

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, March 12, 2014
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 6:30 P.M. Executive Session
7:00 P.M. Regular Meeting

PRESENT:

Michael R 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
Bill Topping, Chief of Police
Stephani J Ballard, Town Solicitor

6:30 P.M. EXECUTIVE SESSION

Mayor Wyatt called the meeting to order.

Motion by Councilperson Dennis, seconded by Councilperson Barlow, to adjourn to Executive Session. **APPROVED (unanimous).**

6:30 P.M. EXECUTIVE SESSION

Town Council met in Executive Session for the discussion of a strategy session with respect to a pending litigation issue.

Executive Session exited at 6:56p.m.

7:00 P.M. REGULAR MEETING

1. PLEDGE OF ALLEGIANCE

Braeden Swain and Zaccary Coffelt representing Boy Scout Troop 95 led the Pledge of Allegiance.

2. INVOCATION

Mayor Wyatt led the Invocation.

3. ADOPTION OF AGENDA

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

4. APPROVAL OF FEBRUARY 12, 2014 TOWN COUNCIL MINUTES

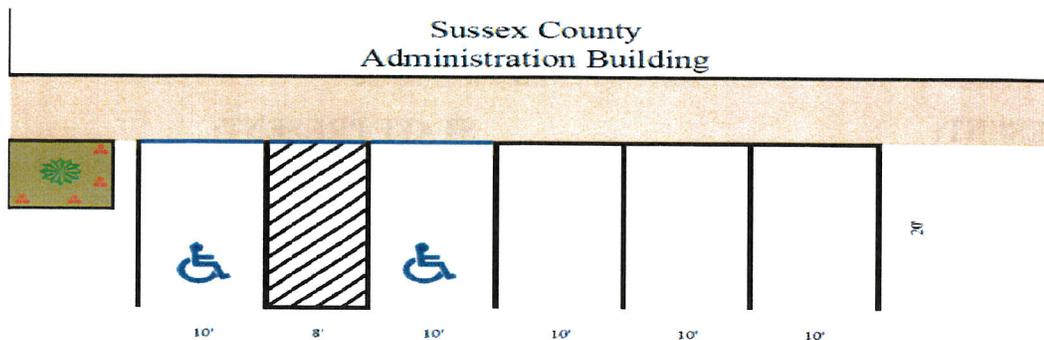
Motion by Councilperson Hartstein, seconded by Councilperson West, to approve the minutes as presented. **APPROVED (unanimous). Abstained: Barlow**

5. REQUEST FOR ADDITIONAL HANDICAP PARKING ON THE CIRCLE

As requested at the February 12, 2014 Town Council Meeting, staff and I have identified the additional handicap parking spaces adjacent to the Circle:

- Court of Chancery – 2 spaces: 1 – van accessible; 1 – regular;
- Superior Court – 3 spaces: 1 – van accessible; 2 – regular;
- Probation & Parole – 1 space (regular);
- Old Court House - 1 space (van accessible); and
- Citizens Bank – 2 spaces (regular).

Working with the Director of Public Works, it seems reasonable to modify the existing parking spaces in front of the Sussex County Administration Building to accommodate the addition of one (1) van accessible space (see sketch). This work can be done by our personnel.



Motion by Councilperson Barlow, seconded by Councilperson West, to modify the existing parking spaces in front of the Sussex County Administration Building to accommodate the addition of one (1) van accessible space. **APPROVED** (unanimous).

6. STATUS OF 123 WEST MARKET STREET

Town Manager stated that the Town was in the process of obtaining bids for potential demolition of the structure, in addition to having one party that has expressed interest in perhaps purchasing the property as is and putting a business use there. With Mayor & Council's approval I would like to give him until the next Council meeting to come back with something in writing or we will take that off the table.

Councilperson Dennis asked that with the party interested, has the Town presented a minimum monetary requirement for that interest.

Town Manager stated that the information shared was the information that was made public when we offered it for sale as individual lots. His interest in the property was keeping the exterior as is, in keeping with the character of the neighborhood.

Motion by Councilperson Barlow, seconded by Councilperson West, to hold off until the March 26, 2014 Council meeting to discuss the status of 123 West Market Street. **APPROVED** (unanimous).

7. PUBLIC WORKS AGREEMENT – COMMONWEALTH GROUP

Public Works Agreement defines specific improvements and costs, standards, and requirements required by the Town. The developer shall provide a completion guaranty, which shall be equal to 150% of the required improvements. The developer shall submit a written one (1) year guaranty and maintenance bond prior to the release of the completion guaranty. The amount shall be 10% of the amount of the completion guaranty.

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

“ The Public Works Agreement is incorporated as part of the minutes.”

8. FRATERNAL ORDER OF POLICE (FOP) AGREEMENT AMENDMENT

Town Manager stated the revision/amendment is to the original contract with the FOP. The changes requested is a conversion of vacation hours to days, a correction of vacation accrual for years 5 through 10 as well as 10 years and over, and to clarify when the accrual starts and when a new employee is eligible to take vacation. This has been reviewed by the FOP and they are comfortable with the presented language.

Motion by Councilperson Barlow, seconded by Councilperson West to adopt the FOP Amendment Agreement. **APPROVED (unanimous).**

“The Agreement Amendment is incorporated as part of the minutes.”

9. TOWN OF GEORGETOWN BRANDING PROPOSAL

Based on input from downtown business owners provided at the Delaware Main Street Downtown Assessment visit, held on February 20, 2014, the Delaware Economic Development Office has offered assistance with community branding services. Below is a summary of the proposal:

Eligibility

This assistance is normally intended for Towns that have active, designated Main Street programs, with paid staffing and an operating budget; however, as a USDA Rural Community Development Initiative (RCDI) Recipient, the Town is eligible to be considered for the service, particularly since personnel involved in revitalization conversations exhibit the capacity and desire to receive the service and coordinate on-site needs for the consultant’s visit.

Process

The process used is a facilitated, community wide (various stakeholder input), open process including public design sessions and collaborative small groups.

Timing

Project would be in May/June 2014 over 2½ days, using a community workshop format.

Cost

- Total cost of the service is approximately \$9,000
- Town of Georgetown would be responsible for \$2,000
- The remaining +/- \$7,000 would be covered by DEDO via Main Street and USDA grant funds (RCDI grant)

Commitment

The Town would be required to commit to the following:

1. Presence of at least 15-20 people (more are welcome) from the community that would take part in one of several focus groups and offer their thoughts/opinions on “what makes Georgetown, Georgetown.” It is recommended that the public be invited via newsletter, local newspaper, etc., in addition to a variety of key stakeholders (anyone public/private who has shown interest in the betterment and future of the downtown.) The same participants would be invited to attend a “reveal” meeting on the final evening of the visit, when the new brand would be unveiled.
2. Willingness to implement at least some of the recommendations provided, and begin to do so within three (3) months of receiving the deliverable. This intent would be accomplished through a resolution adopted by the Mayor and Council.
3. A commitment of +/- \$ 1,000 – monetary OR in-kind OR a combination of both – to implement the new brand within three (3) months of completion of service including any one/several of a broad variety of recommendations. This could include implementation of the new logo/brand on website, newsletter, signage, business cards/letterhead, promotional materials/products, etc.

Other

Georgetown would be the tenth town in Delaware to receive this service from Downtown Delaware/DEDO. Previous recipients include Bridgeville, Milford, Millsboro, Milton and Newark.

Deadline

Decision needed in the next 30 to 60 days; however, no later than April 30, 2014.

Mayor Wyatt explained the concept of the Branding Initiative to the public.

Councilperson Dennis stated that the Branding Initiative is a logical part of the process that has been ongoing with the Historic District Study Committee, and the second part, the Design Standards group with that section of Town as well. DEDO has been very generous with their share of the commitment. Very important for the Town to establish an identity or logo that we all can rally behind to our advantage. Councilperson Barlow agreed with the comments that were made, we need to promote how unique Georgetown is; I am all in favor of this.

Resolution #2014-1 adopting the Branding Initiative will be presented at the March 26th Town Council Meeting.

Motion by Councilperson Hartstein, seconded by Councilperson Barlow, to approve the proposed Branding Proposal in the amount of \$2,000.00 **APPROVED (unanimous)**.

10. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

Trees

New tree grates have been put into place. Nanticoke Nurseries have inspected all the trees and have staked the some that needed staking. They also replanted and centered some of the trees in the planting beds.

Street Lights

The new poles are on order. Still coordinating with the Georgetown Arts and Flowers group to get a design of the actual plantings to go on poles.

DNREC Notice

Town received an official notification from DNREC, Division of Waste and Hazardous Substances regarding a Facility Evaluation for the Stevenson Lane site. Identified as DE-0224. They have a contractor performing soil and ground water samplings. Work is anticipated to begin the week of March 17th. This is to close out a study that started in 1990.

EPA

The Town was contacted by a representative from the Environmental Protection Agency Region 3 regarding the Delaware Water and Wastewater Energy Efficiency Partnership, which are required to reach out to Wastewater Facilities and engage interest in a no cost facility energy assessment, with the goal of identifying opportunities to reduced energy uses. If selected the assessment would be performed by either Siemens or Honeywell or a comparable vendor. The group they have contacted is Georgetown, Bridgeville, and Seaford, so they'll be making their decision.

DLLG Congressional Visit

Chief Topping, Councilperson Barlow, and myself attended the DLLG Congressional Visit earlier today. Received comments from Senator Carper, Coons, as well as Congressman Carney. They all expressed their appreciation for the work our local government officials perform.

Reminder: Certificates of Candidacy are Available

Ward 3, Ward 4, and Mayor, are up for election. The Election will place Saturday, May 10th, at Town Hall from 1pm to 7pm. New voter registration deadline is Friday, April 25th at 4:30pm.

B. BILL TOPPING – CHIEF OF POLICE

Council was presented with a Town Wide Incident Type Report. Town Manager and I met with Dunbarton Apartments Management. We talked to the Regional Manager of the complex, cameras are up and running that they have installed, but because of the firewall with the State's computer system, our capabilities are limited. There was

discussion of installing more cameras even though due to funding they were not continuing the upgrade of their facility.

There were statements made and conversations in reference to the LESO Program, which is conducted by me with the State. In May of 2013 we had an audit that was conducted by Defense Logistics Agency and was in compliance. With the LESO Program we have access to government military surplus. To date the assessed value of items we currently possess is \$427,148. Includes a tractor trailer, cargo van, 2 trailers, snow plow blade, impact wrenches, tire mounting kit, and all types of tools. Maintenance trucks were roughly valued at \$42,000 a piece, and Hum-V's valued at approx. \$150,000. There is an in-depth accountability process in place with the Federal and State government. Depending on the Demilitarization (DMIL) Code on a particular piece of equipment, such as an "A" Code, after 365 calendar days that falls off the inventory and becomes the Town's property. There are also incidentals, gloves, helmets, and clothing, that has saved the Town from either buying or renting it. We are very self sufficient, along with other Departments that have benefited. If anyone from Council would like to see the equipment or documentation to relieve any concerns that they may have, that the program is not being administered properly, they are more than welcome to do so.

Councilperson Dennis commended the Chief on his efforts, these items are not without expense such as ongoing maintenance. When do we understand what's essential when you go out to get something. Do you decide or who decides what we need?

Chief Topping stated he asks the Town's Maintenance Department what they need.

Councilperson Dennis asked about the Hum-V's who uses them. Do you consult with the Town Manager to see if we need these vehicles or not.

Town Manager stated there were discussions in relation to severe snowfalls and during Hurricane Sandy one vehicle was deployed to the City of Lewes and made a rescue, in addition to the last snowfall the Town of Ellendale requested the use of a Hum-V.

Councilperson Hartstein stated that the vehicles are relatively free and at the end of the year we have the option of selling them.

Chief Topping stated that with obtaining the 2 fire trucks last year we saved the Town \$42,000. Yes, they require fuel, and they require service, new vehicles require fuel and service also. But we also service our own vehicles.

Chief Topping stated that if the Town doesn't require it or doesn't want to use it, I can take it back. It's something that we do not have to have forever and ever. If we want to dispose of it or sell it after a year we can.

Councilperson Dennis stated she only wanted assurances that whatever is acquired is needed.

Town Manager stated that everything that was discussed was discussed at Department Head meetings. Everything is actually in use on a daily basis.

Chief Topping stated that the Wastewater Plant has just asked him for a John Deere Tractor, so I am now looking and that's the method. With the sewer pump truck, no, I did not ask but I knew it was needed.

Councilperson West stated he was the one responsible for bringing this item up. Someone had come to him and asked if we were in compliance. So that's why I brought it to Gene's attention. Councilperson West's thought that military surplus could only be used by the Police Department, not other departments.

Chief Topping stated when the DLA visited, they visited every Department. We were fully in compliance with the DLA requirements, as stated in the DLA's Letter of Compliance.

Chief Topping also stated that if Council ever has questions or concerns on anything just ask. He does not have any reason not to be in compliance. What I do, I do, to save the Town money.

Chief Topping asked Council to consider eliminating parking on North and South Bedford Street due to the width of the road with cars parked on both sides. On South Bedford from the Circle to the curve and North Bedford from the Circle to Pepper Street.

Councilperson Dennis suggested that perhaps allowing parking only on one side, and if that is an option.

Councilperson West asked for additional accident data for those areas.

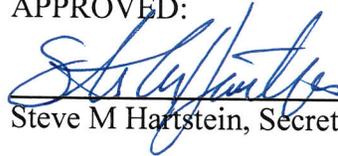
10. PUBLIC COMMENT

No one came forward.

11. ADJOURNMENT

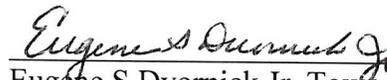
Motion by Councilperson Barlow, seconded by Councilperson Hartstein, to adjourn at 7:47p.m. **APPROVED** (unanimous).

APPROVED:



Steve M Hartstein, Secretary

ATTEST:



Eugene S Dvornick Jr, Town Manager