

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, November 12, 2014
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 6:45 P.M. Public Hearing
7:00 P.M. Regular Meeting

PRESENT:

Bill West, Mayor
Steve M Hartstein, Ward One
Sue H Barlow, Ward Two
Chris Lecates, Ward Three
Dave Anderson, Ward Four

STAFF PRESENT:

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

6:45 P.M. Public Hearing

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2015 FUNDING REQUEST

Brad Whaley, Director of Community Development Housing discussed the use of the Community Development Block Grant (CDBG) program and the guidelines for the application process. CDBG funding is used for projects that would benefit low to moderate-income households and/or neighborhoods. The top priority for the funds is for housing rehabilitation for homeowner occupied projects. Demolition, infrastructure, and code enforcement projects are also eligible items. There is a required match from the local municipality of 10% for projects less than \$100,000, 15% for projects \$100,000 to \$200,000 and 20% for projects over \$200,000.

Previous CDBG projects in Georgetown have included funding for Code Enforcement, Housing Rehabilitation, Drainage Improvements, Water and Sewer Connections, South Railroad, Margaret Street, and Savannah Road Sidewalks. Qualifications: Low to Moderate Income based, owner occupied, resident of Georgetown, unable to make the improvements, taxes must be current with the Town and the County, property insured, property owner must sign a non-interest bearing lien (10 yrs 62 or younger and 5 yrs 62 or older), average lien is approx. \$15,000. For the past 15 years the Town has received over \$821,000 in CDBG funding, and have assisted approximately 120 households. In the past 3 years we have been working with the Market Street Project in the amount of \$244,000 in CDBG funding. Right now we have 13 houses written up on a waiting list. The deadline for the application is February 26, 2015.

Mr Whaley requested Mayor West to open the floor for questions and comments.

There were no comments.

Public Hearing was closed at 6:52pm.

7:00 P.M. Regular Meeting

1. **PLEDGE OF ALLEGIANCE**
Mayor West led the Pledge of Allegiance.
2. **INVOCATION**
Councilperson Lecates led the Invocation.

3. **ADOPTION OF THE AGENDA**
ITEM #4A PROCLAMATION – PANCREATIC CANCER AWARENESS MONTH was added.
ITEM#8A BID AWARD RECOMMENDATION – SEWER REPAIR PROJECT was added.
Motion by Councilperson Barlow, seconded by Councilperson Hartstein, to adopt the agenda as amended. **APPROVED (unanimous).**

4. **APPROVAL OF OCTOBER 22, 2014 TOWN COUNCIL MINUTES**
Motion by Councilperson Lecates, seconded by Councilperson Barlow, to approve the minutes as presented. **APPROVED (unanimous).**

- 4A. **PROCLAMATION – PANCREATIC CANCER AWARENESS MONTH**
Mayor West presented Matt Wilson and Lynn Moore a Proclamation declaring November as Pancreatic Cancer Awareness Month.

5. **2015 CDBG APPLICATION – SUSSEX COUNTY COMMUNITY DEVELOPMENT OFFICE**
A. RESOLUTION #2014-6 FAIR FEDERAL HOUSING LAW
Resolution #2014-6 is for the Fair Housing Law indicating that the Town of Georgetown acknowledges the importance of Fair Housing and supports the goals of the Federal Fair Housing Law.

Motion by Councilperson Lecates, seconded by Councilperson Hartstein, to adopt Resolution #2014-6 Fair Federal Housing Law. **APPROVED (unanimous).**
“Resolution #2014-6 is incorporated as part of the minutes.”

B. RESOLUTION #2014-7 APPLICATION FOR CDBG FUNDS
Resolution #2014-7 authorizes Sussex County to apply for CDBG Funds on behalf of the Town of Georgetown.

Motion by Councilperson Lecates, seconded by Councilperson Anderson, to adopt Resolution #2014-7 Application for CDBG Funds. **APPROVED (unanimous).**
“Resolution #2014-7 is incorporated as part of the minutes.”

6. **2ND READING & ADOPTION OF ORDINANCES**
A. ORDINANCE #2014-12 AMEND IMPACT FEES
This is the first reading of the Ordinance that reduces the Sewer Impact Fee to \$7,400 and \$1,599 for the Water Impact Fee, as discussed at the last Council meeting.

Motion by Councilperson Lecates, seconded by Councilperson Hartstein, to adopt Ordinance #2014-12 Amend Impact Fees. **APPROVED (unanimous).**
“The Ordinance is incorporated as part of the minutes.”

7. GREAT FUND APPLICATION REQUEST FOR FUNDING – POLE DECORATIONS

The Arts & Flowers is requesting from the GREAT Fund in the amount of \$4,000.00 to be used for pole decorations. Dazzled Collection Pole Decorations from Display Sales (a company the town has used in the past). 4 foot tall designs with the following components: Designed for day and night visibility, During the day the metallic garland highlights the design; at night the lights enhance the garland, heavy duty steel rod construction, LED energy saving bulbs, Easy to install hardware is included.

Designs chosen (2 of each for 10 poles) Tree, Holly, Candy Cane, Wreath, Presents. On the remaining 7 poles there will be fresh greenery swags with a large red bow at the top. These will adhere to the flag pole bracket. We are requesting \$4,000 from the Great Fund to cover the cost of the 10 lighted garland designs @ a price of \$350 each for the purchase of supplies and ribbon necessary to make the swags and bows. This will also cover all hardware and shipping. Council was in favor of the request, due to favorable comments that have been received in reference to the fall decorations on East Market Street.

Motion by Councilperson Barlow, seconded by Councilperson Hartstein, to approve the \$4,000.00 from the GREAT Fund to be used for pole decorations. **APPROVED (unanimous).**

8. DOWNTOWN DESIGN STANDARDS

Downtown Design Standards for East Market Street was presented to the Town on October 2014. Members of that committee were Sue Barlow, Linda Dennis, Gene Dvornick, Eric Evans, Andy Givens, Jocelyn Godwin, Rick Greenberg, Chris Lecates, Charles Meade-e, and Patrick Ryan. This was achieved by assistance from Donna Harris, Heritage Consulting with funding from a grant from Downtown Delaware.

A presentation on the Design Standards including a question and answer period is scheduled for Tuesday, November 25, 2014 at 6:00pm at the Lecture Hall, Carter Partnership Center, at DTCC. All business owners and property owners have been invited.

Mayor West stated that Given's Flowers has been sold. The new owners will be Chip Stevenson and family.

Motion by Councilperson Anderson, seconded by Councilperson Barlow to adopt the proposed Downtown Design Standards. **APPROVED (unanimous).**

8A. BID AWARD RECOMMENDATION – SEWER REPAIR PROJECT

On Thursday, August 21, 2014, the bid opening for the Inflow & Infiltration Project was held. A summary of bidders and bid amounts are as follows:

Contract A: Manhole Repair & Rehabilitation

<u>Bidder</u>	<u>Base Bid</u>	<u>Del Tech</u>	<u>Total</u>	<u>Revised Bid</u>
Tri-State Grouting	\$1,387,100	\$85,450	\$1,472,550	\$728,730.00

Contract B: Pipe Lining

<u>Bidder</u>	<u>Base Bid</u>	<u>Del Tech</u>	<u>Total</u>
Video Pipe Services	\$595,655	\$88,555	\$684,210
Tri-State Grouting	\$622,930	\$101,260	\$724,230
Lagne Inliner	\$711,325	\$104,005	\$815,330

\$503,382.70

The Town Engineer has reviewed the bids and refined the Scope of Work to allow the project to remain within our construction budget (\$1,265,000). Both low bidders were contacted to verify they would honor the unit prices bid, with a revised scope – both agreed.

Accordingly, it is recommended Contract A (Manhole Repair & Rehabilitation) be awarded to Tri-State Grouting at an amount of \$728,730.00, and Contract B (Pipe Lining) be awarded to Video Pipe Services at an amount of \$503,382.70 – total project cost is \$1,232,112.70. Funding for this project has been secured from USDA.

Motion by Councilperson Lecates, seconded by Councilperson Anderson, to award Inflow & Infiltration Project, Contract A to Tri-State Grouting, at an amount not to exceed \$728,730.00. **APPROVED (unanimous)**.

Motion by Councilperson Lecates, seconded by Councilperson Hartstein, to award Inflow & Infiltration Project, Contract B to Video Pipe Services at an amount not to exceed \$503,383.00. **APPROVED (unanimous)**.

9. DEPARTMENTAL REPORTS
A. GENE DVORNICK – TOWN MANAGER

Comprehensive Plan Update

The Town has received three (3) proposals for the update of our Comprehensive Plan:

<u>Vendor</u>	<u>Proposal</u>	<u>Notes</u>
Cedar Creek Sustainable Planning Services	\$25,200.00	Concern over level of experience
University of Delaware Institute for Public Administration	\$24,000.00	Extensive use of Town Staff, Start Jan 2015 – one year to complete
URS Corporation	\$35,500.00	All cost included, Start July 2015, 6 – 8 months for completion

Each proposal was reviewed by Town Staff (Jocelyn Godwin), Planning Commission Chair (Gary Tonge), Town resident (Linda Dennis), and me. After review of each and extensive discussion we recommend award to URS at an amount not to exceed \$35,500. Funding for the Comprehensive Plan Update is budgeted over FY 2015 and FY 2016.

Motion by Councilperson Lecates, seconded by Councilperson Barlow, to Council to award the Comprehensive Plan Update to URS Corporation at an amount not to exceed \$35,500.00. **APPROVED (unanimous).**

Market Street Tree Replacement

The Town has received notice Nanticoke Nursery will be planting the replacement trees (Kwanzan Cherry) on Thursday, November 20th. The trees being removed (Okame Cherry) will be transported and replanted at the Wastewater Treatment Facility on Cedar Lane.

Update – Margaret Street Projects

- 1) Gateway Construction has completed curb, sidewalk, and top soil restoration. This completes the final phase of the Margaret Street CDBG Infrastructure Project;
- 2) Del-Mar-Va Paving has completed pavement rehabilitation of Margaret Street from West Market Street to West Laurel Street; and
- 3) Teal Construction is completing the water main realignment. Final pavement restoration, from West Laurel Street to Wilson Street will be completed as part of the Inflow & Infiltration Project.

Sussex Entertainment Enterprises

The Town received a request from Sussex Entertainment Enterprises regarding Subdivision/Site Plan Inspection fees. Specifically, the fee associated with the College Park Regional Pump Station. This topic will be an agenda item for the December 10 Town Council Meeting.

Miscellaneous

- Upcoming Events:
 - Delaware League of Local Governments, Thursday, November 13, 5:30 PM, Duncan Center
 - Presentation – East Market Street Design Guidelines: Tuesday, November 25th, 6:00 PM: Lecture Hall, William Carter Partnership Center, Delaware Tech, Owens Campus
 - Sussex County Association of Towns, Dinner Meeting, Wednesday, December 3, 6:00 PM, Rehoboth Beach
 - Georgetown Christmas Parade, Thursday, December 4, 7:00 PM
 - Caroling on the Circle, Monday, December 8, 6:30 PM
- Reminder: Town Offices will be closed on the following dates:
 - Thursday, November 27, 2013 in observance of Thanksgiving Day
 - Friday, November 28, 2013 in observance of Day After Thanksgiving
- Employee Service Recognition (October):
Captain Holm Police Department 15 Years

10. PUBLIC COMMENT

Correspondence was received from Arts & Flowers Chairperson, Louise Skerrett, thanking the Town for their creative contribution to the parade of scarecrows that lined East Market Street. The group received many favorable comments about the decorations and how much they added to the Town. The best feature was the willing participation of Georgetown businesses and offices on East Market Street and the interesting variety of the scarecrows they created.

Mayor West thanked everyone for Return Day and asked for a list of all the Police Departments that participated. Mayor West received nothing but positive comments from Wednesday night to Thursday night at the Mayor's Reception. Mayor West also thanked the Town Manager for all his help in pushing everything in the right direction.

Councilperson Lecates received a lot of comments on the ease of maneuvering around Town and being part of the activities. Councilperson Lecates thanked the Police Department for helping it to take place and for being community friendly.

11. EXECUTIVE SESSION

Mayor & Council met in Executive Session for a strategy session with respect to pending litigation.

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to adjourn to Executive Session at 7:22p.m.

Executive Session exited at 7:52p.m.

12. ADJOURNMENT

Motion by Councilperson Hartstein, seconded by Councilperson Lecates, to adjourn at 7:53PM. **APPROVED (unanimous).**

APPROVED:


Chris Lecates, Secretary

ATTEST:


Eugene S Dvornick Jr, Town Manager