

**TOWN OF GEORGETOWN  
TOWN COUNCIL MEETING MINUTES**

**Meeting Date:** Wednesday, March 25, 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

**7:00 P.M. Regular Meeting**

**1. PLEDGE OF ALLEGIANCE**

Mayor West led the Pledge of Allegiance.

**2. INVOCATION**

Mayor West asked for a moment of silence.

**3. ADOPTION OF THE AGENDA**

**ITEM#12 EXECUTIVE SESSION was removed.**

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

**4. APPROVAL OF MARCH 11, 2015 TOWN COUNCIL MINUTES**

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

**5. PROCLAMATION - PARKER KEYGAN SCHMIDT**

Parker Keygan Schmidt was presented with a Proclamation commending him on his act of heroism in saving the family cat, Maggie.

**6. DOWNTOWN INCENTIVE GRANT – GEORGETOWN BILLIARDS**

Town Manager presented an overview of the grant application for 128 East Market Street, Georgetown Billiards.

Councilperson Barlow asked about removal of the neon sign that is currently hanging in the window. The neon sign is not appropriate or allowed in an Historic District.

Mr Weigand explained the need for the neon sign along with the proposed sign. Mayor West recommended scheduling a meeting with the applicant to further discuss this issue with the neon signage, and asked Mr Weigand is he would speak during public comment giving Council his recommendations for the Downtown Incentive Grant procedure.

Town Manager stated that the proposed sign does meet the Design Standards for the Historic District.

Motion by Councilperson Lecates, seconded by Councilperson Anderson, to approve the Downtown Incentive Grant. **APPROVED(unanimous).**

7. **3<sup>RD</sup> PRESENTATION & ADOPTION OF FY16 BUDGET**  
**A. RESOLUTION #2015-1 ADOPTION OF FY16 BUDGET**

Town Manager read the Resolution into the record.

Motion by Councilperson Barlow, seconded by Councilperson Lecates, to adopt Resolution #2015-1 Adoption of FY16 Budget. **APPROVED(unanimous)**.  
“Resolution #2015-1 is incorporated as part of the minutes.”

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

Town Manager presented Council with an overview of the annual tax assessments. Per the Charter Section 5.5.1, the Town Council shall elect to adopt the Sussex County Assessments no later than April 1<sup>st</sup> of each year.

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

9. **1<sup>ST</sup> READING OF ORDINANCES**

**A. ORDINANCE #2015-7 DEBT SERVICE FEE**

Modification of § 98-5. Utility services, adding an additional category of Debt Service Fee of \$2.35 per quarter, per sewer account. This item will be reviewed as part of our rate study to make sure it's appropriate. This is the first reading.

**B. ORDINANCE #2015-8 ANNEXATION PROCEDURES**

This is new ordinance establishing annexation procedures. As part of the Charter review committee, annexation was outlined as part of the Charter, working with the Town Solicitor and other municipalities that had similar language in their charters. This outlines the petition for annexation, the application criteria, the requirements for the plan of services, review of the application to annex, the ordinance annexing the territory, and the effects of the annexation. This is the first reading. There will also be procedures that the Planning staff drafts that will go along with this.

10. **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 9<sup>th</sup> (if needed). New voter registration deadline is Friday, April 24<sup>th</sup> at 4:30 pm.

**Stevenson Lane**

Ten Bears Environmental was onsite at Stevenson Lane earlier today to conduct the groundwater sampling. Soil samples are in the process of being analyzed – water samples have been sent in for analysis as well. Both are part of our participation in the Voluntary Clean-Up Program.

**Tree City USA – 2014**

The Town received notification our application for Re-certification as a Tree City USA has been approved. Congratulations on our second year. We will once again be receiving a tree compliment of the Delaware Forest Service for planting on Arbor Day.

**Town-wide Spring Clean Up**

The Town-wide Spring Clean Up is going on this week – with bulk pick up, offered by Ward. This Saturday, March 28 is the day various community groups and organizations will assist in specified areas throughout the Town.

**Inflow & Infiltration Project**

Video Pipe Services (Contract B) is scheduled to begin work on the Sewer Repair Project next Wednesday, April 1<sup>st</sup>, starting with root control, cleaning, and videoing sewer mains.

It is anticipated Tri-State Grouting will begin staging shortly. Additional updates will be provided after each monthly progress meeting.

**148<sup>th</sup> General Assembly**

The 148<sup>th</sup> General Assembly returned on Monday, March 17<sup>th</sup>. There are a few legislative items we are monitoring:

- HB 16 – Definition of Restaurant for liquor sales (35 to 12) – passed both House and Senate;
- SB 39 – Minimum Wage – watch and see.

Additionally, with the updated Delaware Economic and Financial Advisory Council (DFAC) revised revenue estimates, close monitoring of Municipal Street Aid (MSA), Community Transportation Funds (CTF), and Downtown Development Districts (DDD) will be necessary.

**Miscellaneous**

Upcoming Events:

- **Delaware League of Local Governments:** Thursday, March 26<sup>th</sup>, 6:00 PM, Duncan Center (Dover)
- **Sussex County Association of Towns:** Wednesday, April 1<sup>st</sup>, 6:00 PM, Bridgeville Fire Hall, hosted by Bridgeville
- **Town Offices Closed:** Friday, April 3<sup>rd</sup>, in observance of Good Friday
- **Sussex County Association of Towns:** Wednesday, April 1<sup>st</sup>, 6:00 PM, Bridgeville Fire Hall, Hosted by Bridgeville
- Employee Service Anniversaries (March 2015):

<b><u>Employee</u></b>	<b><u>Department</u></b>	<b><u>Years</u></b>
Craig Eaton	Public Works	15
Troy Bean	Police	11
Olga Holm	Finance	10
Gene Dvornick	Administration	8
Richard Arnold	Police	3
Noah Glaser	Police	3

Councilperson Lecates updated the Council about the Town wide clean-up scheduled for Saturday, March 28<sup>th</sup> from 9:00am to 1:00pm. Mayor West and Councilperson Lecates have targeted certain areas in Town for the clean-up. Councilperson Lecates has recruited approx. 50 volunteers in helping to clean up those targeted areas.

**11. PUBLIC COMMENT**

Linda Dennis, Village of Cinderberry, asked for clarification of the Debt Service Fee Ordinance as to the \$2.35 per quarter, per sewer account fee and what exactly that means. For example the Microtel or the Comfort Inn, that would be only one sewer account.

Town Manager stated yes that is correct, we will be looking at the time, when the rate study is done how we can more appropriately capture that cost. All we did for simplicity is to take the total debt service for the South Bedford Street Pump Station and divide that by the number of sewer accounts.

Ms Dennis asked if the \$2.35 was part of the FY16 budget by way of revenue. Town Manager stated that it was and is dedicated directly to the debt service.

Ms Dennis asked that for clarification of the wording in the ordinance to reflect that. My concern is some equity in the distribution of the fees, if the Microtel has 78 rooms and I have one house what is the fairness in the fees. I would assume that usage would also be a part of what you would be looking at moving forward as part of the rate study. I'm looking at fairness and equity that the burden is not placed on any one user unfairly. I know that this is a part of an attempt to deal with the structural deficit with the debt service. We have had property and sewer tax increases in the past and my fear is that unless we study this very closely every year you will be coming back placing another burden on the tax payers trying to adjust this issue. I am hoping that you will look at this across the board and not at small segments. I don't think this is the solution, and I think you know this as well.

Town Solicitor asked if Ms Dennis had any language in mind that she would want to suggest for this. Ms Dennis suggested "that any revenue related to this Ordinance be dedicated to that account (Debt Service Account)". Town Solicitor said that a new section could be added to the Ordinance stating that.

Mayor West stated that with new growth and development that will help to handle this debt service. There is a lot talk and we are headed in the right direction to handle this. I do not want to place this burden on the tax payers of this Town, so we are looking at other ways to do that.

Ms Dennis stated that if the Town is doing a study group and you want citizen input I would be happy to serve on that committee as well.

Leo Weigand, Georgetown Billiards, being the first one to apply for the grant I believe there is some confusion here at Town Hall. When I talk to Roslyn it's one thing and Jamie for lack of not knowing, because it's the first one it's something else. I kind of got go here, go there, do this. I think you need to streamline it and possibly have one packet for both. Let it come to the Town first then have the Town send it to Planning & Zoning, the same packet, the same thing is in it. That will streamline it for the Town and make it easier for the person on the other end, instead of making 8 copies for this and 8 copies for that. I was told I needed this for this and then told something completely different for something else. It was a misunderstanding being the first one, not anything intentional or deliberate. The application states one copy is needed. If the same packet could be used for both it would make it a lot easier for everyone concerned even the Town.

Mayor West suggested getting together with the Planning Department and creating a flow chart on what you have to do so we can address this problem.

Mr Weigand stated that after the Town puts their approval on it, they are done with it, and the same packet should go the Planning Department.

Town Manager stated that Council did not approve the sign tonight, you approved the application, the grant. The normal process is, it goes to the Planning Commission first, because of being in the Historic District, so they approve the sign, then you fill out the application and the next step is Mayor & Council, then they're approving the grant request. The Town Manager suggested that perhaps submitting it in an electronic format and showing it on the screen. That way you don't need copies for everyone.

Mr Weigand made the Council aware of a pool tournament on a Friday and Saturday in May, perhaps bringing 1,500 to 2,000 people to the pool hall.

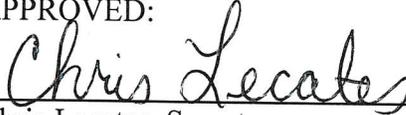
**12. EXECUTIVE SESSION**

This item was deleted with the adoption of the agenda.

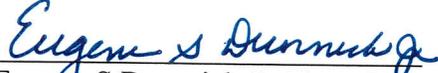
**13. ADJOURNMENT**

Motion by Councilperson Barlow, seconded by Councilperson Hartstein, to adjourn at 7:35p.m. **APPROVED (unanimous).**

APPROVED:

  
Chris Lecates, Secretary

ATTEST:

  
Eugene S Dvornick Jr, Town Manager