

**TOWN OF GEORGETOWN  
TOWN COUNCIL MEETING MINUTES**

**Meeting Date:** Wednesday, December 8, 2010  
**Location:** Town Hall, 39 The Circle, Georgetown, DE  
**Time:** 7:00 P.M. Regular Meeting

**PRESENT:**

Brian Pettyjohn, Mayor  
Charlie Koskey, Ward One  
Sue H Barlow, Ward Two  
Bob Ricker, Ward Three  
Annie Besche-Martin, Ward Four

**STAFF PRESENT:**

Eugene S Dvornick Jr, Town Manager  
Keith Hudson, Sup of Wastewater Facility  
Angela Townsend, Town Clerk

**7:00 P.M. REGULAR MEETING**

**1. PLEDGE OF ALLEGIANCE**

Mayor Pettyjohn led the Pledge of Allegiance.

**2. INVOCATION**

Mayor Pettyjohn led the invocation.

**3. ADOPTION OF AGENDA**

Motion by Councilman Ricker, seconded by Councilman Barlow, to adopt the agenda as presented. **APPROVED (unanimous).**

**4. APPROVAL OF NOVEMBER 10, 2010 TOWN COUNCIL MINUTES**

Motion by Councilman Barlow, seconded by Councilman Koskey, to approve the minutes as presented. **APPROVED (unanimous).**

**5. USDA FINANCING RESOLUTION & AGREEMENT**

The Town has been talking to the USDA about possibly closing between Dec 15<sup>th</sup> & December 28<sup>th</sup>. The reason for the early closing is to take advantage of the lower interest rate. The Resolution and Agreement need to be approved contingent on the referendum on Dec 14<sup>th</sup>. With the Council's approval tonight, it alleviates scheduling a special Council meeting for the purpose of approving these documents.

Motion by Councilman Ricker, seconded by Councilman Koskey, to approve the RUS Bulletin 1780-27 Loan Resolution and RUS Bulletin 1780-12 Grant Agreement contingent on the referendum. **APPROVED (unanimous).**

**6. HOLIDAY INCENTIVES**

**A. PARKING METER WAIVER**

The parking waiver will be granted Monday, December 13, 2010 thru Friday, December 31, 2010.

Motion by Councilman Besche-Martin, seconded by Councilman Ricker, to grant the parking meter waiver from December 13, 2010 thru December 31, 2010. **APPROVED (unanimous).**

**B. ANNUAL EMPLOYEE INCENTIVE**

Annual Employee Incentives were \$250 net in 2009.

Motion by Councilman Ricker, seconded by Councilman Besche-Martin, to approve employee incentives in the amount of \$250 net. **APPROVED** Yea: **4-1 Barlow, Ricker, Besche-Martin, Pettyjohn** Nay: **Koskey**

**7. RESOLUTION #2010-15 2011 HOLIDAY SCHEDULE**

Adoption by resolution of the actual date of the holiday is required in the Code of the Town of Georgetown.

Motion by Councilman Besche-Martin, seconded by Councilman Barlow, to adopt Resolution #2010-15 2011 Holiday Schedule. **APPROVED** (unanimous).

**“Resolution 2010-15 is incorporated as part of the minutes.”**

**8. RESOLUTION #2010-16 2011 COUNCIL MEETING SCHEDULE**

Adoption by resolution of the actual date of the meeting is required in the Code of the Town of Georgetown.

Motion by Councilman Ricker, seconded by Councilman Koskey, to adopt Resolution #2010-16 2011 Council Meeting Schedule. **APPROVED** (unanimous).

**“Resolution 2010-16 is incorporated as part of the minutes.”**

**9. DEPARTMENTAL REPORTS**

**A. GENE DVORNICK – TOWN MANAGER**

**Merrill Lynch Account Modification**

The Town met with our representative from Merrill Lynch to review our accounts. We are currently set up in their Business Investor Account structure which carries with it a \$300.00 annual account maintenance fee. It was suggested that we change to a Working Capital Management Account and reduce our annual account management fee to \$125.00 (savings of \$175.00 per year).

Motion by Councilman Ricker, seconded by Councilman Barlow, to approve Merrill Lynch account change from Business Investor to Working Capital Management. **APPROVED** Yea: **4-1 Barlow, Ricker, Besche-Martin, Pettyjohn** Nay: **Koskey**

**Fulton Bank (F/K/A Delaware National) – Sewer Reserve Account**

In an attempt to consolidate some of our sewer and water accounts, the Town has an account with Fulton Bank with a balance of \$25,293.48. It is the recommendation of the Town Manager and Finance Staff to close this account and combine it into an existing Merrill Lynch account.

Motion by Councilman Ricker, seconded by Councilman Koskey, to approve closure of the Fulton Bank account and deposit the funds into a Merrill Lynch Account. **APPROVED** (unanimous).

**South Bedford Street Pump Station Upgrade**

Start up on the South Bedford Street Pump Station is anticipated for Monday, December 13, 2010.

PROJECT STATUS SUMMARY					
Item	Date	TIME		DOLLARS	
		Elapsed	% of Cntrct	Incurred	% of Loan
Notice to Proceed	April 16, 2010	n/a	n/a		
	December 8, 2010	236 days	96%	\$187,248.11	38.2%
Completion	December 17, 2010	245 days			

There was a Change Order for the completion date, extending the contract by 65 days due to an extended lead time on the electrical panel. Final landscaping will take place in the spring.

**2010 Referendum – Information Sessions**

The final informational session on the proposed borrowing is scheduled for Thursday, December 9, 6:30 PM, here at Town Hall. The referendum will be held on Tuesday, December 14, 2010 from 8:00 AM to 8:00 PM.

**CDBG – Infrastructure Application**

For the past several years the Town has been applying for CDBG Infrastructure funding for sidewalks along Margaret Street from West Market to Edward Street. This year we have separated the project into five (5) phases requesting funding for the initial phase in FY 2012 allocations. The scope will include curb, gutter, storm water management and sidewalks.

**School Zone Signage – West Market Street**

In response to a citizen concern, the Town had DelDOT analyze the school zone signage along West Market Street. We have received back the recommended changes and upgrades. Public Works is in the process of obtaining prices for the new signs. Once purchased, they will be installed in accordance with the signing diagram prepared by DelDOT.

Town Council suggested the Town Manager contact the school to help contribute towards the cost of the signage; due to the fact the improvements would benefit the school and children.

**Budget versus Actual (Oct 10) – Six Months (50% of the Year)**

	<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>
General Fund	\$2,550,960	\$2,100,996	\$449,964	82%	
Water Fund	\$1,247,000	\$682,290	\$564,710	55%	
Sewer Fund	\$1,635,000	\$1,188,289	\$446,711	73%	
Total	\$5,432,960	\$3,971,575	\$1,461,385	73%	

**Expenditures**

General Fund	\$3,233,843	\$1,634,180	\$1,599,663	51%
Water Fund	\$784,587	\$358,578	\$426,009	46%
Sewer Fund	\$1,414,530	\$820,409	\$594,121	58%
Total	\$5,432,960	\$2,813,166	\$2,619,794	52%

The monthly report has been distributed for your review.  
 Other Key items (versus the same time period last year):

- Real Estate Transfer Tax Revenue, **Down 76.61%**
  - YTD FY 2008 \$337,073
  - YTD FY 2009 \$69,416
  - YTD FY 2010 \$92,923
  - YTD FY 2011 \$21,738

Building Permit Revenue, **Down 1.34%**

**Budget versus Actual (Nov 10) – Seven Months (58% of the Year)**

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>
General Fund	\$2,550,960	\$2,305,796	\$245,164	90%
Water Fund	\$1,247,000	\$686,670	\$560,330	55%
Sewer Fund	\$1,635,000	\$1,189,742	\$445,258	73%
<b>Total</b>	<b>\$5,432,960</b>	<b>\$4,182,208</b>	<b>\$1,250,752</b>	<b>77%</b>
<b><u>Expenditures</u></b>				
General Fund	\$3,233,843	\$1,914,296	\$1,319,547	59%
Water Fund	\$784,587	\$472,884	\$311,703	60%
Sewer Fund	\$1,414,530	\$992,147	\$422,383	70%
<b>Total</b>	<b>\$5,432,960</b>	<b>\$3,379,326</b>	<b>\$2,053,634</b>	<b>62%</b>

The monthly report has been distributed for your review.  
 Other Key items (versus the same time period last year):

- Real Estate Transfer Tax Revenue, **Down 77.71%**
  - YTD FY 2008 \$389,384
  - YTD FY 2009 \$69,476
  - YTD FY 2010 \$98,996
  - YTD FY 2011 \$22,068

Building Permit Revenue, **Up 0.94%**

**Miscellaneous**

2010 Water leaks:

- Number 35: 217 East Market Street (service line)
- Town Offices will be closed on the following days:
  - Thursday, December 23, ½ Day
  - Friday, December 24, All Day
  - Friday, December 31, All Day
- Employee Service Anniversaries:

<u>Name</u>	<u>Department</u>	<u>Service</u>
Hudson, Keith	Wastewater	32

**B. KEITH HUDSON – SUPERINTENDENT WASTEWATER RECLAMATION FACILITY**

**Annual Compliance Inspection and Report**

Inspection was scheduled for Tuesday, Dec 7, 2010 with DNREC. No representation from DNREC, Doris Hamilton will call and reschedule.

**South Bedford Street Pump Station Start-Up**

Scheduled for Monday, December 13, 2010 the manufacturer and representatives will be on hand for the start-up.

**Interview & Facility Tour w/Tetra-Tech, Inc.**

A consultant working with the CWAC and DNREC is scheduled for Tuesday, Dec 28, 2010 from 8:00am to 12:00noon. A statewide assessment of wastewater facilities and service areas study is being conducted. The primary reason to periodically conduct (every 5 years) a statewide assessment of wastewater facilities is to determine adequacy and infrastructure financing needs.

**Stevenson Lane**

Check value and piping replacement is being scheduled with Zober.

Annual Spray Irrigation Report – due February 1, 2011 to DNREC  
Soil Sampling – Envirocorp, Inc studied last week

**Lagoon Depths- as of 12/8/2010**

75 MG - 4'                      15.5 MG - 2'                      Precipitation 36.0"

**2009 Lagoon Depths – as of 12/31/2009**

75MG - >17'                      15.5 MG - <7'                      Precipitation 59.69"

**10. PUBLIC COMMENT**

Brian Hall – Office of State Planning updated the Mayor and Council with the status of the Georgetown Master Plan. State agencies, University of Delaware, Town of Georgetown, Sussex County, and elected officials will continue to consider and review the comprehensive plan, amendments, ordinances, pattern books, and standards to ensure the long-term implementation of the Master Plan. Residents, neighbors, and businesses are encouraged to engage elected officials, become long term advocates for this planning effort, and question variations from the plan to ensure the long term implementation of the Master Plan. Brian will for a second time present the Georgetown Master Plan at the January 12, 2011 Town Council meeting.

The Town received correspondence from Sue Messick, thanking the Town for their assistance with Return Day, in addition to thanking the Town for naming her Volunteer of the Year 2010.

Motion by Councilman Koskey, seconded by Councilman Ricker to approve a full page ad in the amount of \$225.00 for the 2011/2012 Georgetown Phone Directory. **APPROVED (unanimous).**

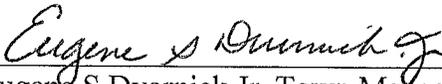
**11. ADJOURNMENT**

Motion by Councilman Barlow, seconded by Councilman Koskey, to adjourn at 7:39p.m. **APPROVED (unanimous).**

APPROVED:

  
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Charlie Koskey, Secretary

ATTEST:

  
\_\_\_\_\_  
Eugene S Dvornick Jr, Town Manager