

**TOWN OF GEORGETOWN  
TOWN COUNCIL MEETING MINUTES**

**Meeting Date:** Wednesday, October 12, 2011  
**Location:** Old Courthouse, South Bedford Street, Georgetown, DE  
**Time:** 7:00 P.M. Regular Meeting

**PRESENT:**

Brian Pettyjohn, Mayor  
Steve M Hartstein, Ward One  
Sue H Barlow, Ward Two  
Bob Ricker, Ward Three  
Annie Besche-Martin, Ward Four

**STAFF PRESENT:**

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

**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 Besche-Martin, seconded by Councilman Barlow, to adopt the agenda as presented. **APPROVED (unanimous).**

**4. APPROVAL OF SEPTEMBER 28, 2011 TOWN COUNCIL MINUTES**

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

**5. PROCLAMATION – MAKING OCTOBER BREAST CANCER AWARENESS MONTH**

Mayor Pettyjohn presented Kate McKenzie RN MS, a Delaware representative for the Susan G. Komen for the Cure Organization, with a proclamation, proclaiming the month of October 2011 as Breast Cancer Awareness Month, urging all residents to take steps to get life-saving mammograms and educate themselves, their families, and the community about breast cancer.

**6. ARMED FORCES SERVICE RECOGNITION**

The Mayor suggested we acknowledge Town residents that are actively serving in the military. Examples of the plaques were distributed to Council members. A large plaque will be installed at Town Hall, with a metal name plate of the residents currently serving in the military. Once the serviceman or woman returns home from active duty the name plate will be removed from the large plaque and placed on the smaller plaque which will be presented to the individual as a token of the Town's appreciation. The plaque if approved will be installed prior to Veteran's Day. Council asked that guidelines and criteria needed to be established for the submittal of a recipient's name.

Motion by Councilman Barlow, seconded by Councilman Ricker, to approve the Armed Forces Service Recognition Project. **APPROVED (unanimous).**

7. **DEPARTMENTAL REPORTS**

**A. GENE DVORNICK – TOWN MANAGER**

**Village of Cinderberry Update**

Roadway improvements are complete, some minor crack sealing remains to be done. The work on the sewer pump station, pump replacement, clean out, etc., is scheduled for next Tuesday, October 18.

The draft copy of the Final Site Plan has been reviewed with County Bank, representatives of the POA/HOA and DBF and County Bank. Revisions are being made by GMB and it should be ready for recordation shortly.

**FEMA Reimbursement**

The Town has submitted \$6,832.19 in expenses to FEMA related to the debris removal from hurricane Irene. Once approved, reimbursement in the amount of \$5,124.14 (75%) is expected.

**Workshop – Service Line Replacements**

The Town Engineer is requesting a workshop with the Mayor and Council to review and discuss the service line replacement project and some of the issues related to this project. Suggested dates are Thursday, October 20 or Tuesday, October 25 – estimated time needed is 1 hour.

Council agreed to hold the workshop on Tuesday, October 25<sup>th</sup> at 4:30pm.

**Storm Drain Pipe Replacement – Franklin/Robinson**

The Town has sent out Solicitation for Bids on the drainage improvement project on Franklin and Robinson Streets. Information was sent to Teal Construction; A P Croll; Melvin Joseph and Kent Construction. Bids are due on/before Thursday, October 27 at 2:00 PM.

**Pump Station Lid Replacement**

The Town has received a proposal from Aztech Contracting to install a traffic bearing lid at the pump station located at the intersection of South Bedford Street and Zoar Road. The cost estimate \$5,652.47 (covers the lid installation and hot mix replacement).

Motion by Councilman Barlow, seconded by Councilman Ricker, to accept the proposal from Aztech Contracting at an amount not to exceed \$5,700. **APPROVED** (unanimous).

**Charter Review Committee**

The Charter Review Committee is nearing completion of their assignment. It is anticipated the revised Town Charter will be presented to the Mayor and Town Council at the October 26<sup>th</sup> Town Council meeting.

**Drinking Water Planning Grant**

The Town has completed an Application for a Water Facility Planning Grant in the amount of \$25,000 through the Office of Drinking Water. This will be used to fund an engineering study to evaluate potential production and treatment improvements – specifically related to the King Street Water Plant and the PCE/TCE treatment upgrades.

**There is no municipal match required for this grant.**

**FY 2011 Audit – Management Letter Follow Up**

In response to the Management Letter provided with the Fiscal Year 2011 Audit, the following additional information is provided:

• ***Miscellaneous Accounts Receivable***

As recommended by the Auditors, the ability to require deposits from potential developers can be accommodated with an additional Edmund's module for Escrow Accounting. Funds from Transfer Tax Revenue will purchase the modules.

Motion by Councilman Ricker, seconded by Councilman Hartstein, to authorize \$9,680 for the purchase of the following Edmund's Modules: Escrow I, Permits & Code Enforcement I. **APPROVED (unanimous).**

• ***Federal Reporting***

A report filed by the police department indicated the grant balance as zero; however, \$3,558.00 remained as unspent. This was addressed via the development of procedures and practices reviewed and approved by the Department of Justice and our Auditors.

• ***Accounts Receivable – Deferred Arrangements***

We are now recording a separate account receivable for instances where applicants are taking advantage of our Economic Development Incentive Program.

**Miscellaneous**

- Water Leaks:
  - No new ones to report
- Upcoming Events:
  - Charter Review Committee Meeting
    - Town Hall, Thursday, October 13, 5:30 PM
  - Delaware Institute for Local Government Leaders
    - Dover, Monday, October 24, 8:30 AM
  - Sussex County Today & Tomorrow Conference
    - Georgetown, Wednesday, October 26, 8:00 AM
  - Employee Service Anniversaries:

<b><u>Employee</u></b>	<b><u>Department</u></b>	<b><u>Years</u></b>
Betts, Michael L.	Wastewater	11
Givens, Laura S.	Finance	10
Barlow, Matthew P.	Police	8
Diaz, Joel	Police	8
Rogers, Mark A.	Police	8
Cordrey, Bradley A.	Police	7
Townsend, Angela C.	Town Hall	6
Wilson, III, John B.	Police	6
Robinson, Donald L.	Public Works	3

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

Total Influent thru Oct 11, 11 - -Town Field: 113.3672, Baxter's – 110.2588

- Precipitation thru Oct 11, 11 – 30”
- Monthly Spray Effluent Monitoring Reports (SEMR) are in compliance with DNREC.
- Annual Compliance Inspection with DNREC is being scheduled.
- Next Monday or Tuesday Well-Tech will begin the installation of Telemetry units in three (3) pump stations.

During a meeting this morning, Doris Hamilton from DNREC was complimentary of the Town's wastewater staff and the operations at the plant.

**8.. 2ND READING & ADOPTION**

**A. ORDINANCE #2011-19 PARKING TICKET APPEAL PROCESS**

A proposed process for consideration in appealing a parking ticket. As recommended by the Town Solicitor, the appeal process has been drafted into Ordinance form. The appeal process before Town Council follows the same procedure that is in § 98-11 Immobilization and Towing.

Mayor Pettyjohn suggested that the appeal form be made available on the Town's website.

Motion by Councilman Ricker, seconded by Councilman Barlow, to adopt Ordinance #2011-19 Parking Ticket Appeal Process.

**“Ordinance 2011-19 is incorporated as part of the minutes.”**

**9. PUBLIC COMMENT**

Councilman Barlow asked that the light poles not be wrapped with Christmas lights this year, and perhaps another alternative to decorating East Market Street could be done. Councilman Barlow suggested concentrating more on decorating the Circle. Councilman Barlow also volunteered to make chili again this year to feed the Police Officers, the night of the Christmas parade.

Mayor Pettyjohn asked what else could be done in decorating East Market Street and perhaps encouraging the businesses to participate.

**10. ADJOURNMENT**

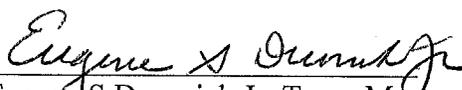
Motion by Councilman Ricker, seconded by Councilman Barlow, to adjourn at 7:27p.m.

**APPROVED (unanimous).**

APPROVED:

  
Sue H Barlow, Secretary

ATTEST:

  
Eugene S Dvornick Jr, Town Manager