

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, January 14, 2015
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 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:

Eugene S Dvornick, Jr Town Manager
Angela Townsend, Town Clerk
Stephani Ballard, Town Solicitor
Eric Rust, Sup Wastewater Rec Facility

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

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

4. APPROVAL OF DECEMBER 10, 2014 TOWN COUNCIL MINUTES

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

5. ECONOMIC GROWTH DEVELOPMENT COMMITTEE REPORT

Councilperson Lecates presented Council with a sample letter that the Economic Growth Committee is using. The Committee has contacted developers, architects (French & Ryan), surveyors (Adams-Kemp, Karins & Assoc, Compass Point/Atlantic Mapping), and engineers George Williams Stephens Co, Axiom, Kercher, Morris & Ritchie, and Pennoni. The Committee has actively been meeting with groups such as the Economic Development Committee/Georgetown Chamber of Commerce and the Peninsula Commercial Alliance (Commercial Developers and Lenders) Membership Meeting held at SCAOR. The Committee is scheduling a meeting with County officials to review their zoning process, site plan submittal, review procedures, and steps to final approval.

6. ENVIRONMENTAL CONSULTING SERVICES – STEVENSON LANE

Ten Bears Environmental submitted a Consulting Services Proposal for Voluntary Cleanup Program, Remedial Investigation, Stevenson Lane Property. Total estimated project fee is \$48,600 to \$56,800.

Motion by Councilperson Lecates, seconded by Councilperson Hartstein, to authorize the Town Manager to execute the proposal for Environmental Consulting Services – Stevenson Lane to Ten Bears Environmental. **APPROVED (unanimous).**

7. **1ST READING OF ORDINANCES**

A. ORDINANCE #2015-1 FLOOD DAMAGE REDUCTION

This Ordinance repeals Chapter 107 Flood Damage Prevention, to adopt a new Chapter 107 Flood Damage Reduction, to adopt flood Hazard Maps, to designate a floodplain Administrator, to adopt administrative procedures, and to adopt criteria for development in flood hazard areas, and other purposes to provide applicability, repealer and an effective date. This is the 1st reading, second reading with adoption will take place at the January 28, 2015 Town Council meeting. No action at this time.

B. ORDINANCE #2015-3 VACATION BUY BACK

Currently in the FOP contract, officers are able to request a vacation pay out of up to 40 hours, Administration would like to afford this opportunity to the general employees. This is the 1st reading, second reading with adoption will take place at the January 28, 2015 Town Council meeting. No action at this time.

8. **DEPARTMENTAL REPORTS**

A. GENE DVORNICK – TOWN MANAGER

FY 2016 Budget

The Town has begun work on our FY 2016 budget. A timeline and budget development responsibilities has been provided to all Department Heads. It is anticipated we will have a first draft of the initial Budget on/before the end of February.

Urban Forestry Program

The Town received notice from Sussex Tree they are scheduled to remove the diseased Oak tree on the Circle – originally scheduled for November 2014, delayed due to weather – for Saturday, January 24, 2015. Half of the cost for the removal is funded through the 2014 Urban and Community Forestry Grant program. We are planning to seek funding through the 2015 grant program for removal of the tree on South Bedford Street and the Circle (near Citizens Bank).

148th General Assembly

The 148th General Assembly started on Tuesday, January 13. In anticipation of Legislation proposed (and not introduced) or introduced (and not passed) in the previous session, a summary of legislative issues for the current session has been prepared (See handout).

Project Updates

- Margaret Street – Complete
- South Railroad Avenue Wells & Treatment
 - Replacement pump installed today
 - Backflow preventer reinstallation being scheduled
 - Plant is working well thus far
- Inflow & Infiltration
 - Preconstruction meeting was been postponed due to ongoing contract requirement.

Miscellaneous

- Upcoming Events:
 - Delaware League of Local Governments, Thursday, January 22, 5:30 PM, Duncan Center (Dover)

- Reminders:
 - Town Offices will be closed on Monday, January 19, in observance of Martin Luther King Day

B. ERIC RUST – WASTEWATER RECLAMATION FACILITY

1) Flows

<u>Influent Flow January – December 14</u>	286.6808 mg
Total rain fall recorded at the plant for the year	43.85”
Gallons Sprayed on Town’s field in 2013	86.5286 mg
Gallons Sprayed on Baxter’s fields in 2013	91.5277 mg
Gallons Sprayed on Pettyjohn Woodlands	139.2022 mg
Lagoon Depths – <u>75mg, 10.25ft.</u>	<u>15mg, 1.5ft.</u>

2) Upcoming Reports that will be due:

The 2014 Annual Spray Irrigation report is due by Feb 1st

The 2014 Quality Assurance report is due by Jan 31st

3) We assisted WG Malden with the installation of the new flow meter at Stevenson Lane head works on Dec. 18th. That is the 2nd of the 5 of the new meters we need to have installed for the State by, May 1, 2018, so we can have accurate totalization of the influent flow. We are now in the process of getting quotes to have one installed at the Del Tech station in the next budget year.

4) We are in the process of installing automatic drains in the irrigation piping in Pettyjohn woods to prevent freezing, because the system does not drain as advertised.

9. PUBLIC COMMENT

Izzy Hernandez, Veronica Villegas, and Anna Ornelas, Hispanic Outreach Coordinator spoke in reference to the playground/park on North King Street. It was asked if there was any thought of constructing a bigger park, with recreational trails, and if a community garden would also be considered. They felt there is potential in the community to come together with these efforts. These individuals also supplied their contact information to be able to work/volunteer with the Town.

Town Manager received two letters from Todd Lawson, County Administrator, announcing an additional \$10,000 Local Law Enforcement Grant and a onetime \$10,000 Economic Development Initiative. Looking for ideas from Mayor & Council on how to spend these grants.

Mayor West thanked Town Engineer, Erik Retzlaff for the new well system on South Railroad Avenue.

10. EXECUTIVE SESSION

The Town Council will meet in Executive Session for discussion of a personnel matter on which the name, competency and ability of an individual employee is discussed.

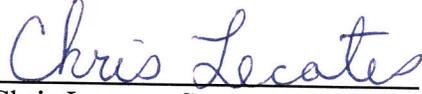
Motion by Councilperson Lecates, seconded by Councilperson Anderson, to adjourn to Executive Session at 7:38p.m.

Executive Session exited at 8:30p.m.

11. **ADJOURNMENT**

Motion by Councilperson Lecates, seconded by Councilperson Anderson, to adjourn at 8:31PM. **APPROVED (unanimous).**

APPROVED:


Chris Lecates, Secretary

ATTEST:


Eugene S Dvornick Jr, Town Manager