

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, August 14, 2013
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
Bill Bradley, Dir of Public Works

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

4. APPROVAL OF JULY 24, 2013 TOWN COUNCIL MINUTES

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

5. BID AWARD – MARGARET STREET – PHASE I

The project is being funded by CDBG Funds (\$243,250) and a Town match of (\$104,250). These funds were previously determined at the time of the application for CDBG funding. As with any CDBG project, DSHA will request that matching funds be spent first. Bids were reviewed by Davis, Bowen & Friedel. Bids received from George & Lynch and Delmarva Paving, recommendation to George & Lynch, in the amount of \$351,916.45. Town's portion with the additional \$60,000 is now \$168,666.

Councilperson Dennis asked for an explanation of the additional \$60,000. Brian Kohler, Town Engineer, explained the additional \$60,000 includes Phase II. Phase I & Phase II consist of paving a section of Edward Street to Wilson Street. Timetable ideally is prior to the asphalt plants shutting down, usually by November or December of this year.

Motion by Councilperson Hartstein, seconded by Councilperson Dennis, to award the bid to George & Lynch total amount not to exceed \$411,916.45. **APPROVED (unanimous).**

6. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

Downtown Merchant Association

The "Georgetown Merchant and Business Survey" was initially sent out on July 29th (13 electronically and 4 hand delivery). Four (4) electronic replies and three (3) paper replies have been submitted. A reminder was sent on August 13th.

Fountain Brickwork

The Town has been notified that John Davidson Masonry will begin repair to the fountain brickwork after the August 21st Concert on the Circle. (Previously planned for the week of August 5th).

Revelstone™ - Follow Up

In response to the questions asked at the July 24th meeting the following information is provided (see hand outs):

- Potential Metrics (Department Head Input);
- Answers to Specific Questions; and
- Sample of Specific Metrics.

Revelstone offers over 500+ metrics. The cost is \$7,800, \$4,800 per year with a \$3,000 onetime fee for training.

Councilperson Dennis had a few comments, about tailoring the information to what the Council thinks is important, personnel issues, sick leave, vacation leave, inquired as to when we get to recommend additional criteria, and can the Town ask for an outcome measure that isn't included in the 500+ metrics. Councilperson Dennis also asked for any testimonials from other municipalities, and when could the contract be terminated.

Town Manager thought that with the 500+ metrics that they already offer, that would cover most of the criteria Council is looking for or related too, it's all web-based. Anything that we can track data on, the Town can include in there. A testimonial was read from Morristown, New Jersey and one from Oakland, New Jersey. The contract can be terminated at anytime.

Motion by Councilperson Barlow, seconded by Councilperson West, to approve \$7,800 to Revelstone. **APPROVED (unanimous).**

East Market Street Tree Replacement

The Town Public Works staff removed the tree in front of the Georgetown Family Restaurant to gage the effort involved with removing the other trees. Our new tree planting is scheduled for early September.

Monthly Financial Report

Monthly Budget versus Actual Reports, for June & July 2013, have been distributed and will be posted on the Town website.

Making Our Town, "Our Town"

The University of Delaware has provided the date for the workshop as Thursday, October 17, 2013 from 6:00 PM to 8:00 PM at the Carpenters Union. Please mark your calendar!

Stephani Ballard and Linda Dennis will not be available for October 17th. October 29th or October 24th will be verified with IPA for availability.

B. BILL BRADLEY - DIRECTOR OF PUBLIC WORKS

We have had North King Street resurfaced with the exception of an area at the intersection of Cedar Street, which became soft due to poor materials and clay. The Public Works Department rented equipment and removed the old materials about 2 feet deep and replaced with new materials compliant with Town standards. Delmarva Paving will resurface that area when they return to due the other streets. Delmarva Paving was awarded the street resurfacing of North Race Street from Market Street to Laurel Street and A Street/Alley from Bedford Street to North Race Street. This work is being scheduled.

We have been cleaning and repairing drainage issues throughout the Town. At this time all pipes and basins are clear and draining. When we receive the heavy rains it is the ditches that will not take all the water and then the Town streets start to flood. At this time we have had a meeting with the Division of Soil and Water Conservation District. They have indicated that the Town submits an application to request the private ditches that flows to Savannah Road are made into tax ditches so they can be maintained properly. This could be a long process but in the end it will be worth it.

The new well project has been started but we had to stop the project due to weather. We were able to get one well drilled and testing completed that has determined to produce great water. We could not get equipment to the area to drill the second well just too wet and all the equipment was getting stuck.

The Service Line Project is complete and we will be closing out that contract this month. With about 90% of the meters being replaced with the new 20 year life and no lead meters.

Town Manager stated that the Pettyjohn Woods Wastewater Project is now complete, with funds left over. Requesting the USDA to transfer those funds to the I & I Project.

7. PUBLIC COMMENT

Terri Wyatt, 703 E Market Street, voiced concerns with the ivy (sweet potato vines) in the Circle quadrants. The plants are perennials and are getting larger. The plants seem to be taking over some of the bushes in the Circle, and hanging over the curb within the Circle. The Town Manager will make the Public Works Department aware of her concern.

Angela Townsend, Town Clerk, updated Council on the Concerts in the Park/ Circle. The committee is also working on perhaps a concert in September. Concert on July 31st was very successful, with a lot of positive comments from concert goers.

Mayor Mike Wyatt announced that the Big League Girls will be at Town Hall on August 20th at approx 10:15am to be recognized for winning the World Series. Everyone is welcome. Mayor Wyatt thanked the Town for the supporting the team. Bill West stated that there are approximately 200 new children enrolled at North Georgetown, with the majority being kindergarten age children, he's asking everyone to be mindful of the traffic situation occurring out there. Safety of our kids is number one.

8. EXECUTIVE SESSION

The Town Council will meet in Executive Session for discussion of a personnel matter on which the name, competency and ability of an individual employee is discussed.

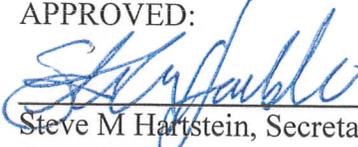
Motion by Councilperson Barlow, seconded by Councilperson Hartstein, to adjourn to Executive Session at 7:36p.m. **APPROVED (unanimous).**

Executive Session exited at 8:17p.m.

9. ADJOURNMENT

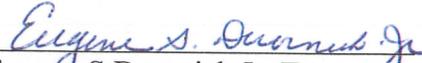
Motion by Councilperson Dennis, seconded by Councilperson Barlow, to adjourn at 8:18p.m. **APPROVED (unanimous).**

APPROVED:



Steve M Hartstein, Secretary

ATTEST:



Eugene S Dvornick Jr, Town Manager