

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, February 8, 2012
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
Annie Besche, Ward Four

STAFF PRESENT:

Eugene S Dvornick Jr, Town Manager
Angela Townsend, Town Clerk

ABSENT:

Bob Ricker, Ward Three

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

ITEM #12A EXECUTIVE SESSION was added.

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

4. APPROVAL OF JANUARY 25, 2012 TOWN COUNCIL MINUTES

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

5. ANNUAL PROPERTY TAX ASSESSMENTS

A. ASSESSMENT APPEALS HEARING

The Town Council is required by the Charter to introduce the proposed Tax Assessments for the upcoming year. This is step one in the Tax Assessment and Appeals Process. Mayor Pettyjohn opened the Appeals Hearing. No one came forward. The Appeals Hearing was closed.

B. ADOPTION OF ANNUAL PROPERTY TAX ASSESSMENTS

Motion by Councilman Barlow, seconded by Councilman Hartstein, to adopt the Annual Property Tax Assessments. **APPROVED (unanimous).**

6. PENNONI ASSOCIATES, INC – STREET INVENTORY PROJECT

The Town has been working with Pennoni Associates regarding completion of a Town wide Pavement Management Report. Steve McCabe presented the Council with an overview of the process in the inventory, in addition to supplying the Council with a Street Inventory Spreadsheet and Condition Map. This includes visual inspection of the streets, pavement, curb and sidewalks maintained by the Town.

Conditions are assigned as "Good-Fair-Poor" and will help in the establishment of priorities for street work (this will take into account maintenance history).

7. ANNEXATION APPLICATION – CASE #2011-18 – COX 107 GEORGETOWN LLC

A. UTILITY CONNECTION AND ANNEXATION AGREEMENT

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 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). The Annexation Committee voted to recommend to Town Council the annexation of the property at their January 25, 2012 meeting.

Motion by Councilman Barlow, seconded by Councilman Hartstein, to table Item #7 until the April 11, 2012 Town Council meeting. **APPROVED (unanimous).**

B. RESOLUTION #2012-2 COX 107 GEORGETOWN LLC

Resolution #2012-2, grants the annexation into town limits.

C. ORDINANCE #2012-3 COX 107 GEORGETOWN LLC

Ordinance #2012-3 establishes the zoning classification.

8. PLANNING COMMISSION APPOINTMENT

Council was presented with a letter from Brett McCrea giving formal notice of his resignation from the Planning Commission. A letter of interest was received from Christine Lecates applying for the position. If appointed Ms Lecates would serve until May at which time the position would be advertised with the local media.

Motion by Councilman Besche, seconded by Councilman Barlow, to appoint Christine Lecates to the Planning Commission. **APPROVED (unanimous).**

9. 2ND READING & ADOPTION OF ORDINANCES

A. ORDINANCE #2012-2 REPEAL OF ALCOHOLIC BEVERAGES IN A UB-1 DISTRICT

This ordinance clarifies that the sale of alcoholic beverages is prohibited in the UB-1 District, permission could be granted through the process of a Conditional Use. Public Hearing was held at the January 11th Council meeting, and 1st reading was at the January 25th Town Council meeting.

Motion by Councilman Barlow, seconded by Councilman Hartstein, to adopt Ordinance #2012-2 Repeal of Alcoholic Beverages in a UB-1 District. **APPROVED (unanimous).**

"Ordinance #2012-2 is incorporated as part of the minutes."

10. BLUEPRINT COMMUNITIES UPDATE

Linda Price, Team Leader, updated the Council on the status of the Blueprint Communities. Copies of the "draft" Vision Statement was supplied to Council. The Vision Statement is being worked on, focusing on the values that the Town should have. We developed a set of questions to hand out to Town residents, non-profits and anyone with an interest in the Town. The Committee met yesterday with the Rotary, and Gene was in attendance, we received a lot of feedback some good some not so good. Our goal is to find out what's important to the residents of our Town. Today I met with Federal Home Loan Bank which they have set aside a pool of money for Delaware, West Virginia, and Pennsylvania. It's directed at small businesses (start-up or struggling) that will make the most impact. It runs in concurrent as a bank loan; pay back not until 3 years out. The first round up was February 1st. Most Blueprint Communities are developments not Towns. Georgetown is the first Blueprint Town. So I will canvas the Town Council hoping to help find a business that would benefit. The pool was \$1.7million, and \$500,000 was allocated to Delaware.

11. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

Layton-Thompson Park

1. The Town has been successful in gaining approval from DNREC Parks and Recreation to allow the placement of the two (2) production wells for the SCI Water Plant Replacement, subject to the Town granting an easement for the Delaware Land & Water Conservation Trust Fund (DTF) to construct, at their expense, a walking trail from the Richard Allen School to the Layton-Thompson Park.

Motion by Councilman Barlow, seconded by Councilman Besche, to authorize the granting of an easement to DNREC Parks & Recreation for a walking trail from the Richard Allen School to the Layton-Thompson Park. **APPROVED (unanimous)**.

2. The Town has received a request from the Delaware Premier Soccer League to have permission to extend water service from South Railroad Avenue approximately 900 +/- feet into the Layton-Thompson Park to be used for irrigation of the primary soccer fields in use by their organization – this cost is to be borne by the soccer league.

Motion by Councilman Barlow, seconded by Councilman Hartstein, to authorize the extension of water to the Layton-Thompson Park with the cost being paid by the Premier Soccer League. **APPROVED (unanimous)**.

3. The Town has received a request from the Delaware Premier Soccer League to have permission to extend electric service from South Railroad Avenue approximately 1,200 +/- feet into the Layton-Thompson Park to be used for the future installation of an electronic scoreboard by the soccer league – this cost is to be borne by the soccer league.

Motion by Councilman Barlow, seconded by Councilman Hartstein, to authorize extension of electric service to the Layton-Thompson Park with the cost being paid by the Premier Soccer League. **APPROVED (unanimous)**.

2012 Municipal Election

REMINDER: Certificates of Candidacy are available. The seats for Ward 3, Ward 4 and Mayor are up for election. The filing deadline is April 20th at 5:00 pm. The Annual Municipal Election will be held on Saturday, May 12th (if needed). New voter registration deadline is Friday, April 27th 4:30 pm.

Memorial – Chief Harvey Gregg

The Town continues efforts to complete the permanent memorial for Chief Gregg. The monument and wording are in the process of being finalized for proofing and approval from the Gregg Family. The tentative date for installation is Wednesday, April 4, 2012.

Parking Requirements Workshop

Jocelyn Godwin and I met with Commissioner Marvel to discuss the proposed ordinance to allow for modification of required off street parking by the Planning Commission with reasonable and appropriate justification presented by the applicant. We are completing some minor revisions to the ordinance language. Current plan is to present this to the Planning Commission at their February 15 meeting and then return it to Council for consideration.

Waste Industries (IDS)

Waste Industries has selected the week of February 13 to initiate a single day, town wide trash collection. This is being communicated to all customers via a post card mailing by Waste Industries. Going forward trash collection will occur on every Monday, with curbside recycle every other Monday.

A schedule, indicating collection dates is being prepared for placement on the Town Website.

Structural Report – 39 The Circle

The structural engineering report prepared by Baker, Ingram & Associates has been reviewed. A summary has been prepared and provided for your review. A full copy of the report has been sent via e-mail.

On Friday, February 3rd, representatives of the Town met with the Town Engineer and USDA to discuss the report and its findings. The immediate need is to identify and discuss funding alternatives for:

- Necessary (emergency) repairs to 39 The Circle
- Construction of 37 The Circle
- Permanent repairs to 39 The Circle

The sources identified, included Historic Preservation Grants, Delaware State Legislature (Bond Bill); Realty Transfer Taxes; and USDA Community Facilities Grant & Loan combination.

The initial work will be in the following areas:

- removing the basement ceiling and abandoned utilities in 39 The Circle;
- obtaining quotes for a new roof on 37 The Circle;
- interior debris removal (drop ceiling, etc.) in 37 The Circle; and
- initiation of repairs to 39 The Circle.

Motion by Councilman Besche, seconded by Councilman Hartstein, to authorize the preparation and submission of a USDA Community Facilities application for the Town Hall project (37 & 39 The Circle). **APPROVED (unanimous).**

Miscellaneous

- A Public Hearing on the Moratorium on Transitional Housing has been scheduled for February 22, Town Council meeting at 6:45pm
- On Tuesday, the Town had the pleasure of meeting with Toni Schmiegelow, Field Office Director, HUD, for the discussion of the Crisis House.

B. BILL BRADLEY – DIRECTOR OF PUBLIC WORKS

The Public Works Dept. has been cleaning and reorganizing the maintenance shop going through all of our equipment, tools and supplies. In the near future we would like to have an auction to sell off some of the equipment and materials that are no longer used by the town.

Over the last three years the Town is averaging 1000 Miss Utility Tickets per year, that's 20 tickets per week with little to no construction going on at this time.

The Water Department has been repainting the Del-Tech water plant on the inside. All the walls, filters and piping are complete.

DBF should be close to getting the water service line project out to bid so construction of that project is getting close. We have had 3 water leaks since January 1st, and we had 39 water leaks last year.

The Town flowed 232,204,400 gallons of water last year (2011) compared to 253,288,938 gallons of water for 2010.

AC Shultes is scheduled to repair well pump 1A at King Street Water Treatment Plant next week to return that plant back to full capacity.

DBF is still working on the design of the new water plant and upgrades to the King Street Water Treatment Plant at this time.

The Town Engineer requested scheduling a workshop, no more than an hour, with Mayor and Council for the discussion of Public Works Projects Bidder criteria. Town Council agreed on Monday, February 20th at 4:30pm in Town Hall.

12. PUBLIC COMMENT

Correspondence was received from David Baker, former County Administrator, thanking all the Sussex County towns for the small token of farewell that were offered to him.

A letter from Linda Dennis, requesting consideration of her participation in a Task Force if one is established for Transitional Housing.

12A. EXECUTIVE SESSION

The Town Council will meet in Executive Session for the discussion of a personnel matter.

Motion by Councilman Barlow, seconded by Councilman Besche, to adjourn to Executive Session at 7:34p.m.

Executive Session exited at 7:51p.m.

13. ADJOURNMENT

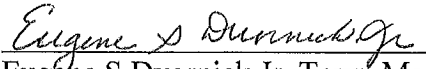
Motion by Councilman Hartstein, seconded by Councilman Barlow, to adjourn at 7:52p.m. **APPROVED** (unanimous).

APPROVED:



Sue H Barlow, Secretary

ATTEST:



Eugene S Dvornick Jr, Town Manager