

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, September 28, 2011
Location: Town Hall, 39 The Circle, 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

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 Hartstein, to adopt the agenda as presented. **APPROVED (unanimous).**

4. APPROVAL OF SEPTEMBER 14, 2011 TOWN COUNCIL MINUTES

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

5. TOWN OF GEORGETOWN MASTER PLAN PROJECT UPDATE

Town Manager stated that Bryan Hall, Office of State Planning, indicated he would be running late for the Council meeting. Town Council agreed to move on to the next agenda item.

6. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

Village of Cinderberry – Record Site Plan

The Town has received a draft copy of the Final Site Plan for the Village of Cinderberry. We are scheduling a meeting with DBF and County Bank for review and resolution of a few items (property line, connector roads, and utility easement).

FEMA Reimbursement

The Town attended the FEMA Disaster Assistance presentation on Thursday, September 22. Currently, the disaster declaration covers emergency protective measures (Category B), only. Application for a broader declaration has been made and a decision is expected in the next 30 to 45 days. If granted, the debris removal cost, excluding personnel cost, would be anticipated at 75% of total incurred.

FOP Representation

The Town has received correspondence for the Georgetown Police Department, Fraternal Order of Police, and Collective Bargaining Unit with notification of the organizations new officers:

President: Joel Diaz

Vice President: Matt Barlow
Treasurer: Ralph Holm
Secretary: Kirk Marino

The current contract extends until April 30, 2013. Under the contract, negotiations for a successor contract are to begin in June 2012.

Delmarva Power Trimming

Delmarva Power has notified the Town tree trimming will be taking place south of East Market Street and east of South Bedford Street. Work should begin in mid-October and weather permitting be completed in about one month.

Prior to conducting this work, DPL foresters will meet with any customers who have hazardous trees on their properties that need to be trimmed or removed. We have requested that Newbold Alley be reviewed for inclusion in the project.

County Security Vehicle Parking

Permission has been granted to allow Sussex County to designate a parking space on East Pine Street behind the Administrative Building as "Reserved for County Security Vehicle ONLY ". This is necessary as the County is no longer outsourcing security services and using their own personnel.

FY 2011 Audit

The Audit for Fiscal Year 2011 has been completed and the report has been distributed for review. A copy of the audit will be posted on the Town website and published in the newspaper.

Community Transportation Funds

Work on Wagon Avenue started today.

We have submitted an estimate totaling \$54,343.00, to Representative Briggs-King to fund work on Parsons Lane and Margaret Street.

East Market Street Improvements

The electric meter and connection has been made – it is anticipated the lights will be on this evening. Mill and overlay, of the area from the railroad tracks to King Street was completed today.

Baxter Farms Irrigation Rigs

The Town and Town Engineer met with Baxter Farms (Jay Baxter) and Sussex Irrigation (Dave Brown) to discuss a request for replacement of irrigation rigs at three (3) locations. Sussex Irrigation provided estimates for two (2) alternatives:

<u>Area</u>	<u>Galvanized</u>	<u>Poly-lined</u>
Field 3	\$ 109,701.80	\$ 118,203.15
Field 4	\$ 51,752.94	\$ 57,010.84
Goslee Farm	\$ 63,521.83	\$ 73,124.17
	<u>\$ 224,976.57</u>	<u>\$ 248,338.16</u>

We indicated this type of expense was not included in the Fiscal Year 2012 budget and we would need to consider other alternatives.

Accordingly, we are recommending the following:

- Review by a third party of the rigs for determination of the need and timing for replacement;
- Replacement of 356 sprinkler heads; and
- Investigation into contracting the maintenance responsibility for the irrigation rigs.

Budget versus Actual (August 11) – Four Months (33% of the Year)

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>
General Fund	\$2,752,227	\$2,050,881	\$701,346	75%
Water Fund	\$1,247,000	\$306,434	\$940,566	25%
Sewer Fund	\$2,000,668	\$829,662	\$1,171,006	41%
Total	<u>\$5,999,895</u>	<u>\$3,186,977</u>	<u>\$2,812,918</u>	<u>53%</u>

<u>Expenditures</u>				
General Fund	\$2,950,416	\$970,815	\$1,979,601	33%
Water Fund	\$1,130,700	\$607,536	\$523,164	54%
Sewer Fund	\$1,918,779	\$727,923	\$1,190,856	38%
Total	<u>\$5,999,895</u>	<u>\$2,306,274</u>	<u>\$3,693,621</u>	<u>38%</u>

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

- Real Estate Transfer Tax Revenue, Up **111.00%**
 - YTD FY 2008 \$257,573
 - YTD FY 2009 \$39,404
 - YTD FY 2010 \$70,753
 - YTD FY 2011 \$13,318
 - YTD FY 2012 \$28,101
- Building Permit Revenue, Up **118.08%**

Miscellaneous

- Water Leaks:
 - No new ones to report
- Upcoming Events:
 - Wings & Wheels
 - County Airport, Saturday, October 1, 10:00 AM – 4:00 PM
 - Charter Review Committee Meeting
 - Town Hall, Monday, October 3, 5:30 PM
 - Sussex County Association of Towns Dinner Meeting
 - Irish Eyes (Lewes), Wednesday, October 5, 6:00 PM
 - Sussex County Association of Towns Steering Committee
 - Lighthouse Landing, Friday, October 7, 9:00 AM

Robin James – Village of Cinderberry

Invoice has been sent to Mr James for re-imbusement to Town of the temporary pump station in the Village of Cinderberry. Invoice for \$25,500 – reflecting the cost, as estimated by Siegfried Machine & Supply, Inc., to remedy the noted deficiencies. Due on/before October 14, 2011. This was done due to the fact if he should come back into Town, the clean hands ordinance is in effect.

7. 1ST READING OF ORDINANCES

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. No action at this time. 2nd Reading & Adoption if agreeable will be at the October 12th Town Council meeting.

8. **PUBLIC COMMENT**

Mayor Pettyjohn asked about the status of the street lights for the East Market Street project.

Town Manager stated we were near completion of the project. It was verified by the Town Clerk that the lights were on.

Mr Bryan Hall, Office of State Planning, was still not present for the meeting.

9. **ADJOURNMENT**

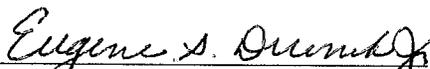
Motion by Councilman Ricker, seconded by Councilman Barlow, to adjourn at 7:14p.m. **APPROVED** (unanimous).

APPROVED:



Sue H Barlow, Secretary

ATTEST:



Eugene S Dvornick Jr, Town Manager