

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, December 10, 2014
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 7:00 P.M. Regular Meeting

PRESENT:

Bill West, Mayor
Sue H Barlow, Ward Two
Chris Lecates, Ward Three

STAFF PRESENT:

Angela Townsend, Town Clerk
Eugene S Dvornick, Jr Town Manager
Stephani Ballard, Town Solicitor

ABSENT:

Steve M Hartstein, Ward One
Dave Anderson, Ward Four

7:00 P.M. Regular Meeting

1. PLEDGE OF ALLEGIANCE

Mayor West led the Pledge of Allegiance.

2. INVOCATION

Mayor West led the Invocation.

3. ADOPTION OF THE AGENDA

ITEM #8 ECONOMIC GROWTH DEVELOPMENT COMMITTEE REPORT was removed.

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to adopt the agenda as amended. APPROVED (unanimous).

4. APPROVAL OF NOVEMBER 12, 2014 TOWN COUNCIL MINUTES

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

5. PRESENTATION TO THE SUSSEX CENTRAL POP WARNER MITEY MITE TEAM

Mayor West presented tributes to the Sussex Central Pop Warner Mitey Mite Team for a perfect season.

6. FY14 AUDIT RESULTS AND FINANCIAL STATEMENTS

Town Manager presented the FY14 Audit Results and Financial Statements and reviewed the Management Letter.

7. GEORGETOWN MEDICAL CENTER – BOND REDUCTION

Correspondence was received from palmer Gillis, Windsor Development, LLC for the return of the original Letter of Credit #1310160101 to Bay Bank. The contractor has completed and tested to the Town of Georgetown Design and Construction Standards. Jeff Ward, Construction Coordinator, recommended returning the entire Letter of Credit in the amount of \$93,170.00.

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to approve returning the Letter of Credit in the amount of \$93,170.00 APPROVED (unanimous).

8. ECONOMIC GROWTH DEVELOPMENT COMMITTEE REPORT

Item was removed with the adoption of the agenda.

9. RESOLUTION #2014-8 2015 HOLIDAY SCHEDULE

Adoption by resolution of the actual date of the holiday is required in the Code of the Town of Georgetown.

Motion by Councilperson Lecates, seconded by Councilperson Barlow, to adopt Resolution #2014-8 2015 Holiday Schedule. **APPROVED (unanimous).**

“Resolution #2014-8 is incorporated as part of the minutes.”

10. RESOLUTION #2014-9 2015 TOWN COUNCIL MEETING SCHEDULE

Adoption by resolution of the actual date of the meeting is required in the Code of the Town of Georgetown.

Motion by Councilperson Lecates, seconded by Councilperson Barlow, to adopt Resolution #2014-9 Town Council Meeting Schedule. **APPROVED (unanimous).**

“Resolution #2014-9 is incorporated as part of the minutes.”

11. HOLIDAY INCENTIVE – PARKING METER WAIVER

The waiver originated years ago for downtown merchants and convenience of shoppers during the Christmas season. The parking waiver if granted would be from Monday, December 15, 2014 thru Wednesday, December 31, 2014.

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to adopt the Parking Meter Waiver. **APPROVED (unanimous).**

11A. ANNUAL EMPLOYEE INCENTIVE

Annual Employee Incentives were \$250 net in 2013. This item was not included in the budget.

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to adopt the Annual Employee Incentive. **APPROVED (unanimous).**

12. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

Emergency Services Fund

With the completion of the FY 2014 Audit, distributions from the Emergency Services fund can be made. The total available for distribution is \$47,888.24, with a breakdown as follows:

<u>Agency</u>	<u>Period From</u>	<u>Period To</u>	<u>Amount</u>
Georgetown Fire Company	May 1, 2013	April 30, 2014	\$9,713.11
Georgetown Ambulance	May 1, 2013	April 30, 2014	\$9,713.11
Georgetown Police	May 1, 2010	April 30, 2011	\$3,106.70
	May 1, 2011	April 30, 2012	\$9,749.43
	May 1, 2012	April 30, 2013	\$5,892.78
	May 1, 2013	April 30, 2014	\$9,713.11
			<u>\$28,462.02</u>
			<u>\$47,888.24</u>

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to authorize the disbursement of \$9,713.11 from the Emergency Services Fund to the Georgetown Fire Company. **APPROVED (unanimous).**

Motion by Councilperson Lecates, seconded by Councilperson Barlow, to authorize the disbursement of \$9,713.11 from the Emergency Services Fund to the Georgetown Ambulance. **APPROVED (unanimous).**

Motion by Councilperson Lecates, seconded by Councilperson Barlow, to authorize the disbursement of \$28,462.02 from the Emergency Services Fund to a new bank account at WSFS for the future replacement of Georgetown Police Department vehicles. **APPROVED (unanimous).**

FY 2016 Budget

The Town will soon begin work on our FY 2016 budget. A timeline and budget development responsibilities has been prepared and will be shared with all Department Heads this week (copy provide to Council). It is anticipated we will have first draft of the initial Budget in early of February 2015.

Update – DelDOT Projects

- 1) The Truck Traffic Restriction for East Market Street and North Bedford Street has been authorized by DelDOT. Once appropriate signage is installed, anticipated by the end of the year, enforcement by the Delaware State Police and Georgetown Police Department can begin.
- 2) The Ennis Road channelized left turn lane project has issued preliminary plans asking for identification of impacted utilities in the construction area.

Stevenson Lane – DNREC Analysis

DNREC's consultant, Tetra Tech, completed the evaluation and analysis of the Stevenson Lane property (Site Id: DE-0224) and in response to the findings, on December 1st, DNREC requested the Town enter the Voluntary Cleanup Program (VCP) for further soil and groundwater sampling. In response to the request, the Town held a teleconference to discuss the request. As a result of the discussion, the following is in process:

- Preparation of a response to the Department's December 1, 2014 letter;
- Identification and selection of a HSCA Certified consultant; and
- Review, by the Town Solicitor, of the VCP Application, VCP Agreement, and Regulations regarding the VCP.

Sussex Entertainment Enterprises

In response to the Sussex Entertainment Enterprises request for the Town to review Subdivision/Site Plan Inspection fees a memorandum has been prepared for review by the Mayor and Council. This topic may be an agenda item at a future Town Council Meeting.

Miscellaneous

- URS has started the field work associated with our approved Surface Water Project Planning Grant (along the Georgetown-Vaughn Tax Ditch)
- Reminder: Town Offices will be closed on the following dates:
 - Wednesday, December 24th, ½ day in observance of Christmas Eve
 - Thursday, December 25th, in observance of Christmas Day
 - Friday, December 26th, in observance of the Day after Christmas
 - Thursday, January 1st, in observance of New Year's Day

B. POLICE DEPARTMENT

Town Council was provided with a Count of Incident Types and Historical Reports Town wide. Councilperson Lecates asked for more information on the cameras that are installed on the Circle and problems (recordings) associated with the cameras. Councilperson Lecates also asked about the purchase of items with grant money and the costs associated with those items particularly the Police Department Hummers. Mayor West asked that if the cameras do record to make sure periodically that the cameras are recording properly.

13. PUBLIC COMMENT

Town Clerk thanked the Council for addressing and approving the Employee Bonus's. She knows of employees that depend on that money for their Christmas and expenses.

Clayton Townsend, 20293 Ennis Rd, defended the Hummers at the Police Department and their value when the need arises either by the Town, other communities, or by Emergency Services.

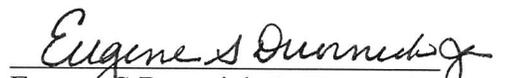
14. ADJOURNMENT

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to adjourn at 7:46PM. **APPROVED (unanimous).**

APPROVED:


Chris Lecates, Secretary

ATTEST:


Eugene S Dvornick Jr, Town Manager