

**TOWN OF GEORGETOWN  
TOWN COUNCIL MEETING MINUTES**

**Meeting Date:** Wednesday, October 10, 2012  
**Location:** Town Hall, 39 The Circle, Georgetown, DE  
**Time:** 7:00 P.M. Regular Meeting

**PRESENT:**

Mike Wyatt, Mayor  
Steve M Hartstein, Ward One  
Sue H Barlow, Ward Two  
Bill West, Ward Three  
Linda Dennis, Ward Four

**STAFF PRESENT:**

Eugene S Dvornick Jr, Town Manager  
Angela Townsend, Town Clerk  
Stephani J Ballard, Town Solicitor  
Eric Rust, Sup Wastewater Reclamation Facility  
Bill Topping, Chief of Police

**7:00 P.M. Regular Meeting**

**1. PLEDGE OF ALLEGIANCE**

Mayor Wyatt led the Pledge of Allegiance.

**2. INVOCATION**

Mayor Wyatt led the invocation.

**3. ADOPTION OF AGENDA**

Motion by Councilperson Hartstein, seconded by Councilperson Barlow, to adopt the agenda as presented. **APPROVED (unanimous).**

**4. APPROVAL OF THE SEPTEMBER 26, 2012 TOWN COUNCIL MINUTES**

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

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

Mayor Wyatt presented Josette Castiglione, American Cancer Society, and Kit McDaniels, Susan B Komen Foundation, a proclamation making October Breast Cancer Awareness Month.

**6. GEORGETOWN POLICE DEPARTMENT – SEIZURE FUND SPENDING PLAN 2012**

Town Manger and Chief of Police presented the Council with a power point presentation. History

- Deposit

- Initially deposited to County Bank, a wire transfer was made to the US Marshals.

- Claim

- Entered May 2012, no counter claims on the money, which resulted in forfeiture of the money.

- Return of Funds

- Total collected was \$269,000

- Split

- Federal Government – 20% \$53,800

- Georgetown Police Department – 80% \$215,000

- Restrictions on Use  
Law Enforcement Advancement Purposes, Building, Technology, Equipment, Vehicles

Anticipated Uses

- Technology Infrastructure  
Report Exec Enterprise – Complaint Log, L3 Communications – In Car Camera
- Building Improvements  
Door Replacement, Pole Building (40 X 40 with a Peaked Roof)
- Fleet Improvements  
Two Police Utility (Ford Explorers) Vehicles, Three Police Patrol Vehicles

Technology Infrastructure

- Report Exec  
Vendor Update, Enhanced Functionality
- L3 Communications  
In Car Camera System, Maintenance Agreement                      Cost: \$3,261.00

Building Improvements

- Door Replacement  
South Entrance, Currently Store Front Glass,  
Replacing with Steel Door    Cost: \$2,500.00

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- New Pole Building 40 X 40, Peak Roof  
Replaces three (3) temporary sheds,  
Climate controlled, additional storage, more secure                      Cost: \$36,520.00

Fleet Improvements

- Bulk of Vehicles are 6 or more years old, Most recent purchase of patrol vehicles was 4 years ago    Cost: \$150,003.00  
(2) Utility Vehicles - \$51,820, (3) Patrol Vehicles - \$69,401, Equipment - \$28,782, replaces 5 oldest based on age and/or mileage

Motion by Councilperson Barlow, seconded by Councilperson Hartstein, to adopt the proposed plan with the stipulation the funds are available (deposited) before proceeding.  
**APPROVED (unanimous).**

**6A. PLAYGROUND COMMITTEE UPDATE**

Councilperson Bill West presented Council with a power point presentation of the Playground Committee findings.

The Committee has:

1. Looked at property owned by the Town
2. Looked at leased property
3. Looked at other playgrounds in the area for ideas
4. Looking currently at the following:
  - Signs for behavior and use of the area
  - Picnic tables for family events
  - Trashcans
  - Bathroom Facility
  - Committees for the following:  
Fundraising, Materials, Special Needs Children, General Contractor for Overseeing the Construction

Playground Committee Future Plans – The Committee would like the Council to let us start collecting funds for this project. With election coming up and Return day, we feel this is a great time to let the public know and help with collecting money. Two people in the Hispanic community have agreed to make flyers and get the community involved with this project. If for some reason the playgrounds are not built, we can use the money to upgrade the parks that are being used now by installing new equipment and making them safer for our children.

Sports at the Beach has perhaps offered its playground to the residents of Georgetown. (Committee member Bo Shockley).

The Committee plans for the next 6 months:

1. Design of Property – Architect
2. Vendor list for donations of equipment or materials
3. Insurance
4. Written contract for leased property
5. Start looking to form Sub-Committees
6. This Committee is committed to working hard and making this work

Mayor Wyatt thanked the Committee for their hard work in accomplishing a great deal in such a short period of time and for volunteering their time.

Motion by Councilperson Dennis, seconded by Councilperson Barlow, that the Parks & Recreation Committee under the direction of Councilperson West continue to pursue the preliminary plans that they have laid out before us and report back within the next few months with a progress report. **APPROVED (unanimous). Abstained: West**

The Town will set up a tracking code for funds that are donated towards the Playground Building Fund.

## 7. DEPARTMENTAL REPORTS

### A. GENE DVORNICK – TOWN MANAGER

#### **East Market Street Tree Replacement**

The Town has met with the Delaware Forest Service and selected two (2) varieties of trees to replace those currently in place:

1. Syringa reticulate “Ivory Silk” (white bloom)
2. Okame Cherry “Prunus ‘Okame’” (pink bloom)

These trees are traffic tolerant and suitable for urban settings. During the blooming season, we will have alternating white and pink as you travel along East Market Street between King Street and The Circle. Planting is anticipated to take place in the early Spring 2013. Our Public Works staff will handle removal of the existing trees.

#### **Tree Removal Proposals**

The Town advertised for and received three proposals for the removal of the following trees:

1. Silver Maple – in front of Fuqua, Yori & Willard
2. Red Oak – in The Circle, next to the fountain
3. Norway Maple – in Wilson Park

The proposals are as follows:

<u>Vendor</u>	<u>Bid</u>
Jacono's Tree Service	\$1,875.00
Randy's Tree Service	\$2,725.00
Complete Tree Care	\$2,950.00

The Public Works Director and Town Manager have reviewed the proposals and recommend award to Complete Tree Care, even though they are not the lowest bid. This is based on the completeness of their proposal and the description of plans to protect the area of The Circle during removal.

Motion by Councilperson Barlow, seconded by Councilperson West, to grant authorization to the Town Manager to sign the Complete Tree Care proposal at an amount not to exceed \$2,950.00. **APPROVED (unanimous).**

#### **Public Works – Part-time Employee**

The application date for the Maintenance I part-time position closed on Friday, October 5, 2012. A total of 39 applications were received – the Public Works Director and Town manager are in the process of reviewing them to select 5 to 7 for an initial interview.

#### **Monthly Financial Report**

~~The monthly Budget versus Actual Report (September, 2012) has been distributed and is posted on the Town website.~~

#### **Business License Audit**

The Town has received a proposal from Metropolitan Revenue Associates to perform an audit of our existing business license records with external sources (Delaware State Business License records) and identify those whom are not licensed within the Town of Georgetown. The service proposal is for one year, with periodic updates, with the fee being 25% of the revenue generated. Note this is new revenues as the Town is not currently collecting anything from the business they identify.

The Finance Staff and Town Manager recommend we do this for one (1) year, commencing in the first quarter of 2013.

Motion by Councilperson Hartstein, seconded by Councilperson Dennis, to allow the Town Manager to enter an agreement for one (1) year with Metropolitan Revenue Associates. **APPROVED (unanimous).**

#### **Market Street Beautification**

Since being approved by the Mayor and Council, the Market Street Beautification (Trash Container) Project has received \$800.00 in donations, this is 16% of the estimated cost (\$5,109.00). Anyone wishing to contribute towards the project can make a check payable to the Town of Georgetown – all funds collected towards this project are being kept separate from the other funds of the Town.

#### **Pine Street Water Line**

The Town has received a proposal from Elvin Schrock & Sons, Inc. in the amount of \$3,900.00 for the following:

- Installing a 4 x 2 tap
- 250' – 2" water line
- 75' – 1" water line

- Abandonment of existing main
- Pavement rehabilitation

The Public Works Director and Town Manager have reviewed the proposal and recommend award to Elvin Schrock & Sons.

Motion by Councilperson Dennis, seconded by Councilperson West, to grant authorization to the Town Manager to sign the Elvin Schrock & Sons, Inc proposal at an amount not to exceed \$3,900.00. **APPROVED (unanimous).**

### **Miscellaneous**

- Upcoming Events:
  - Carpenters Union Training Center Grand Opening, Friday, October 12, 12:30 PM
  - Charter Review Committee, Monday, October 15, 5:00 PM, Town Hall
  - Groundbreaking for the Service Line Replacement Project will be on Thursday, October 25, 4:30 PM, North Bedford Street Park
- Water Leaks
  - Number 21: Park Avenue - Replaced service line
  - Number 22: Savannah Road – Replaced service line
- Town Solicitor and Town Manager met on Friday, October 5 with Mr. Max Walton (Counsel for 16 Mile Brewery) – awaiting additional information to be submitted by the brewery. Also, Counsel for 16 Mile Brewery indicated plantings in keeping with the spirit of the Town’s Design Standards have been installed.
- Staff and Town Manager are working to finalize a few ordinances prior to yearend. This includes the following:
  - Yard Sales
  - Business License
  - Demolition
  - Electronic Signage

### **B. ERIC RUST – SUPERINTENDENT OF WASTEWATER RECLAMATION FACILITY**

1. Influent Flows January – September 2012    202.7874mg  
100.3799mg    Gallons Sprayed Town’s Field  
130.1951mg    Gallons Sprayed Baxter’s Fields

2. Lagoon Depths – 75mg    6.5ft            15mg    2.0ft

The Wastewater Dept had our annual inspection on August 30<sup>th</sup> with Doris Hamilton, DNREC. Everything went well; we did not have any violations or non-compliance issues.

3. Bramble construction workers have cleared over 4,000 lineal feet of the main path in Mr Pettyjohn’s woods for the forcemain. The pipe crew continues installing the lines out at the plant, and has made the connection to the existing force mains. Bramble’s subcontractor, Spring Associates is expected to begin the borings under the branches next week. The project in on schedule with no major issues.

**8. PUBLIC COMMENT**

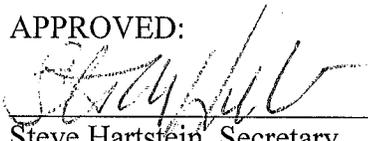
Gene Dvornick, Town Manager, introduced two individuals visiting from the Town of Milton, Councilman John Broods and Councilwoman Marian Jones.

Bill Lecates, 212 Wilson Street, updated the Council on the status of Community Development Block Grant funding in relation to Margaret Street. Mr Lecates also commented on the Parks & Recreation Committee in regards to a community playground, it's been a long time overdue.

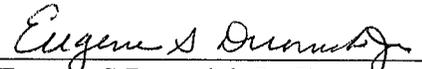
**9. ADJOURNMENT**

Motion by Councilperson Barlow, seconded by Councilperson West, to adjourn at 7:55p.m. **APPROVED (unanimous).**

APPROVED:

  
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Steve Hartstein, Secretary

ATTEST:

  
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Eugene S Dvornick Jr, Town Manager