

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, October 9, 2013
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 7:00 P.M. Regular Meeting

PRESENT:

Steve M Hartstein, Ward One
Sue H Barlow, Ward Two, Vice-Mayor
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 of Wastewater Facility

ABSENT:

Mike Wyatt, Mayor

7:00 P.M. REGULAR MEETING

1. PLEDGE OF ALLEGIANCE

Vice-Mayor Barlow led the Pledge of Allegiance.

2. INVOCATION

Vice-Mayor Barlow led the Invocation.

3. ADOPTION OF AGENDA

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

4. APPROVAL OF SEPTEMBER 25, 2013 TOWN COUNCIL MINUTES

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

5. PROCLAMATIONS

A. FIRE PREVENTION WEEK

Vice-Mayor Barlow presented Matthew Heck, Georgetown Fire Company, a Proclamation declaring October 6th thru October 12th Fire Prevention Week.

B. BREAST CANCER AWARENESS MONTH

Vice-Mayor Barlow presented Beverly Furst, American Cancer Society, a Proclamation making October Breast Cancer Awareness Month.

6. ADOPTION OF SUPPLEMENTAL ASSESSMENTS

New assessments for improvements added to the assessment roles since April 2013. Assessments that have been added since April will receive an interim tax bill for the increased assessment amount for six months of the tax year. Increased revenue is \$3,621.28.

Motion by Councilperson Hartstein, seconded by Councilperson West, to accept the Supplemental Assessments. **APPROVED (unanimous).**

7. 2ND READING & ADOPTION OF ORDINANCES

A. ORDINANCE #2013-14 VOTER REGISTRATION

The proposed ordinance is Charter driven. Councilperson Barlow recommended adding the voter qualifications instead of referencing the Charter section.

Motion by Councilperson Dennis, seconded by Councilperson Hartstein, to adopt Ordinance #2013-14 Voter Registration. **APPROVED (unanimous).**

“Ordinance #2013-14 is incorporated as part of the minutes.”

B. ORDINANCE #2013-15 FAILURE TO OBTAIN A BUSINESS LICENSE

With discussions from the previous Council meeting, the Town needed clarification as to obtaining a business license and penalties for failure to obtain a license.

Motion by Councilperson Hartstein, seconded by Councilperson West, to adopt Ordinance #2013-15 Failure to Obtain a Business License. **APPROVED** (unanimous).

“Ordinance #2013-15 is incorporated as part of the minutes.”

8. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

Water & Supply Company Liquidation

The Town has been working towards liquidation of the Water & Supply Company since its acquisition in 1991. We are at a point now where the operating assets of the acquired company have no value – only the real estate remains. The financial impact is as follows:

Land Appraisal	\$ 75,000.00
Cost Basis of Asset	\$(10,636.00)
Gain/(Loss) on Liquidation	\$ 64,364.00
Net Operating Loss Carry forward	\$(42,098.00)
Taxable Gain	\$ 22,266.00

In the past the Town has charged a management fee to the Water & Supply Company. In efforts to minimize the potential taxable gain, it is the recommendation of the Finance Department, that the Town loan \$25,000.00 to the Water & Supply to pay a management fee of \$12,500.00 for FY 2012 and FY 2013 in order to offset the anticipated gain from the liquidation. This recommendation has been discussed with our Auditors. The Town would then dissolve the Water & Supply Company.

Motion by Councilperson Dennis, seconded by Councilperson West, to authorize the loan of \$25,000 to the Water & Supply Company to pay the Town a management fee of \$25,000.00. **APPROVED** (unanimous).

Emergency Services Fund Distribution

The FY 2013 Emergency Services Fund amount available for distribution has been determined as \$5,892.78, each for the Georgetown Fire Company and American Legion Ambulance. Accordingly, the Finance Department is recommending approval of the following distributions:

Fee Collected	\$ 23,571.13	
	<u>Georgetown</u>	<u>American Legion</u>
	<u>Fire Company</u>	<u>Ambulance</u>
Allocation	\$ 5,892.79	\$ 5,892.79
BP#1300140	\$ (910.00)	\$ -
BP#1300211	\$ (1,495.00)	\$ -
	\$ 3,487.79	\$ 5,892.79

Motion by Councilperson Dennis, seconded by Councilperson Hartstein, to authorize disbursement of the Emergency Services Fund. **APPROVED** (unanimous).

Dumpster Authorization Requests

The Town has received two (2) requests for temporary dumpster placement:

1. Lynch Lane – House clean out; and
2. North Alley (next to former Tattoo Parlor) – Interior demolition work.

Both would be required to:

- Have placement coordinated with Bill Bradley (Director, Public Works);
- Keep traffic flow disruption to a minimum; and
- Removed within 20 days of initial placement.

Motion by Councilperson West, seconded by Councilperson Hartstein, to authorize the dumpster request. **APPROVED (unanimous).**

Leaf Collection

As part of our budget process, the Town no longer provides for yard waste pick up. Several residents have requested the Town perform a leaf collection. A date would be selected with the Public Works Director. Residents would be requested to utilize the brown recyclable 30 gallon lawn & leaf bags. The Town will collect the leaves and bear the cost of disposal with a yard waste hauler. Notice to residents will be done via a press release and posting on the Town website.

Motion by Councilperson Hartstein, seconded by Councilperson West, to allow for leaf collection. **APPROVED (unanimous).**

Legal Fee Increase

The Town has received notification from the Town Solicitor, that effective October 15, 2013 the billing rate for **litigation** will increase from \$205.00/hour to \$245.00/hour. The higher rate is due to case complexity and an increase in the amount of time required for finalizing discovery and moving towards summary judgment. The rate for Town Solicitor work remains unchanged at \$205.00/hour.

East Market Street Tree Replacement

The Town has received notification from the Delaware Forest Service the East Market Street tree replacement will begin the week of October 21st with soil placement followed up with tree planning the week of October 28th. The contract was awarded to Nanticoke Nurseries (Bridgeville).

Downtown Merchant Association

The “Georgetown Merchant and Business Survey” collection has been completed. A total of 13 responses were submitted. The committee will be meeting on October 22, 2013 to review the results and formulate the next steps.

Event Announcement Signage

A request has been made that the Town continue the two event announcement boards through December 2014. These can then be used by multiple groups to announce events (e.g., Art Crawl, Flower Show, Concerts, etc.). The sign vendor is willing to allow this for a fee of \$2,000.00. This would allow ample time for a more permanent solution to be developed.

Motion by Councilperson Hartstein, seconded by Councilperson Dennis, to continue the two event announcement boards through December 2014. **APPROVED (unanimous).**

Miscellaneous

- South Railroad Avenue Well & Treatment Facility Project - Invitation to Perspective Bidders has been advertised. Deadline for submission is Tuesday, October 22nd
- Employee Service Anniversaries (September 2013):

<u>Employee</u>	<u>Department</u>	<u>Years</u>
Mike Betts	Wastewater	13
Laura Givens	Finance	12
Matt Barlow	Police	10
Joel Diaz	Police	10
Brad Cordrey	Police	9
Angie Townsend	Administration	8
Bart Wilson	Police	8
Donald Robinson	Public Works	5

B. ERIC RUST – SUPERINTENDENT OF WASTEWATER RECLAMATION FACILITY

1) Flows

<u>Influent Flow January – September</u>	<u>2013</u>	<u>2012</u>	<u>Difference</u>
<u>Total Rain Recorded</u>	255.1558mg	202.7874mg	52.36mg
	42.86”	22.89”	19.97”

Gallons Sprayed Town’s Field - 108.6243mg, Gallons Sprayed Baxter’s Fields – 72.8775mg, Gallons Sprayed Pettyjohn Woodlands – 95.7110mg

Lagoon Depths 75mg - 7.5ft. 15mg - 5.5ft.

2) **Sammie Swain**, farmer, has all of the big side of the Town’s field cut, raked, bailed, and off the field so we are back to spraying that side. Mr Swain has started cutting the small side, weather permitting. It should take 1 to 2 weeks to get it finished.

3) **Synagro**, the Company we contracted to haul our sludge, has come and taken samples they need to have tested for the State. The Town expects to haul 1 million gallons of sludge at the end of October or the beginning of November, depending on when Baxter gets his crops off.

9. PUBLIC COMMENT

Clayton Townsend, 20293 Ennis Rd, suggested that Council consider purchasing two announcement boards versus renting them.

Councilperson Dennis talked with Diane Laird, from DEDO, and has offered to the Town a national renowned expert in the field of Historic Preservation. They would also be providing all the funding for the consultation of this individual. This individual could help the committee get organized and at some later date if further consultation is needed. At our first meeting, when we meet as a group to decide to have this person in from the Heritage Consulting Business to help us formulate our strategy and agendas as to how much consultation we would need or would we be able to handle the study ourselves within the group. I am not asking that we reconsider the agreement; I’m asking that we be mindful that we wouldn’t use those funds unless it was absolutely necessary. Being now we have the possibly of an expert come free to the Town to help us with that task.

Town Manager informed the Council that the Town had met with URS that day and went over the 3 areas of concern. The Town Manager suggested that perhaps we (the Town) meet with the individual from the Heritage Consulting Business prior to the committee's first meeting.

10. **ADJOURNMENT**

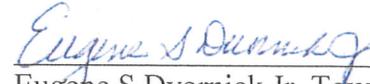
Motion by Councilperson Hartstein, seconded by Councilperson West, to adjourn at 7:32p.m. **APPROVED (unanimous).**

APPROVED:



Steve M Hartstein, Secretary

ATTEST:



Eugene S Dvornick Jr, Town Manager