane to Dover Downs, and pipe replacement in order to complete the slip-lining. In the beginning, the contractor spent numerous hours trying to jet wash and video the pipe from the designed access pits. If the pipe was located in the grass, they opened the pipe at the blockages, removed the debris, cleaned and videoed again. As the project progressed, George & Lynch and their subcontractor, Standard Pipe Services, developed more innovative techniques to remove the debris from the pipe and minimize additional cleaning.

Ultimately, the success of the project was a result of creativity, innovation, cooperation, continual communication, and the determination of the entire project team including the Owner, Consultant, Supplier, Contractor, and Regulatory/Funding Agencies. Many thanks to our project team: Kent County Levy Court (including Diana Golt, Public Works Director and Andy Riggi, Assistant Public Works Director), KCI Technologies, Ferguson Waterworks, George & Lynch Inc., DelDOT, USDA, DNREC, and the City of Dover.
Employees of the Month

SHIRLEY E. THOMS

Kent County Department Heads have selected **SHIRLEY E. THOMS** from the Department of Finance - Assessment Office as the October 2019 Employee of the Month.

Shirley started with Kent County in April 2006 as a Permit Technician and later transferred to the Planning Office and then ultimately to the Assessment Office in November 2012 where she currently serves as an Assessor II. Her primary duties include inspecting properties in the field to measure structures and collect data used in real estate assessment; researching parcel permitting and construction history and sales of real estate; and maintaining computerized property improvements for her assigned territory. Shirley is a State licensed Certified Assessor and was previously recognized as Employee of the Month in July 2009.

Shirley’s experience in the building permits and planning offices has proven helpful with routine property assessment tasks, but her research skills have benefitted her work product the most. She is routinely praised by property owners for effectively explaining the complex assessment process in Delaware and for her pleasant demeanor. On several occasions Shirley has designed creative exhibits to honor veterans, Kent County history, and special events in the Administrative Complex display case.

According to Finance Director Susan Durham, “Shirley has become a highly skilled property assessor for the County and willingly shares her knowledge with co-workers and constituents. She is very dedicated to Kent County and can be counted on to help out whenever needed.”

Congratulations Shirley on a job well done!

JONATHAN C. STEWART

Kent County Department Heads have selected **JONATHAN C. STEWART** from the Department of Community Services as the November 2019 Employee of the Month.

Jonathan serves as a Recreation Program Supervisor II in the Parks & Recreation Division and has worked for Kent County since November 2017.

His primary duties include organizing and coordinating recreational programs and leagues at the Recreation Center, various County parks and other locations.

Most notably, Jonathan used his creativity and savvy computer skills to take Kent County Parks and Recreation's social media presence to new heights. He serves as content and video editor on the monthly “Recreation Update” show, creates additional video commercials highlighting events such as “Fright Night”, and created “KCPR The Rec”, a biweekly podcast giving our community an inside glimpse at recreational issues and news about upcoming programs.

According to Community Service Director Jeremy Sheppard, “Jonathan is an eager and creative team member. He strives to provide excellent customer service and works to drive community participation and engagement. He has a unique blend of soft skills and technical knowledge that makes our Department better.”

Congratulations Jonathan on a job well done!

ROBERT K. FRANKEL

Kent County Department Heads have selected **ROBERT K. FRANKEL** from the Department of Planning Services as the December 2019 Employee of the Month.

Bob has worked for Kent County since May 2017 and now serves as a Building Codes Inspector I in the Inspections & Enforcement section after initially working a few months as a WWF Plant Operator Trainee in the Public Works Department. His primary duties include inspecting buildings and property for compliance with County building, and enforcement of zoning, housing and property maintenance codes and ordinances.

Bob is praised by co-workers as always being well-prepared, and he has earned a well-deserved reputation for winning court cases due to that preparation and his presentation skills.

According to Planning Services Director Sarah Keifer, “Bob is the first code enforcement officer I’ve worked with who can essentially sell people on compliance with the code. So often both the complainants and the violators end up being friendly with him. We have a fairly new enforcement team and he has helped to set the standard for both customer service and successful enforcement. We’re very fortunate to have him as part of the department.”

Congratulations Bob on a job well done!
**How the 2020 Census will invite everyone to respond**

**What to Expect in the Mail**

*When it’s time to respond, most households will receive an invitation in the mail.*

*Every household will have the option of responding online, by mail, or by phone.*

Depending on how likely your area is to respond online, you’ll receive either an invitation encouraging you to respond online or an invitation along with a paper questionnaire.

**Letter Invitation**

- Most areas of the country are likely to respond online, so most households will receive a letter asking you to go online to complete the census questionnaire (or to respond by phone).

- We plan on working with the U.S. Postal Service to stagger the delivery of these invitations over several days. This way we can spread out the number of users responding online, and we’ll be able to serve you better if you need help over the phone.

**Letter Invitation and Paper Questionnaire**

- Areas that are less likely to respond online will receive a paper questionnaire along with their invitation. The invitation will also include information about how to respond online or by phone.

---

**WHAT WE WILL SEND IN THE MAIL**

<table>
<thead>
<tr>
<th>On or between</th>
<th>You'll receive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 12–20</td>
<td>An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.)</td>
</tr>
<tr>
<td>March 16–24</td>
<td>A reminder letter.</td>
</tr>
<tr>
<td>March 26–April 3</td>
<td>A reminder postcard.</td>
</tr>
<tr>
<td>April 8–16</td>
<td>A reminder letter and paper questionnaire.</td>
</tr>
<tr>
<td>April 20–27</td>
<td>A final reminder postcard before we follow up in person.</td>
</tr>
</tbody>
</table>

---

**We understand you might miss our initial letter in the mail.**

- Every household that hasn’t already responded will receive reminders and will eventually receive a paper questionnaire.

- It doesn’t matter which initial invitation you get or how you get it—we will follow up in person with all households that don’t respond.
Elderly/Disability Property Tax Exemption

To Qualify:
- The property must be your primary residence
- You must be Age 65 or Older by May 31
- Totally (100%) disabled with an annual income less than $24,750 for married couples
- You must have lived on the property for at least 1 year and have been a Delaware resident for at least five (5) years.
- Disability applicants must be able to document their total disability.

*This exemption reduces the taxable assessment of your property thereby reducing or eliminating your property tax liability.

To Apply:
A completed application and income/disability verification forms must be received by the Assessment Office no later than April 30 prior to the tax year (June 1) for which the exemption is sought. For an application call the Kent County Assessment Office at: 302-744-2401 or download from: http://www.co.kent.de.us/media/931743/2019Elderly-Disability-Application.pdf

You must reapply for this exemption every year. Retroactive credits are not permitted.

Senior School Property Tax Relief

Deadline is April 30

Homeowners age 65 or over are eligible for a tax credit against regular school property taxes of 50 percent (up to $400). This credit may only be used against property taxes on a primary residence.

10 YEAR RESIDENCY REQUIREMENT
FOR NEW APPLICANTS

Individuals who establish legal domicile in Delaware on or after January 1, 2018 will be required to have been legally domiciled within the State for a period of at least 10 consecutive years in order to be eligible to receive a credit.

Individuals who establish legal domicile in Delaware AFTER December 31, 2012, but prior to January 1, 2018 will continue to be required to have been legally domiciled within the State for a period of at least 5 consecutive years in order to be eligible to receive a credit.

Individuals who have established domicile in Delaware prior to January 1, 2013, will be eligible to receive the credit in the ensuing tax year.

Please Note
Taxpayers must pay their property tax bill in full by the end of each tax year in order to qualify for this credit for the subsequent property tax year.

To Qualify:
A copy of a valid driver’s license or official state ID is required for each applicant at the time of application.

For an application, go to: https://financefiles.delaware.gov/docs/ssptc_app.pdf

To find out how the program works and to get more information visit: https://finance.delaware.gov/publications/proptax/propmain.shtml.