

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, May 26, 2010
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 6:45 P.M. Public Hearing
7:00 P.M. Regular Meeting

PRESENT:

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

STAFF PRESENT:

Eugene S Dvornick Jr, Town Manager
Angela Townsend, Town Clerk
Keith Hudson, Wastewater Superintendent

6:45 P.M. Public Hearing – Amend Conditional Use Application - KGB Properties/16 Mile Brewing Co. - CASE #2010-04

An application by Brett McCrea with 16 Mile Brewing Co., on behalf of KGB Properties, for an amendment to the conditional use approval granted by Town Council on December 10, 2008 to conduct public tours with on site consumption and allow retail sales at 413 South Bedford Street, identified as Sussex County Tax District 135 Map 20.00 Parcels 50.00 & 50.04 zoned Neighborhood Business (UB2).

Mayor Lambden opened the floor for public comment.

In Favor – No one spoke.

In Opposition – No one spoke.

Motion by Councilman Ricker, seconded by Councilman Pettyjohn to accept the conditions as stated in Exhibit A, Amended Conditional Use – Case #2010-04, in addition to leaving the record open for 14 days to allow public comment. **APPROVED (unanimous)**.

This item will be placed on the June 9, 2010 Town Council agenda.

Public Hearing closed at 6:52pm

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

Item #10 1ST READING OF ORDINANCES was deleted.

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

4. APPROVAL OF MAY 12, 2010 TOWN COUNCIL MINUTES

Motion by Councilman Ricker, seconded by Councilman Barlow, to approve the minutes as presented. **APPROVED (unanimous)**. **Abstained: Lambden**

5. RECOGNITION OF AN OUTGOING OFFICIAL

A plaque was presented to Mayor Lambden, for his service and dedication to the residents of the Town of Georgetown.

6. OATH OF OFFICE

The Honorable Judge of Family Court, of the State of Delaware, Peter B Jones officiated the Swearing in of Brian G Pettyjohn for Mayor.

"The Oath of Office is incorporated as part of the minutes."

The Honorable Judge of Family Court, of the State of Delaware, Peter B Jones officiated the Swearing in of Councilman Bob Ricker for the Third Ward.

"The Oath of Office is incorporated as part of the minutes."

Craig A Karsnitz, Esquire, officiated the Swearing in of Anna M Besche-Martin Ward Four, Councilman.

"The Oath of Office is incorporated as part of the minutes."

Affirmation of the Code of Ethics was signed by Councilman Barlow, Councilman Koskey, Councilman Ricker, Councilman Besche-Martin, and Mayor Pettyjohn.

"Code of Ethics Affirmation is incorporated as part of the minutes."

7. ELECTION OF OFFICERS

A. VICE-MAYOR

Councilman Barlow nominated Councilman Ricker as Vice-Mayor.

Motion by Councilman Barlow, seconded by Councilman Koskey to approve the nomination of Councilman Ricker as Vice-Mayor. **APPROVED (unanimous).**

Recused: Ricker

B. SECRETARY

Councilman Barlow nominated Councilman Koskey as Secretary.

Motion by Councilman Barlow, seconded by Councilman Ricker, to approve the nomination of Councilman Koskey as Secretary. **APPROVED (unanimous).**

Recused: Koskey

8. BOARD OF ADJUSTMENT APPOINTMENTS

Jane Hovington, Allen Atkins, and Ken McCool seats have expired. Jane Hovington & Allen Atkins have submitted letters of interest for re-appointment. Matthew Walsh has submitted a letter of interest for Ken McCool's vacant seat.

Motion by Councilman Ricker, seconded by Councilman Koskey, to approve the recommendation of Jane Hovington to the Board of Adjustment. **APPROVED (unanimous).**

Motion by Councilman Ricker, seconded by Councilman Barlow, to approve the recommendation of Allen Atkins to the Board of Adjustment. **APPROVED (unanimous).**

Motion by Councilman Ricker, seconded by Councilman Barlow, to approve the recommendation of Matthew Walsh to the Board of Adjustment. **APPROVED (unanimous).**

9. PLANNING COMMISSION APPOINTMENTS

Rob Robinson and Dave Pedersen terms on the Planning Commission will expire the end of May. Rob Robinson and Dave Pedersen have submitted letters of interest for re-appointment.

Motion by Councilman Koskey, seconded by Councilman Barlow, to approve the recommendation of Rob Robinson to the Planning Commission.
APPROVED (unanimous).

Motion by Councilman Koskey, seconded by Councilman Besche-Martin, to approve the recommendation of Dave Pedersen to the Planning Commission.
APPROVED (unanimous).

10. 1ST READING OF ORDINANCES

A. ORDINANCE #2010-4 PRE-RENTAL LICENSE

B. ORDINANCE #2010-5 SUBDIVISION & RENTAL INSPECTION FEES

Item was deleted with the adoption of the agenda.

11. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

FY 2010 Audit

The Audit of Fiscal Year 2010 has begun. Auditors will be on-site over the next few weeks gathering information and asking questions. Correspondence was sent to the lead partner requesting a more timely completion.

Budget versus Actual (Apr 10) – Twelve Months (100% of the Year)

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>
General Fund	\$2,732,545	\$3,044,146	(\$311,601)	111%
Water Fund	\$1,249,450	\$1,219,359	\$30,091	98%
Sewer Fund	\$1,571,200	\$1,676,470	(\$105,270)	107%
Total	\$5,553,195	\$5,939,975	(\$386,780)	107%

<u>Expenditures</u>				
General Fund	\$3,376,331	\$3,535,677	(\$159,346)	105%
Water Fund	\$798,268	\$795,208	\$3,060	100%
Sewer Fund	\$1,378,596	\$1,688,347	(\$309,751)	122%
Total	\$5,553,195	\$6,019,232	(\$466,037)	108%

The monthly report has been distributed for your review.

Other Key items (versus the same time period last year):

- Real Estate Transfer Tax Revenue, **Up 15.24%**
 - YTD FY 2008 \$482,310
 - YTD FY 2009 \$104,396
 - YTD FY 2010 \$120,310
- Building Permit Revenue, **Down 21.10%**

South Bedford Street Pump Station Upgrade

The pre-construction meeting for the South Bedford Street Pump Station Upgrade was held on May 13. The Notice to Proceed was issued on April 16, 2010 and is scheduled to be completed on/before October 13, 2010. It is

anticipated that work will commence in early June. The next progress meeting is scheduled for Thursday, June 10, 2010 at 10:00 AM.

Street Light Request – South Bedford Street

The additional street light along South Bedford Street, in the area of the Nutter Marvel Museum, has been installed.

Water Impact Account – Merrill Lynch

In order to make the June 30, 2010 (semi-annual) payment on the existing debt related to the 2003 Water and Sewer Improvements Bonds and the State Revolving Fund Loans, the Town was forced to close the Merrill Lynch Water Impact Fee Account. **Rate increases for both water and sewer fees will be required mid-year (October/November).**

Miscellaneous

- No new water leaks to report
- Reminder: Town Offices will be closed on Monday, May 31 in observance of Memorial Day
- Upcoming events:
 - Delaware League of Local Governments, Thursday, May 27, 6:30 PM at the Dover Sheraton
 - Memorial Day Service, Sunday, May 30 at 1:30 on the Circle
- Employee Service Anniversaries:
 - Wayne Dawson Wastewater 4 Years
 - Eric Rust Wastewater 25 Years

B. KEITH HUDSON – WASTEWATER RECLAMATION FACILITY SUPERINTENDENT

Effluent Quality – Spray irrigation permit limits Influent & Effluent parameters all well within limits. We met the more stringent limits set for an NPDES permit.

Curtis Engines – Checked out Automatic Transfer Switches (ATS) to Generator at DTCC Pump Station & the Main Pump Station. Their determination was it would cost more to replace needed components than to install a new (ATS). Quotes – DTCC \$3,996.92 and Main \$4,537.67 plus parts & labor. Had my electrician check out the (ATS) to Generator at the DTCC Pump Station. He recalibrated the potentiometer to (Source 2) generator power. He then reset the potentiometer back to the specifications. After several test runs the (ATS) operates fine. Electrician charges for 3½ hrs. at \$60.00 was \$210.00. The frequency and voltage must be within ±10% for the (ATS) to turn on.

Irrigations Rigs – All rigs and up and running at Baxter Farms.

Hay Crop – Started harvesting hay crop on the Town's 85ac spray irrigation field on May 4th and finished May 22nd. Crop will be re-cut approximately September or October.

Check Valves – Zober Construction will perform check valve & piping replacement on June 12th at 8:00am at the Health Unit Pump Station.

Lagoon Depths – Large - <14.5 ft Small 6.5 ft

Flows – Average influent 933,000gpd

12. PUBLIC COMMENT

Mr Lawrence Sammons resident of Georgetown and a member of Crossroads Community Church has secured a copy of the church's directory which features a page dedicated to "Honoring a Fallen Hero, Chad E Spicer.

Councilman Koskey thanked the Chamber of Commerce for their contribution towards beautification of the Circle by purchasing the mulch and to the Town employees for their efforts in spreading the mulch. Councilman Koskey also thanked Terri Wyatt and Donna Koskey for planting the planters for the third year now.

13. EXECUTIVE SESSION

Mayor & Council will meet in Executive Session for the discussion of a personnel issue in which the names, competency and abilities of individual employees are discussed.

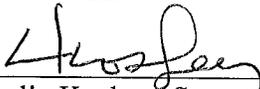
Motion by Councilman Ricker, seconded by Councilman Barlow, to adjourn to Executive Session at 7:36p.m. **APPROVED (unanimous).**

Executive Session exited at 8:10p.m.

14. ADJOURNMENT

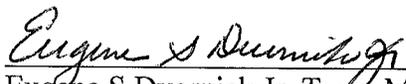
Motion by Councilman Koskey, seconded by Councilman Ricker, to adjourn at 8:12p.m. **APPROVED (unanimous).**

APPROVED:



Charlie Koskey, Secretary

ATTEST:



Eugene S Dvornick Jr, Town Manager