

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, July 8, 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
Rebecca Johnson-Dennis, Ward Two
Chris Lecates, Ward Three
Dave Anderson, Ward Four

STAFF PRESENT:

Stephani Ballard, Town Solicitor
Angela Townsend, Town Clerk
Eugene S Dvornick, Jr, Town Manager
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 Anderson, seconded by Councilperson Johnson-Dennis, to adopt the agenda as presented. **APPROVED (unanimous).**

4. APPROVAL OF JUNE 24, 2015 TOWN COUNCIL MINUTES

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

5. DUFFIELD ASSOCIATES – ENGINEERING SERVICES OVERVIEW

Dwight Walters, PE, provided Council with an overview of their professional and municipal engineering services. Currently there are 7 offices in 4 states with 75 employees. Scott C Hoffman, PE, presented the Municipal Engineering services: Water & Wastewater, Funding & Grant Application Assistance, Planning, Design, Bidding, Construction, Startup, Public meetings, Planning & Zoning, Plan Review. Other Municipal Services include: Water service, meters, values, water tower maintenance, paving & drainage issues, rate studies, facility plans, I&I issues, asset management. Plan Review Key Issues: time, communication, “gray” areas, engineering judgment versus standards, and money. Municipal Plan Review: review, document and communicate, and attend planning and zoning meetings. We’ve had an 8 year history with Sussex County, reviewing 267 plans, 95% completed in 2 submissions. Other projects: Frankford Water Plant Improvements, Clayton, De Arsenic Removal, and New Castle County WWTP.

Councilperson Lecates and Mayor West voiced concerns with the review process and the length of time it would take to review and comment once site plans were submitted.

Duffield Associates/Cabe thanked Council for the opportunity to appear before Council tonight with a presentation of their Municipal & Engineering Services.

6. **ROUTE 113 ASSOCIATES, LLC – BOND REDUCTION**

Timothy L Jones, Route 113 Associates, LLC is requesting that the Town accept dedication of the sewer main that was installed last summer and also requesting release of the Performance Bond. The Town shall maintain the remaining 10% as a Maintenance Bond for one year.

Motion by Councilperson Lecates, seconded by Councilperson Johnson-Dennis, to approve releasing 90% of the Performance Bond in the amount of \$251,833.05. **APPROVED (unanimous)**.

7. **CODE ENFORCEMENT UPDATE**

Town Manger presented Council with on overview of Code Enforcement from January 2007 to June 2015. Areas covered were: General Information, Enforcement, Violations by Property Types, Top 10 Violations with Totals, Documentation and Notification, and Consequences. After examples of past code violations and a lengthy time line of conversations in an effort to achieve a case closed status Councilperson Lecates recommended that a working group be formed to study the whole violation process. Mayor West also agreed that a working group is needed to address issues with the violation process to hold property owners accountable and possibly pull their business licenses to achieve compliance. Councilperson Lecates also recommended researching discretionary and nondiscretionary fines.

The Working Group would include the Town of Bridgeville Code Enforcement Officer, Councilperson Lecates, Councilperson Hartstein, David Hume, Code Enforcement Officer, Town Solicitor, and a Planning Department employee. Mr Hume agreed the violators are taking advantage of the system and they have no pride in the Town being they don't live here.

8. **DEPARTMENTAL REPORTS**

A. GENE DVORNICK – TOWN MANAGER

Rolling Thunder “Chair of Honor”

Research into the “Chair of Honor” program is ongoing. Angie Townsend has been working with Rolling Thunder on the chair specifics, contacting local vendors for fencing, and looking into a brass plaque.

The Town Clerk updated Council with more details on the “Chair of Honor” status.

Primeros Pasos

Dave Baker has provided an update on the Primeros Pasos. East Coast Structural has excavated the locations for the building placements. The next step will be placement of the structures. Once this is done, site work will begin. The contract for the site work was put out to bid and has been awarded to Hopkins Construction. It is anticipated once the structures are placed, site work would be completed within 60 days.

148th General Assembly

The first session of the 148th General Assembly ended on June 30, 2015. We made out fairly well with respect to Municipal Street Aid (MSA), Community Transportation Funds (CTF), and Prevailing Wage requirements. A recap of the final day was distributed on July 1st. The second session may present significant challenges for the Town especially with respect to Betterment Tax, County Seat Monies, Realty Transfer Tax, and others.

West Laurel Street

The Town has placed a Notice of Invitation to Bid for milling and repaving of West Laurel Street from North Front Street to Margaret Street. Bids are due by 3:00 PM on Monday, July 20, 2015.

Neighborhood Building Blocks Fund Grant

The Town has received and executed the Grant Agreement between the Delaware Economic Development Office (DEDO) and the Town of Georgetown for preparation of our Downtown Development District. Total grant award is \$45,000.

B. ERIC RUST – SUP OF WASTEWATER RECLAMATION FACILITY

1) Flows

<u>Influent Flow January – June 2015:</u>	154.284 mg
Gallons Sprayed Town’s field	42.4050 mg
Gallons Sprayed Baxter’s fields	14.7613 mg
Gallons Sprayed Pettyjohn Woods	72.6869 mg
Lagoon Depths – <u>75mg, 11.5’</u>	<u>15mg, 6.75’</u>

- 2) Installation of the new irrigation rig at Baxter’s, to replace the one that collapsed, is complete.
- 3) The I&I project is finishing up. Everything has gone well, and we are already seeing a difference in the pump station run times.
- 4) Town Manager informed Council that during a meeting today with DBF there may be some additional money left over to be used for an area at DTCC for I & I.

9. 2ND READING & ADOPTION OF ORDINANCES

A. ORDINANCE #2015-10 UB3 ACCESSORY BUILDINGS

Within the UB3 Zoning District, placement of a new Accessory Building is not permitted. Several property owners have asked about the placement of an Accessory Building on their property.

Motion by Councilperson Lecates, seconded by Councilperson Hartstein, to adopt Ordinance #2015-10 UB3 Accessory Building. **APPROVED (unanimous).**

“Ordinance #2015-10 is incorporated as part of the minutes.”

B. ORDINANCE #2015-12 REMOVAL OF CONCEPTUAL PLAN

Currently Category 1 Site Plans require: Conceptual Stage, Preliminary Stage, and Final Stage. Each Step takes time, costs money, and may or may not be viewed as beneficial to the applicant. Given a choice, potential businesses may avoid complex requirements and opt for easier approvals.

Motion by Councilperson Johnson-Dennis, seconded by Councilperson Hartstein, to adopt Ordinance #2015-12 Removal of Conceptual Plan. **APPROVED (unanimous).**

“Ordinance #2015-12 is incorporated as part of the minutes.”

10. PUBLIC COMMENT

Bill West updated Council on the newly installed signage on US113 and on Arrow Safety Road. The bedrock to be placed around the base of the signage is being donated by Ken Adams, Stockley Materials.

11. EXECUTIVE SESSION

The Town Council will meet in Executive Session for discussion of:

- A. Possible land acquisition
- B. Pending Litigation

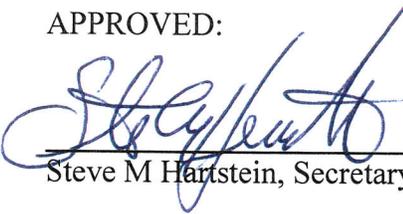
Motion by Councilperson Lecates, seconded by Councilperson Anderson, to adjourn from Executive Session at 8:06p.m.

Executive Session exited at 8:42p.m.

12. ADJOURNMENT

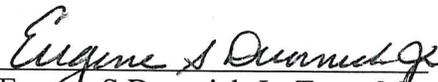
Motion by Councilperson Lecates, seconded by Councilperson Hartstein, to adjourn at 8:42p.m. **APPROVED (unanimous).**

APPROVED:



Steve M Hartstein, Secretary

ATTEST:



Eugene S Dvornick Jr, Town Manager