

**TOWN OF GEORGETOWN  
TOWN COUNCIL MEETING MINUTES**

**Meeting Date:** Wednesday, November 9, 2011  
**Location:** Old Courthouse, South Bedford Street, Georgetown, DE  
**Time:** 6:45 P.M. Public Hearing  
7:00 P.M. Regular Meeting

**PRESENT:**

Brian Pettyjohn, Mayor  
Steve M Hartstein, Ward One  
Sue H Barlow, Ward Two  
Bob Ricker, Ward Three

**STAFF PRESENT:**

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

**ABSENT:**

Annie Besche-Martin, Ward Four

**6:45 P.M. PUBLIC HEARING**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2012 FUNDING REQUEST**

Bill Lecates, Director of Community Development Housing discussed the use of the Community Development Block Grant (CDBG) program and the guidelines for the application process. CDBG funding is used for projects that would benefit low to moderate-income households and/or neighborhoods. The top priority for the funds is for housing rehabilitation for homeowner occupied projects. Demolition and code enforcement projects are also eligible items. There is a required match from the local municipality of 10% for projects less than \$100,000, 15% for projects \$100,000 to \$200,000 and 20% for projects over \$200,000.

Previous CDBG projects in Georgetown have included funding for Code Enforcement, Housing Rehabilitation, Drainage Improvements, Water and Sewer Connections, South Railroad, and Savannah Road sidewalks. Qualifications: Low to Moderate Income based, owner occupied, resident of Georgetown, unable to make the improvements, taxes must be current with the Town and the County, property insured, property owner must sign an non-interest bearing lien (10 yrs 62 or younger and 5 yrs 62 or older), average lien is approximately \$15,000.

Mr Lecates requested Mayor Pettyjohn to open the floor for questions and comments.

There were no questions or comments.

Public Hearing Closed at 6:52pm

**Town Council convened to Executive Session at 6:53pm.**

**Town Council exited Executive Session at 7:04pm**

**7:05 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**

**Town Council convened to Executive Session following the Public Hearing and exited Executive Session at 7:04pm.**

113 DuPont Highway. The site is comprised of one parcel designated as tax map 1-35-14.00-65.00. The site is located in Sussex County but borders on the municipal line of the Town of Georgetown along its southern boundaries. The application proposes that the site be annexed into the Town of Georgetown and the site zoned as UB-1 (Urban Business District).

Robert Henry, Physician Assistant and Helene Henry, Nurse Practitioner presented the Council with an overview of the project and the advantages of Ambient Care to the Town of Georgetown. Patrick W Ryan, French & Ryan stated that the proposed site is contiguous to Town limits.

Mayor Pettyjohn appointed the Council members to the Annexation Committee. The application will be forwarded to the Planning Commission for review and comment at their November 16<sup>th</sup> meeting. A public hearing is being scheduled for December 14<sup>th</sup> at 6:45pm. The Annexation Committee will meet for review and comment at the January 11, 2012 Council meeting. The Annexation Committee will need to report its findings to the Town Council no later than February 8, 2012

## 9. DEPARTMENTAL REPORTS

### A. GENE DVORNICK – TOWN MANAGER

#### Village of Cinderberry

As of Friday, October 28<sup>th</sup>, 2011, David G. Horsey & Sons, Inc, has completed all items on the punch list designated as Exhibit “B” in the Public Works Agreement with County Bank for Village of Cinderberry.

The base coat of hot mix in Phase “C” and the top coat of hot mix in Phases “B” and “C”, has been completed – with all work meeting or exceed town standards. Streets included are: Cinder Way; Mulberry Street; Bayberry Street; Frankenberry Drive; Elderberry Street; Silverberry Street; Huckleberry Lane; Teaberry Lane; Dewberry Lane, Castleberry Lane and Cranberry Court.

Motion by Councilman Ricker, seconded by Councilman Barlow, to authorize the issuance of a final acceptance letter for the streets in the Village of Cinderberry.

**APPROVED (unanimous).**

#### Storm Drain Pipe Replacement – Franklin & Robinson Streets

A total of four (4) bids were received for the replacement of the failing storm drainage piping located on Franklin Street and Robinson Street (Ward 3). The Bids are as follows:

- A. P. Croll & Son, Inc.           \$59,650.00
- Kent Construction Co.           \$50,433.25
- Melvin Joseph Construction   \$54,300.00
- Teal Construction               \$50,116.00

The Town Engineer has reviewed the bids and found them to be in order. The recommendation is to award the contract to Teal Construction. Funding assistance from DNREC through the Division of Soil & Water Conservation Drainage Program has been obtained for this project.

Motion by Councilman Barlow, seconded by Councilman Hartstein, to authorize the awarding of the Franklin & Robinson Street Storm Drain Pipe Replacement to Teal Construction at an amount not to exceed \$50,116.00. **APPROVED (unanimous).**

All equipment has been inspected and passed now we are inspecting and hooking up snow equipment getting it all ready to go for winter. We are getting Christmas decorations put up; they will be lit the day after Thanksgiving. We have been working with DBF on the water projects and we have had no leaks since August 17<sup>th</sup>.

**10. 1<sup>ST</sup> READING OF ORDINANCES**

**A. ORDINANCE #2011-20 EXPIRATION OF APPROVED SITE PLANS**

This ordinance clarifies that preliminary site plans shall expire in two years if final approval is not achieved. Final Site plans shall expire in two years if a building permit is not granted within two years. For already approved site plans, the approval date for purposes of expiration shall begin on the effective date of this ordinance. Public Hearing took place on Oct 26, 2011 Council meeting. No action at this time. The 2<sup>nd</sup> reading & adoption will be at the December 14<sup>th</sup> Council meeting.

**B. ORDINANCE #2011-21 HIGHWAY COMMERCIAL (HC) SIGNAGE**

This ordinance allows electronic message display signs within the Highway Commercial district in accordance to specific criteria. Public Hearing took place on Oct 26, 2011 Council meeting. No action at this time. The 2<sup>nd</sup> reading & adoption will be at the December 14<sup>th</sup> Council meeting.

**C. ORDINANCE #2011-22 DEMOLITION APPLICATIONS IN HISTORIC DISTRICT (HD)**

Revising the application process for demolition within the Historic Conservation Area. No action at this time. The 2<sup>nd</sup> reading & adoption will be at the December 14<sup>th</sup> Council meeting.

**11. PUBLIC COMMENT**

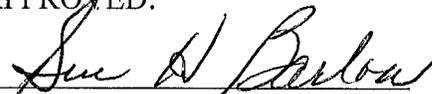
Delaware's Sea Level Rise Committee, convened by Secretary Collin O'Mara, is holding informational sessions November 15<sup>th</sup> at the Georgetown Public Library, and November 29<sup>th</sup> at the Cape Henlopen High School.

Mayor Pettyjohn asked that the Town Clerk to move forward with advertising for the Volunteer of the Year award.

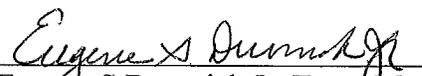
**12. ADJOURNMENT**

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

APPROVED:

  
Sue H Barlow, Secretary

ATTEST:

  
Eugene S Dvornick Jr, Town Manager

### **Community Video Tour**

In 2009 the Town joined a program with CGI Communications, Inc., offered through the National League of Cities, for five (5) Video Tour Books for placement on the Town Web Site. The areas covered are: Welcome from the Mayor; Education; Quality of Life; Real Estate/Relocation; and up to 2 additional videos to showcase aspects of Georgetown. There is no cost for this service. It is now time to renew our agreement for the service.

Motion by Councilman Ricker, seconded by Councilman Barlow, to authorize the Town Manager to sign the CGI Agreement. **APPROVED (unanimous)**.

### **Miscellaneous**

- Upcoming Events:
  - Blueprint Communities Kick Off – Brick Hotel
    - Thursday, November 10, 2:30 PM
  - Veterans Day Holiday – Offices Closed
    - Friday, November 11
  - Charter Review Workshop – Town Hall
    - Tuesday, November 15, 7:00 PM
  - Delaware League of Local Governments – Dover Sheraton
    - Thursday, November 17, 6:00 PM
  - Town Office Closed – Thanksgiving Holiday
    - Thursday, November 24
    - Friday, November 25
  - Georgetown Christmas Parade
    - Thursday, December 1, 7:00 PM
  - Caroling on The Circle
    - Monday, December 5, 6:30 PM
  - Sussex County Association of Towns – Rehoboth Beach
    - Wednesday, December 7, 6:00 PM, Victoria's Restaurant
  - SCAT Steering
    - Georgetown Airport, Friday, December 9, 9:30 AM
- Employee Service Anniversaries:
  - Brice Hudson Wastewater 22 Years
- The Town of Georgetown is hosting the January 2012 SCAT Dinner. The Town Clerk has been authorized to assess the CHEER Center and Del-Tech for a site suitable for hosting the event.

### **B. BILL BRADLEY – DIRECTOR OF PUBLIC WORKS**

Margaret Street and Parsons Lane have been resurfaced by Delmarva Paving. With the installation of 2½" of hot-mix, the Public Works Department secured the edges of the road with millings to help keep the road from chipping away. North King Street is getting new curb and sidewalks from East Market Street to Laurel Street.

The Public Works Department have been cleaning and rebuilding catch basins and storm drain pipes through-out the town to ensure positive drainage when it rains. On West Pine Street we found roots that had grown inside the pipe, the entire diameter was completely blocked due to the roots being the size of a tree trunk.

We are having the trees on East Market Street trimmed by Randy's Tree Service; they are scheduled to begin on November 11<sup>th</sup> when there is no traffic or parking to deal with.

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

4. **APPROVAL OF OCTOBER 26, 2011 TOWN COUNCIL MINUTES**

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

5. **DELAWARE AMERICAN TURKISH CULTURAL AND EDUCATIONAL FOUNDATION PRESENTATION**

No one was present for the presentation.

6. **2012 CDBG APPLICATION – SUSSEX COUNTY COMMUNITY DEVELOPMENT OFFICE**

During the Public Hearing, proposals were discussed using CDBG funds for nine (9) rehabilitation projects totaling \$93,000. Mr Dvornick recommended the Town Council adopt a resolution authorizing Sussex County to apply for funds on behalf of the Town of Georgetown.

**A. RESOLUTION #2011-11 CDBG - FAIR FEDERAL HOUSING LAW**

Motion by Councilman Ricker, seconded by Councilman Barlow, to adopt Resolution #2011-11 Fair Federal Housing Law indicating that the Town of Georgetown acknowledges the importance of fair housing and supports the goals of the Federal Fair Housing Law. **APPROVED (unanimous).**

**“Resolution #2011-11 is incorporated as part of the minutes.”**

**B. RESOLUTION #2011-12 CDBG - COMMUNITY DEVELOPMENT BLOCK GRANT**

Motion by Councilman Barlow, seconded by Councilman Ricker, to adopt Resolution #2011-12 authorizing Sussex County to apply for CDBG Funds on behalf of the Town of Georgetown. **APPROVED (unanimous).**

**“Resolution #2011-12 is incorporated as part of the minutes.”**

7. **RESOLUTION #2011-13 SUPPORT OF BLUEPRINT COMMUNITIES**

The Chamber of Commerce applied for funding thru Blueprint Communities. Blueprint Communities is sponsored by the University of Delaware Center for Community Research & Service and the Federal Home Loan Bank of Pittsburgh.

The Town of Georgetown’s part is the adoption of a Resolution showing support for the Blueprint Communities. The kick-off is tomorrow, Thursday, November 10, 2011 at 2:30pm for Registration, Kick-Off at 3:00pm to 4:30pm at the Brick Hotel. Councilman Steve Hartstein is the Town’s representative for the Planning Team.

Mayor Pettyjohn and Councilman Ricker thanked Councilman Hartstein for volunteering his time being part of the Planning Team.

Motion by Councilman Ricker, seconded by Councilman Barlow, to adopt Resolution #2011-13 Support of Blueprint Communities. **APPROVED (unanimous).**

**“Resolution #2011-13 is incorporated as part of the minutes.”**

8. **INTRODUCTION OF ANNEXATION REQUEST APPLICATION – COX 107 GEORGETOWN, LLC – CASE #2011-18**

An annexation application by Patrick W Ryan, French & Ryan, Inc on behalf of Robert Henry, Ambient Care, for the annexation of .86 acres, located on the North side of RT