

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, March 26, 2014
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 6:30 P.M. Executive Session
6:45 P.M. Public Hearing
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
Stephani J Ballard, Town Solicitor

6:30 P.M. EXECUTIVE SESSION

Mayor Wyatt called the meeting to order.

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

6:30 P.M. EXECUTIVE SESSION

Mayor & Council met in Executive Session for the discussion of a personnel issue in which the names, competency and abilities of individual employees are discussed.

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

Executive Session exited at 6:40p.m.

6:45 P.M. PUBLIC HEARING

CONDITIONAL USE APPLICATION - GREATER GEORGETOWN CHAMBER OF COMMERCE - CASE #2013-26

An application by the Greater Georgetown Chamber of Commerce, for Conditional Use approval to convert a single family residential structure to dual office occupancy. The property is located at 827 East Market Street, identified as Sussex County Tax District 135 Map 15.00 Parcel 25.00 zoned UR1 (Urban Residential).

Ken Christenbury, Axiom Engineering, presented the application. Mr Christenbury cited the code relating to Conditional Use, Chapter 230-231. The area surrounding the property is a transitional area, with Highway Commercial, UB1, Sterling Square, and the Sussex Academy of Arts & Sciences, with the CHEER facility adjacent to the property. CHEER has supplied a letter granting shared parking if the need arises. This is an ideal location, being a gateway to the town. DelDOT's traffic summary indicates approx. 20,000 vehicles a day annual average on RT 9.

Karen Duffield, Executive Director of the Chamber, explained the need for the Chamber office. The Chamber does a lot of meaningful work for the community of businesses and the community in its entirety. To date we have heard of no opposition, we've gotten resounding support from our neighbors. This type of property will allow the Chamber to continue to work for the benefit of the Town of Georgetown. We are asking Council to see the merits of our work, and realize that this is an opportunity to better our Town and fulfill our mission for both businesses and the community.

Bob Rosenberger, Axiom Engineering, presented the site plan to Council. Existing dwelling is being used in its present condition, the existing driveway is shared with the neighbor, gravel surface is used for parking, one noticeable change is the construction of a masonry wall in front of the dwelling for a handicap ramp, adding a sign approved by the BOA for 12 square feet,

there is also shared parking with CHEER in the event of overflow, in addition to the current on-street parking that is available.

Councilperson Dennis stated it was definitely a plus to partner with Southern Delaware Tourism, being such a tremendous opportunity for both organizations, just sorry you could not locate closer to the activity hub meaning the Circle. Councilperson Dennis understands that the Chamber put in an extraordinary effort to do that and just sorry it didn't work out.

Ken Christenbury: In audible.

Opposed To:

No one spoke.

In Favor Of:

Ken Bock, Deputy Director of Cheer, voiced support for the project, the Chamber will be an excellent neighbor, and hopes the Town favorably considers the application.

Ray Hopkins, Chair of the Economic Development Council and a member of the BOA, lends his support for this effort for the Economic Development that will occur as the Chamber continues to bring businesses to Georgetown.

Record will remain open for 14 Days.

This item will be placed on the Town Council agenda for April 9, 2014.

Motion by Councilperson Dennis, seconded by Councilperson Barlow, to adjourn from Public Hearing at 6:58p.m. **APPROVED (unanimous)**.

Public Hearing closed at 6:58p.m.

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 MARCH 12, 2014 TOWN COUNCIL MINUTES

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

5. BOY SCOUT ANNUAL FUNDING REQUEST

Louise Rathfon, Committee Chairperson, Troop 95, and Ben Ables, Pack 95 presented the Council with an overview of anticipated expenses for the Cub Scouts and Boy Scout Troop. The Scouts make an annual request for funding from the Trust Fund Administered by the Town. The fund was established from the proceeds of the sale of the property and building that now houses the Possum Point Players. Each year, a total of \$5,000 is distributed equally between the Boy and Girl Scout units in Georgetown. Earned interest for FY2014 as of 02/28/2014 is \$18.76. Account balance as of 02/28/2014 is \$10,218.45 (of which \$5,038.46 is in a CD.)

Motion by Councilperson Hartstein, seconded by Councilperson Barlow, to approve the funding request in the amount of \$2,500.00 for the Boy Scouts. **APPROVED (unanimous)**.

6. 2ND PRESENTATION & ADOPTION OF FY15 BUDGET

The Town Manager addressed the comments raised during the workshop and presented a balanced budget for consideration by the Town Council.

FISCAL YEAR 2015 BUDGET

REVENUES

| | | |
|-----------------------|-----------|------------------|
| General Fund Revenues | \$ | 3,031,627 |
| Water Revenues | \$ | 1,047,796 |
| Wastewater Revenues | \$ | 1,810,002 |
| TOTAL REVENUES | \$ | 5,889,425 |

EXPENDITURES

| | | |
|---------------------------|-----------|------------------|
| General Fund Expenses | \$ | 3,229,431 |
| Water Fund Expenses | \$ | 1,139,803 |
| Wastewater Fund Expenses | \$ | 1,998,810 |
| TOTAL EXPENDITURES | \$ | 6,368,044 |

| | | |
|-----------------------|-----------|----------------|
| FUND TRANSFERS | \$ | 478,619 |
|-----------------------|-----------|----------------|

| | | |
|---|-----------|----------|
| REVENUES OVER (UNDER) EXPENDITURES | \$ | 0 |
|---|-----------|----------|

Councilperson Dennis stated that its' regrettable that the public is so noticeably absent from these discussions, obviously it will have implications for each taxpayer, we will definitely have questions and we need to be prepared to answer them. I'm sorry there wasn't enough interest.

Mayor Wyatt stated the biggest difference is with the trash rates, which we have no control over.

Motion by Councilperson Barlow, seconded by Councilperson Hartstein, to adopt the FY15 Budget as presented. **APPROVED (unanimous).**

A. RESOLUTION #2014-2 ADOPTION OF FY15 BUDGET

The proposed Resolution outlines the recommendations discussed by Council, (Department appropriation amounts, Fees, Out of Town Customers, and the appropriation limit).

Motion by Councilperson Hartstein, seconded by Councilperson Barlow, to adopt Resolution #2014-2 Adoption of FY15 Budget. **APPROVED (unanimous).**

"The Resolution is incorporated as part of the minutes."

6A. 1ST READING OF ORDINANCES

A. ORDINANCE #2014-1 FEE CHANGES

The proposed changes in fees were discussed as part of the budget proposal and needs formal action by the Town Council to become effective. No action at this time. 2nd reading & adoption if approved is scheduled for April 9th Town Council meeting.

7. **ADOPTION OF THE ANNUAL TAX ASSESSMENTS**

As per the Town Charter, Section 5.5.1 “Adoption of Sussex County Assessments. Unless the Town Council shall make its own independent assessment and valuation, the Town Council shall use the assessments of Sussex County for any or all property located within the corporate limits of the Town of Georgetown, anything herein to the contrary notwithstanding. The assessed values established by Sussex County for the then-current tax year shall be conclusive for purposes of levying Town taxes, and the Town Council shall have no authority to hear appeals regarding same. Town Council shall elect to adopt the Sussex County Assessments no later than April 1 of each year.”

Individual tax assessments are available for review at Town Hall.

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

8. **RESOLUTION #2014-1 DEDO – BRANDING INITIATIVE**

Resolution #2014-1 adopts the Branding Initiative that was presented and approved at the March 12th Town Council Meeting.

Motion by Councilperson Dennis, seconded by Councilperson Barlow, to adopt Resolution #2014-1 DEDO – Branding Initiative. **APPROVED (unanimous).**

“The Resolution is incorporated as part of the minutes.”

9. **DEPARTMENTAL REPORTS**

A. GENE DVORNICK – TOWN MANAGER

Parking Restrictions – North & South Bedford Street

The Town has contacted DelDOT regarding the request to prohibit parking along South Bedford Street from Clover Drive (Northern entrance to The Meadows) to The Circle and North Bedford Street from The Circle to Pepper Street (only exception is at the County Bank ATM). DelDOT has no objection. The Town will assume responsibility for the painting of the curb and maintenance of the paint. This would not go into effect until May 1, 2014. Majority of businesses have parking available behind their offices.

Motion by Councilperson Hartstein, seconded by Councilperson Dennis, to adopt the parking restrictions on North & South Bedford Street in effect starting May 1, 2014.

APPROVED (unanimous).

Day of Service

As part of the Blueprint initiative, there will be students from the Delaware State University participating in a “Day of Service” on Saturday, March 29th, from 11:00 AM to 4:00 PM. Their focus will be clean up of Wilson Park, sweeping of East Market Street, clean up of The Circle, sweeping of the four quadrants. This has been coordinated with the Georgetown Arts & Flowers group to assist them in preparation for spring planting. If they need additional work, we will pick up trash in Kimmeytown.

Tree City USA

In recognition of our becoming a Tree City for the 2013 year, the Delaware Forest Service has been able to secure a tree for each Delaware Tree City. The tree is a Star Magnolia and it is hoped we will plant it during our 2014 celebration of Arbor Day (during April). The tree will be available for pick up the second week of April and might be suitable for planting in the new playground area off North King Street or in Wilson Park.

Motion by Councilperson Barlow, seconded by Councilperson West, to accept a tree from the Delaware Forest Service. **APPROVED (unanimous).**

Monthly Financial Report

The monthly Budget versus Actual Report (February 28, 2014) has been distributed and will be posted on the Town website.

2014 Municipal Election

REMINDER: Certificates of Candidacy are available. The seats for Ward 3, Ward 4 and Mayor are up for election. The filing deadline is April 17th at 5:00 pm. The Annual Municipal Election will be held on Saturday, May 10th (if needed). New voter registration deadline is Friday, April 25th at 4:30 pm.

Ordinance Revision

The Town is currently working to revise the following areas within the Town Code:

- **Annexation:** A new ordinance, as recommended by the Charter Revision Committee, outlining the annexation process.
- **Signage:** Draft ordinance sent to Mayor and Council – presentation to Planning Commission on April 16, 2014.
- **Buffering Requirements:** Initial draft is being reviewed by staff.
- **Business License Suspension and Revocation:** Initial draft being prepared.
- **Zoning:** Request to address Pet Grooming as a permitted use.

Miscellaneous

- Delaware Workplace Safety Audit has been completed and the Town will be seeing a Workers Compensation premium reduction of 12% on our policy renewal – it was noted on the report “Overall this is a very well-maintained/organized Municipality”
- Upcoming Events:
 - Delaware League of Local Governments, Thursday, March 27th, 6:00 PM, Dover Downs
 - Sussex County Association of Towns – Legislative Breakfast, Friday, March 28th, 9:00 AM, Brick Hotel
 - Sussex County Association of Towns, Wednesday, April 2nd, 6:00 PM, Bridgeville
- Employee Service Anniversaries (March 2014):

| <u>Employee</u> | <u>Department</u> | <u>Years</u> |
|------------------------|--------------------------|---------------------|
| Craig Eaton | Public Works | 14 |
| Troy Bean | Police | 10 |
| Olga Holm | Finance | 9 |
| Gene Dvornick | Administration | 7 |
| Richard Arnold | Police | 2 |
| Noah Glaser | Police | 2 |

Branding

DEDO's on site visit being a 3 day commitment starting on Monday, June 9th, 10th, and 11th, with the unveiling at June 11, 2014 Town Council meeting.

Mayor Wyatt thanked everyone for the 12% reduction in Workman's Comp, I think that is something everybody worked hard to do, to chip in to do the right thing.

10. PUBLIC COMMENT

Councilperson Dennis: “Mayor Wyatt and Fellow Council Members: It has been a privilege to serve the residents of our town as a member of Town Council over the past two years. However, after considerable thought I have chosen not to seek re-election to the Council seat for the 4th ward.

I have worked on a number of projects during my term. Since they will not be concluded by the end of my term, I wish to see them through to completion as a resident member of the committees which I have either chaired or of which I been an active member. These include:

- The Transitional Housing report: This unique and wide-ranging initiative, undertaken to address serious issues raised by residents will require the passage of several critical ordinances to address the issues identified in that report. Furthermore, the discussions with representatives from HUD indicated that we have more work to do if we are to implement the needed changes with the law.
- Continuation of our current efforts pertaining to organizing the downtown merchants, Georgetown’s participation in the Branding and Main Street programs, participation on the design standards subcommittee and follow up on the historic district committee’s findings and recommendations to insure that they are implemented following approval by the Council.

In addition to my work on these committees, I have a keen interest in participating in the effort that will be required to update the Town’s Comprehensive Plan. This process must begin in earnest this year if we are to meet the state mandated requirements and timelines and if we are to have a plan that reflects the vision and direction which the governing body and Town residents cooperatively work together to develop. It must be given the serious attention that it will require if it is to become the road map for all future development.

During my tenure on Council I have sought to approach issues in a strategic rather than reactionary manner in order to achieve the results that support the long term interests of the Town and its residents. In doing so, I have listened to many residents, merchants and other interested persons to make Georgetown a better place in which to live, work and raise families. I believe we must always strive for those approaches, as uncomfortable as they may seem, that raise up to meet the many challenges we still face.

Lastly, I will continue to attend Council, Planning Commission and Board of Adjustment meetings to observe discussions and/or to speak out on issues that are or will be, in my view, significant to the continued positive progress and sensible development of our town.

Thank you and best wishes for your continued efforts on behalf of the people of our town.”

Angela Townsend, Town Clerk, updated Council on the status of the Concerts in the Park.

Correspondence was received from the Jack Roach family thanking the Town of Georgetown for the beautiful flowers that were sent.

11. EXECUTIVE SESSION

Mayor & Council met in Executive Session for the discussion of a personnel issue in which the names, competency and abilities of individual employees are discussed.

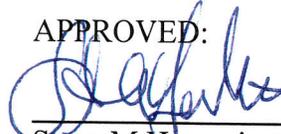
Motion by Councilperson Barlow, seconded by Councilperson West, to adjourn to Executive Session at 7:47p.m. **APPROVED (unanimous).**

Executive Session exited at 9:00p.m.

12. ADJOURNMENT

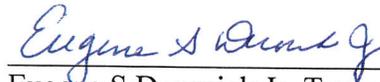
Motion by Councilperson Dennis, seconded by Councilperson Hartstein, to adjourn at 9:01p.m. **APPROVED (unanimous).**

APPROVED:



Steve M Hartstein, Secretary

ATTEST:



Eugene S Dvornick Jr, Town Manager