

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Tuesday, November 10, 2009
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 7:00 P.M. Regular Meeting

PRESENT:

Edwin A Lambden, Mayor
Charlie Koskey, Ward One
Brian Pettyjohn, Ward Four

STAFF PRESENT:

Eugene S Dvornick Jr, Town Manager
Angela Townsend, Town Clerk
Bill Bradley, Director of Public Works

ABSENT:

Sue H Barlow, Ward Two
Bob Ricker, Ward Three

7:00 P.M. REGULAR MEETING

1. PLEDGE OF ALLEGIANCE

Mayor Lambden led the Pledge of Allegiance.

2. INVOCATION

Mayor Lambden asked for a moment of silence.

3. ADOPTION OF AGENDA

Move Item #7 Update Delaware Transit Hub to Item #4A, add Item #10A Executive Session for the discussion of personnel issues.

Motion by Councilman Pettyjohn, seconded by Councilman Koskey, to adopt the agenda as amended. **APPROVED (unanimous).**

4. APPROVAL OF OCTOBER 28, 2009 TOWN COUNCIL MINUTES

Motion by Councilman Koskey, seconded by Councilman Pettyjohn, to approve the October 28, 2009 Council Minutes, as presented. **APPROVED (unanimous).**

4A. UPDATE OF DELAWARE TRANSIT

The Town of Georgetown was approached by Delaware Transit a subsidiary of DelDOT with regards to the placement of a public transit hub on the property currently lease from Norfolk Southern. The hub would consist of the following: one or two bus shelters, seating benches, bicycle racks, trash cans, parking areas for buses, lighting for safety, and landscaping. The existing hub at Delaware Technical and Community College is scheduled to close in December 2009. Representatives from Delaware Transit, John Kotula, Lisa J Collins, and Wayne Henderson presented Council with an overview of the transit hub. The bus path will travel on Depot Street with a right off of Depot on to North Railroad, a left on to East Laurel, a left on to Kimmey Street, and another left on to Cedar Street. The use of local streets is obvious for several reasons due to making a left on to RT 9/East Market Street. DTC is seeking the Council's approval for the use of the local streets. It is not unusual to use local streets in towns such as Milton, Lewes, and Seaford. Due to budget constraints on the State's part, black chain link fencing will be installed instead of the decorative black fencing on Layton Avenue. The fencing is 900' of 4' high fencing from Depot

Street to Cooper Alley. Installation of the fencing will prohibit pedestrians from crossing the tracks except at Cooper Alley and Depot Street. Delaware Transit will be responsible for the maintenance and trash removal on a weekly basis. The hours of operation will be from 6:00am to midnight.

Jim Fuqua: Item #9 of the sub-lease, which I'm sure, is an oversight, but there is no reference to insurance. The Town of Georgetown should be named as an additional insured.

Motion by Councilman Pettyjohn, seconded by Councilman Koskey to authorize the Mayor to sign the Sub-Lease after review and approval by the Town Solicitor. **APPROVED (unanimous).**

"The Sub-Lease is incorporated as part of the minutes."

5. 2011 DELMARVA CHICKEN FESTIVAL – "INTEREST TO HOST"

This item was tabled from the October 28, 2009 Council meeting until more information was obtained. The Town met with representatives of the Delmarva Poultry Industry, Georgetown Chamber of Commerce, DelDOT and the Georgetown Police Department to discuss the financial implications opposite the Town offering its support for the 2011 Delmarva Chicken Festival. It was agreed that the organizers would reimburse the Town for any cost incurred for Town services. The site selection has not been determined at this time. The Marvel Museum was the favored site due to ease of shutting down roads and the accessibility of Arrow Safety Road and North Bedford Street.

Motion by Councilman Pettyjohn, seconded by Councilman Koskey, to support the Chamber's bid to host the 2011 Delmarva Chicken Festival. **APPROVED (unanimous).**

6. DEMOLITION OF 208 NORTH RACE STREET

The Town had received a request to grant a demolition permit for the structure located at 208 North Race – this request was submitted by the property owner.

September 23rd Council meeting tabled the demolition request until a structural engineering report was completed and a site plan (post demolition) was submitted.

The engineering report was received from Redden Engineering, Ltd, their findings of the best option was demolition. The applicant was not present. Supplemental information was supplied to Council: Currently the applicant BAST LLC owes the Town \$31,752.99 for taxes and utilities, under Chapter 89 Enforcement of Town Obligations, the granting of permits or requests can be denied until the obligation is paid in full. The Town will supply the applicant with a breakdown of charges owed. No post demolition site plan was provided as requested.

Motion by Councilman Pettyjohn, seconded by Councilman Koskey, to deny the demolition request due to the charges currently owed to the Town and the absence of the post demolition site plan. **APPROVED (unanimous).**

7. UPDATE OF DELAWARE TRANSIT

Moved to Item #4A with the adoption of the agenda.

8. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

South Bedford Street Pump Station

The bid opening for proposals on the upgrades to the South Bedford Street Pump Station was held on Friday, November 6, 2009, 3:00 PM at Town Hall. Bids were as follows:

<u>Bidder</u>	<u>Bid</u>	<u>Eng Est</u>	<u>Difference</u>
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Zober	\$307,560.00	\$342,500.00	\$(34,940.00)
G & L	\$311,916.00	\$342,500.00	\$(30,584.00)
JJID	\$337,740.00	\$342,500.00	\$ (4,760.00)

The Engineer Estimate for the project was \$342,500. Based on a review of the bids submitted, it is the recommendation of the Town Engineer to award the contract to Zober Contracting.

Motion by Councilman Koskey, seconded by Councilman Pettyjohn, to authorize the awarding of the South Bedford Street Pump Station Upgrades to Zober Contracting in the amount of \$307,560.00 contingent upon meeting all DNREC requirements.

APPROVED (unanimous).

South Bedford Street Pump Station – Construction Phase Services

The Town has received a proposal from Davis, Bowen & Friedel to provide construction phase and inspection services for the South Bedford Street Pump Station Upgrades. This is consistent with practices in the past. Cost estimate is \$48,200.

Motion by Councilman Pettyjohn, seconded by Councilman Koskey, to authorize the Town Manager to accept the proposal from Davis, Bowen & Friedel in the amount of \$48,200.00 for the South Bedford Street Pump Station Construction Phase Services.

APPROVED (unanimous).

Delinquent Property Tax Accounts

As of November 1, 2009 the Town had 149 properties that were delinquent in paying their property taxes. Currently the total due is \$129,840.08, broken down as \$77,061.40 (principal) and \$52,778.68 (penalty and interest). In reviewing the accounts with the Finance Department, we like to propose a one-time amnesty program whereby a property owner who is delinquent and pays the principal amount due on/before Friday, December 18, 2009, the penalty and interest shall be waived. Notices of Past Due are due to be mailed next week – we would include the amnesty as part of the notice.

Motion by Councilman Koskey, seconded by Councilman Pettyjohn, to authorize a Property Tax Amnesty Program for delinquent property taxes if paid in full by December 18, 2009.

APPROVED (unanimous).

Sussex Tech Adult Division Partnership

The Town has been contacted by Sussex Tech with respect to participation in their Adult Division Externship Program. Sussex Tech will provide, at no cost to the Town, a student for 24 hours of office work. The goal is to provide “real world” experience for the student (predominately adults within the program).

Community Clean Up Day

The Community Clean-Up Day was held in Ward 2 on Saturday, November 7. I am pleased to report that we had 90 volunteers and collected 50 bags of trash, 5 tires, 1 Dora the Explorer Chair and a few odds and ends. Special thanks to La Esperanza and First State Community Action for planning the event. Town participation included Bill Bradley and Councilman Pettyjohn. Overall the event was a success.

Miscellaneous

- Water leaks continue to keep Public Works busy:
 - Number 36 – North Race Street (repaired)
 - Number 37 – North Bedford Street (repaired)
 - Number 38 – West Pine Street (under repair)
 - Number 39 – East Market Street (repair being scheduled).
- The Office of State Planning has scheduled the review meeting for the Comprehensive Plan for Wednesday, November 25 at 10:30 am in Dover.
- Town offices will be closed on to following dates in November:
 - Wednesday, November 11 in observation of Veteran’s Day

- Thursday, November 26 in observation of Thanksgiving Day
- Friday, November 27 – the day after Thanksgiving.
- In December there will only be one Council meeting, scheduled for December 9.
- Reminder: “Unite Sussex” Town Hall Meeting, Thursday, November 12, 7:00 PM – 9:00 PM, Georgetown CHEER Center.
- The Delaware League of Local Governments will meet on Thursday, November 19, 6:00 at the Dover Sheraton.
- Employee Service Anniversaries:
 - Brice Hudson Wastewater Dept 20 Years
 - Chris Cooper Police Department 1 Year
 - Jennifer Kerin Police Department 1 Year
 - James Locklear Police Department 1 Year
- Fountain Repairs – Brick work is complete, liner will be completed in the spring.

B. BILL BRADLEY – DIRECTOR OF PUBLIC WORKS

Mayor & Council commended the Public Works Department on a job well done.

Fountain repairs are in the process of being completed as stated above. The Christmas tree is being assembled in preparation of the parade and caroling on the circle. All the water leaks being dealt with have backed up yard waste collection. Soil Conservation found a beaver dam on the Vaughn Tax Ditch. This blockage affected the Georgetown Apartments and the Meadows. Town Manager and Public Works Department met with Soil Conservation today to identify problem drainage areas, Three Bells Market being one of them. DelDOT’s Area Supervisor, Jeff Walls, is sending a crew to vacuum clean all the drainage tiles, check all pipes, and catch basins on East–West Market and North-South Bedford Streets. Status of the EECBG Grant: windows for Town Hall and doors for Public Works have been ordered, lighting at Public Works is completed, and roof contractor for the King Street Water Plant has been notified.

Town Manager – The entire impervious surface that is being generated for parking is creating a tremendous amount of run-off that the tax ditches cannot handle.

9. 1ST READING OF ORDINANCE

A. ORDINANCE #2009-16 RENTAL & BUSINESS LICENSE FEES

Business License Commission meeting was held on October 29, 2009 with representatives from the rental and business community. All parties agreed to forward increase of 20% to Town Council asking that future increases be determined earlier with more notice and in smaller annual increments. Business License Commission members are: Harold Short, James Walls, Patricia Lauck for Daryl Wilson, Jan Fraipont, Ray Hopkins, Scott Zebley, and Dorrie Moore. The new fees will go into affect for the renewals mailed in January.

No action necessary at this time. 2nd reading and adoption if agreeable will be Dec 9th Council meeting.

10. PUBLIC COMMENT

No Public Comment.

10A. EXECUTIVE SESSION

The Town Council will meet in Executive Session to discuss a personnel matter.

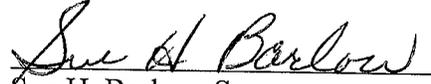
Motion by Councilman Pettyjohn, seconded by Councilman Koskey, to adjourn to Executive Session at 7:52pm. **APPROVED (unanimous)**

Town Council exited Executive Session at 8:55p.m.

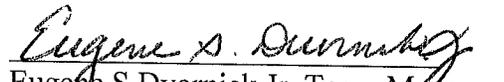
11. ADJOURNMENT

Motion by Councilman Koskey, seconded by Councilman Pettyjohn, to adjourn at 8:56p.m. **APPROVED** (unanimous).

APPROVED:


Sue H. Barlow, Secretary

ATTEST:


Eugene S Dvornick Jr, Town Manager