



Town of Dewey Beach

www.townofdeweybeach.com

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RESOLUTION NO.

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**A RESOLUTION OF THE COMMISSIONERS OF THE TOWN OF DEWEY BEACH RECOMMENDING
THE NOMINATION AND TERM OF SERVICE OF THE ALDERMAN OF THE TOWN OF DEWEY BEACH,
DELAWARE TO THE HONORABLE MATT MEYER, GOVERNOR OF THE STATE OF DELAWARE**

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WHEREAS, in accordance with Title 10 §1909 of the Delaware Code, all Judges of this State or any of its subdivisions shall be appointed by the Governor, by and with the consent of a majority of all Members elected to the Senate; and

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WHEREAS, the Town of Dewey Beach is served by Alderman's Court 36, which adjudicates violations of municipal ordinances and other matters within its jurisdiction; and

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WHEREAS, Ronda McIntyre has served as Alderman of Court 36 for the past two years, and has provided knowledgeable, fair, and professional service to the Town and its residents; and

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WHEREAS, the Mayor and Commissioners desire to reappoint Ronda McIntyre to continue serving in this role.

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NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Town of Dewey Beach, Delaware do hereby resolve by majority vote that;

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Ronda McIntyre is recommended to the Governor as a suggested candidate to be reappointed as Alderman of the Town of Dewey Beach, Delaware, for a term of two (2) years from the date of confirmation.

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Approved by majority vote of the Dewey Beach Town Council on March 20, 2026.

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Mayor, William Stevens

Town Manager, Bill Zolper

Ronda R. McIntyre



Ronda.mcintyre@cj.state.de.us

Position applied:

Reappointment to second term (5-16-2026 to 5-16-2028)-Alderman Judge
w/Clerical duties

Part-Time

Alderman Court # 36, Dewey Beach, Delaware

Objective:

I have 43 years' experience resolving issues with the public, supervising clerical staff and managing successful operating courts for the State of Delaware and most recently as Alderman Judge for the Town of Dewey Beach, De.

Profile Statement:

I developed strong communication and interpersonal skills dealing with diverse customers and internal staff members. Solid computer skills utilized in the preparation of correspondence, various orders and documents.

Strong organizational and planning skills used in scheduling of cases and completing multiple tasks on time. Keeping completed cases with the court purged, scanned and filed for their 35 year retention. A self-motivated worker always willing to take on additional duties.

Excellent general office skills couples with strong supervisory experience and worth ethic and a loyal employee.

Work Experience:

May 16, 2024 for 2 year term to May 16, 2026

Alderman Judge for the Town of Dewey Beach, De. I am required to comply with the Delaware Code of Judicial Conduct, which is a strict code of ethics and includes a prohibition against the appearance of impropriety (as well as any actual impropriety) and prohibits political activity, including campaign contributions.

I have completed the Justice of the Peace Beginning Legal Education (BLE) program which consists of 6 weeks of Criminal Court instruction. I also follow closely the Justice of the Peace Policy Directives that provide guidance on legal issues and Delaware Rules of Evidence and the Justice of the Peace Court Rules.

I adjudicate actions brought under any ordinance of the Town of Dewey Beach as enacted by the Town Council. An Alderman's docket is also kept as record which records all official acts and proceedings. The Alderman has jurisdiction over all breaches of the peace, offenses and violations of any civil or criminal ordinances as well as traffic committed within the corporate limits of the Town of Dewey Beach. I hold bail/bond hearings, arraignments, trials and sentencing to dispose of all cases brought before the Court. I impose fines, imprisonment as sentences in accordance with the penalties provided by the Town Charter, Town Ordinances or as provided by any law of the State of Delaware.

I prepare a Town Manager's monthly report of all fines and penalties imposed during each month.

My position as Alderman Judge w/Clerical duties also incorporates the clerical responsibilities as listed next under work experience as Alderman Court Clerk, for Alderman Court # 36, Dewey Beach, De.

Alderman Clerk of the Court

January 1, 2021 to present date

The Alderman Court is staffed with an Alderman Judge and a Clerk of the Court. The position I hold is one of Alderman Judge w/Clerk of the Court duties. The Clerk of the Court position is very detailed oriented. There is constant contact with very diverse customers seeking to dispose of Criminal, Civil and traffic cases. Disposing of cases can be from taking payments to setting arraignment in person or by Zoom hearings to setting trials. The Clerk has contact with defendants, their families, law enforcement agencies, attorneys, Dept of corrections, Dept, of Motor vehicles both in state and out of state and other various agencies.

I am expected to continue to pass a background check, keep safe all information and cases held within the court (Deljis regulations). It is mandatory that I keep the security training up-to-date.

I assess case filings to determine placement, interpret court rule, policies and procedural requirements through ordinances. I coordinate case scheduling according to the schedule of the court calendar and at times officers schedules for trials.

I maintain a Daily Cash Collections report to coincide with the daily batch report of all monies collected through the court and online payments.

I handle in person and over the phone issues and payments. Other duties include case filing, scheduling, running additional paperwork that must go with all cases filed in the court, scanning of the cases, purging.

(Attachment 1) Clerical processes and procedures. A more in depth look at the position.

Pivot Physical Therapy

Patient Care Coordinator

June 10, 2019 to June 30, 2020

I worked the front counter of Pivot Physical therapy. This is very fast paced office dealing with approximately 60 to 80 patients daily. This involves answering the phones, scheduling new patients in and scheduling existing patients further out for their therapy. Preparing daily paperwork for the therapists, checking faxes throughout the day, scanning patient paperwork to their files, verifying medical insurances coverages, obtaining proper referrals and authorizations to insure proper payment, collecting co-payments, weekly cash master report, weekly clinic director report, following policy and procedures of the clinic. I work with Outlook, clinic program called Raintree that house all the patient files, many websites for verifying patient health insurances, taking directions from the clinic director as well as the physical therapists.

Judicial Operations Manager/Judicial Case Processor Supervisor

State of Delaware, Justice of the Peace Court #2 & Statewide Video Court.

January, 1992 to June 1, 2019 (retired)

I was in charge of the 16 hour a day statewide video court and an 8 hour a day Justice of the Peace Court, supervising 8 Court Clerks. I was responsible for accessing case filings to determine placement. I interpret court rules, policies and procedural requirements. I monitored and coordinated case activity through multiple legal events and processes. I was responsible for recognizing and solving case flow problems that could cause delays in due process. I initiated appropriate action to expedite cases effectively and efficiently to resolve issues to inhibit case flow. I had daily interaction with the public. It was my responsibility to be the problem solver for any issue involving the public, always while maintaining a calm professional demeanor. I performed research for case files, establish and maintain contact within the legal community, other agencies and courts. As the supervisor for the statewide video court, it was my responsibility to stay abreast of all changes in the computer systems, implement said changes

and follow-up any changes with staff. I give clear and concise instruction and evaluate at set intervals.

Judicial Case Processor

State of Delaware, Justice of the Peace Court

July 1982 to December 1991

Began my career in the Justice of the Peace Courts for the State of Delaware, starting as a clerk at the front desk. Collecting fines, typing forms, scheduling hearing with defendants, law enforcement agency officers and attorneys. Interpreting various state laws, legal memorandums, policy directives of the court. Taking direction and type orders for the Judge on duty.

Education

Sussex Central Senior High

Georgetown, Delaware

Graduated 1978

Skills

Proficient in Outlook, Delaware Criminal Justice Information Systems (DEIjis), Case Management, Criminal Justice Information systems (Cjis), Microsoft, Raintree Medical date program.

Project: Police Prosecution Program (PPP): I was instrumental in the creation of the program. This program was put into place to process traffic cases through plea agreement between the police and defendants. It was implemented and in place statewide and it continues to be in operation.

Project: I was placed on the policies and procedures committee to update and rewrite all procedures used in the Justice of the Peace Courts. During this tenure, I rewrote the Instructional page for tickets and summons (e-tickets) currently in use.

Certificates and Course

Member with Mid-Atlantic association for court managers (MAACM), I have certificates in HIPAA Privacy & Security Training. Train the Trainer, Frontline Leadership A&B, Basic Legal Education (BLE), Basic Clerical Education (CLE), and Deljis training.

References

Kelly Pettyjohn [REDACTED]

Anna Piccolo [REDACTED]

Michelle Chisenhall [REDACTED]