TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES

Meeting Date: Wednesday, March 11, 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
Ralph Holm, Interim Chief of Police

7:00 P.M. Regular Meeting

1. PLEDGE OF ALLEGIANCE
Mayor West led the Pledge of Allegiance.

2. INVOCATION
Mayor West led the Invocation.

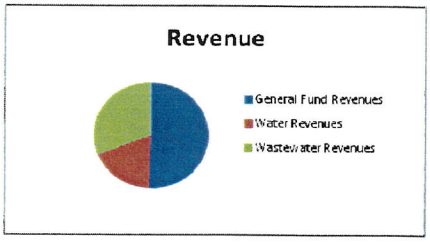
3. ADOPTION OF THE AGENDA
ITEM #8C POLICE CHIEF REVIEW AND SELECTION COMMITTEE
Motion by Councilperson Lecates, seconded by Councilperson Barlow, to adopt the agenda as amended. **APPROVED (unanimous).**

4. APPROVAL OF FEBRUARY 25, 2015 TOWN COUNCIL MINUTES
Motion by Councilperson Lecates, seconded by Councilperson Hartstein, to approve the minutes as presented. **APPROVED(unanimous).**

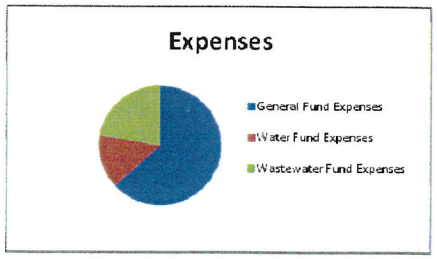
5. 2nd PRESENTATION OF FY16 BUDGET

FY 2016 BUDGET

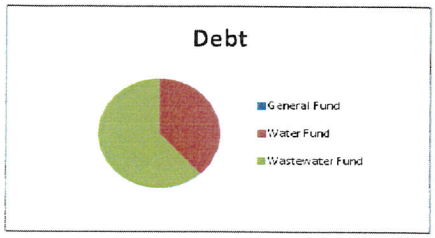
REVENUES		FY16
General Fund Revenues	$	2,969,005
Water Revenues	$	1,088,500
Wastewater Revenues	$	1,815,543
TOTAL REVENUES	$	5,873,048



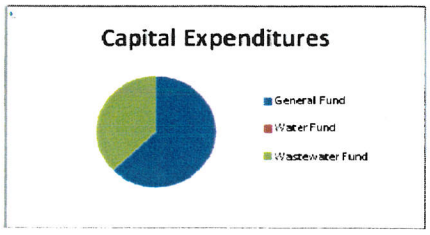
EXPENDITURES		FY16
General Fund Expenses	$	3,616,213
Water Fund Expenses	$	823,241
Wastewater Fund Expenses	$	1,275,851
TOTAL EXPENDITURES	$	5,715,305



DEBT		FY16
General Fund	$	-
Water Fund	$	365,686
Wastewater Fund	$	591,713
TOTAL DEBT	$	957,399



CAPTIAL EXPENDITURES		FY16
General Fund	$	35,000
Water Fund	$	-
Wastewater Fund	$	21,000
TOTAL CAPITAL EXP.	$	56,000
FUND TRANSFERS		
Fund Transfers	$	855,656
REVENUES OVER (UNDER) EXPENDITURES	$	(0)



Deficit Elimination

Initial Projected Deficit			**$ (1,089,401)**
Revisions - Revenues (increase; decrease)			
Debt Fee Reduction	$	19,543	New Fee - $2.35 per Quarter, Per Sewer Account
Sussex County Council - Police Assistance Grant	$	10,000	One Time Revenue Share - Sussex County Council
Subtotal	$	29,543	
Surplus/(Deficit) after Revenue Adjustments			**$ (1,059,859)**
Revisions - Expenses (increase; decrease)			
Eliminate Spending Cap	$	107,470	Adds 2% of Anticipated Revenues
Contacted Service			
URS Comp Plan	$	15,000	Will be paid from RETT Account
Fleetmatics	$	11,232	Eliminated
Municipal & Finance Services	$	14,500	Will seek 50% funding from CWSRF/DWSRF
Professional services	$	6,000	Reduction in Line Item
Vehicle Purchase - PW & WTR	$	50,000	Postponed until Enterprise Fleet Presentation
Subtotal	$	204,202	
Surplus/(Deficit) after Expense Adjustments			**$ (855,657)**
Fund Transfers (increase; decrease)			
Health Care Premium Payments (2) Monthly Payments	$	75,800	Draw from Existing Bank Accounts
Water Impact - Debt Payment	$	176,500	Draw from Existing Bank Accounts
Sewer Impact - Debt Payment	$	603,357	Draw from Existing Bank Accounts
Subtotal	$	855,657	
			$ 0

6. JEFFERSON, URIAN, DOANE & STERNER, PA – AUDIT SERVICES FOR 2015, 2016, 2017

Council was presented with the audit contract for the Town's audit for 2015, 2016, and 2017. The 2015 base fee will be identical to the 2014 year. Due to constantly changing accounting and auditing standards, there will be an increase in each subsequent year.

Motion by Councilperson Lecates, seconded by Councilperson Barlow, to approve the Audit Services Contract as proposed. **APPROVED(unanimous).**

7. 2ND READING & ADOPTION OF ORDINANCES

A. ORDINANCE #2015-2 SUPPORTIVE HOUSING FACILITY

This is the 2nd reading. The Ordinance adds an additional definition for §230-5 Supportive Housing, and a new zoning Article XXX Supportive Housing: Declaration Policy, Registration, Separation, Compliance, Reasonable Accommodation, and Zoning Matrix.

Motion by Councilperson Lecates, seconded by Councilperson Barlow, to adopt Ordinance #2015-2 Supportive Housing Facility. **APPROVED(unanimous).**
"Ordinance #2015-2 is incorporated as part of the minutes."

B. ORDINANCE #2015-4 SIGNS IN UB1 AND UB2

This is the 2nd reading. The purpose of this Ordinance addresses signage on corner lots. It allows additional site appropriate signage, in keeping with the spirit of existing requirements, specifies limits on size and placement, business friendly. Includes revisions to UB1 and UB2 Districts §230-167 and §230-168.

Motion by Councilperson Hartstein, seconded by Councilperson Barlow, to adopt Ordinance #2015-4 Signs in UB1 and UB2. **APPROVED(unanimous).**
"Ordinance #2015-4 is incorporated as part of the minutes."

8. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

2015 Municipal Election

REMINDER: Certificates of Candidacy are available. The seats for Ward 1 and Ward 2 are up for election. The Annual Municipal Election will be held on Saturday, May 9th (if needed). New voter registration deadline is Friday, April 24th 4:30 pm. The polls will be open on Election Day from 8:00am to 6:00pm. After discussion Councilperson Lecates felt that 8:00am to 6:00pm is too long a time for the polls to be open. She suggested that the poll times be changed to 8:00am to 4:00pm.

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to change the poll times to 8:00am to 4:00pm. **APPROVED(unanimous).**

Police Chief Selection Timeline

Applications for Police Chief will continue to be accepted through Monday, March 16, 2015. An initial timeline has been prepared outlining the Recruiting Process as well as the Interview Process Coordination and Selection. Copies have been provided – updates will be provided as modifications are made.

Stevenson Lane

Ten Bears Environmental was onsite at Stevenson Lane earlier today to conduct surface soil, subsurface soil and groundwater sampling. The samples and location points were as approved by DNREC as part of our participation in the Voluntary Clean-Up Program.

Town-Wide Spring Clean Up

The Town-wide Spring Clean Up is scheduled for the fourth week in March (Monday, March 23 through Saturday, March 28). Bulk pick up would be offered by Ward, followed on Saturday, March 28 as a day where various community groups and organizations assist in specified areas throughout the town. A mailer has been prepared and is being sent out within the next few days. Councilwoman Lecates has been making contact with several organizations and groups to enlist their help on Saturday, March 28th.

B. RALPH HOLM – INTERIM CHIEF OF POLICE

Council was presented with Crime Statistics and Crime View Handouts.

Thefts – 85, Assaults – 52, Robberies – 18, Burglaries – 9, Collisions – 101, and DUI's – 15.

LESO van "Bread Truck" is Demil A and as of 01/24/15 is ours. The Department is held up until the list is updated by LESO from "assigned" to "closed" status.

Through various grants we have updated the portable radios. All radios have been programmed and assigned to the respective officer.

Drug Investigation Talley – Since becoming the Interim, I have directed Sgt. Tyndall to utilize all available assets to address our drug issues. To date Sgt Tyndall has participated in operations inside and just outside of our limits that traced back to our limits resulting in confiscation of a SKS assault rifle, a sawed off pistol grip shotgun, $26,000 cash seizure, 324 grams of powder cocaine, 195 grams of crack cocaine, 2.16 lbs of marijuana, 482 bags of heroin. As discussed with Council, additional manpower will allow us to dedicate more resources to these issues.

On March 5, 2015, I participated in a community outreach meeting with employees at Fulton Bank. The topic of our meeting was bank robberies and how they can better help us effectively and efficiently to respond to such a call for service. The meeting lasted for 1 hour and approx 10-12 employees were addressed.

We have received new laptops for the patrol vehicles from the State of Delaware. These laptops are provided to us since the report writing programs are mandated by the State.

New TASER's are in and officers will be trading in their old ones once they have completed certification training on the new ones. Training is scheduled for March 19th.

Mayor and Council thanked Captain Holm for all his hard work as Interim Chief of Police and his involvement in helping to eliminate the drug issues in Town.

C. POLICE CHIEF REVIEW AND SELECTION COMMITTEE

The Mayor has the ability to identify Committees he would like to form with approval of the Council. The recommended Police Chief Review and Selection Committee members would be Mayor West, Jim Hudson, Jim Liguori, Reverend Tony Neal – African American Community Representative, Allison

Burris Castellanos – Hispanic Community, Paul Eckrich, and President Mark Rogers – FOP Representative. Advisory Members: Town Manager and Town Solicitor.

Motion by Councilperson Barlow, seconded by Councilperson Hartstein, to approve the Police Chief Review and Selection Committee. **APPROVED(unanimous).**

9. PUBLIC COMMENT

Linda Dennis, Village of Cinderberry: Thanked the Council for adopting the Supportive Housing Ordinance and also thanked everyone that was involved with the process. I also want comment on some of the comments Captain Holm brought up, and was very glad to hear about the community outreach. I want to emphasize the importance of community outreach and community policing in a small Town such as ours. I would like to see more effort made as a priority as much as the Police force will allow for more interaction with the public and businesses. When I was on Council I tried to get more policing during lunch hour, just to walk the streets and showing a presence. When talking to some people that were given the opportunity to meet officers they were very impressed with the Police Department. I don't think the community has had the chance to interact with the Department enough to have an appreciation of what they do. There is always the criticism of the amount of resources devoted to that Department, without the understanding of what they actually do for us. I am asking that while you go through your interview process that a segment of that is devoted to what a new Police Chief would bring to this Town would speak well for us, so I would appreciate that.

Councilperson Lecates and Mayor West will be guest bartenders March 19th at the Brick Hotel from 6pm to 9pm supporting the Sussex Community Housing Services.

Correspondence was received from Jane Hovington in regards to a Georgetown Community Planning Meeting about the Richard Allen Elementary School Monday, March 16, 2015 at 6:00pm.

Mayor West presented Council with an invitation to participate in CHEER's "March for Meals Day" on Thursday, March 26, 2015. Participants will be delivering meals to approximately 20 to 22 people in Georgetown.

10. EXECUTIVE SESSION

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

A. Possible Land Acquisition

B. A strategy session, with respect to a pending litigation issue.

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to adjourn to Executive Session at 7:34p.m. **APPROVED (unanimous).**

Executive Session exited at 7:49p.m.

10. ADJOURNMENT

Motion by Councilperson Hartstein, seconded by Councilperson Lecates, to adjourn at 7:50p.m. **APPROVED (unanimous).**

APPROVED:

Chris Lecates

Chris Lecates, Secretary

ATTEST:

Eugene S Dvornick Jr

Eugene S Dvornick Jr, Town Manager