

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Sussex County Association of Towns:** Wednesday, October 5, 6:00 PM, hosted by Seaford
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, October 7, at 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, October 12, 7:00 PM, Regular Meeting, Town Hall

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- October Utility Bills will be mailed on Monday, October 3. Total billing is \$960,143 – due date in November 9
- Attached is the quarterly "Take Note Newsletter" and a flyer from Code Enforcement – these will be mailed with the October Utility Bill
- Actual v Budget (August 2016) has been prepared (copy attached)

### **Wastewater**

- Lagoon depths: Large Lagoon is 7.70 feet and Small Lagoon is 7.50 feet
- Working on throttling pumps for rain event to prevent water from running over equalization wall
- Responded to sewer issue at Robinson and James Street, manholes were a little high from rain but problem was on home owner
- Responded to sewer issue at Golf Village, pulled clean out it was dry, advised home owner they would need to contact plumber

### **Public Works**

- New heating units (gas) have been installed at the shop – completion anticipated today
- Old boiler heat has been removed from shop
- Monitored flooding issues town-wide
- Del-Tech well is being replaced today should be back online Monday
- Ran street sweeper downtown

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## **Police**

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)

## **Planning**

- Sun Behavioral
  - Preliminary Plan approval on September 21 (Planning Commission)
  - Final Plan submittal on September 27
- Seashore Crossing (Route 113 & 404)
  - Final Plan submittal on September 23
- Georgetown Marketplace
  - Rezone application approval recommended by Planning Commission
  - Town Council Public Hearing on October 26
- Predevelopment Meeting
  - 20601 DuPont Boulevard – Retail/Parts

## TOWN MANAGER'S UPDATE ...

- Attended 2016 ICMA Annual Conference. Sessions included:
  - ✓ Managing E-Hostility
  - ✓ Balancing Work-Life
  - ✓ Targeted Neighborhood Revitalization
  - ✓ Women's Issues are Everyone's Issues
  - ✓ Economic Development: Basics to Best Practices
  - ✓ The Politics of Parking
  - ✓ Improving Information through Charts
- Met with Sussex Conservation District to review options for addressing stormwater management issues along Burger King Road (Gene Dvornick, Bill Bradley)

# TOWN MANAGER'S WEEKLY REPORT



***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

# Town of Georgetown Take Note



## **Important Phone Numbers:**

Town Hall: (302) 856-7391  
Fax: (302) 856-6348

Planning Department:  
(302) 853-0104

Public Works:  
(302) 856-6045

Sewer Department:  
(302) 856-7377

**Sewer Emergency**  
Beeper: (302) 441-7377  
Cell: (302) 381-5642

Water Department:  
(302) 856-9529

**Water Emergency:**  
Cell: (302) 236-2647

Non-Emergency Police  
Dept. (302) 856-6613

Code Enforcement:  
(302) 448-5027

Fire, Ambulance, Police:  
911

Waste Industries: Trash  
(302) 934-1364

Sussex County:  
(302) 855-7700

Georgetown State Service  
Center: (302) 856-5574

## **Town Hall Office Hours:**

Monday through Friday  
8:00 a.m. to 4:30 p.m.

**Visit us on the Town of Georgetown's Website located at [www.georgetowndel.com](http://www.georgetowndel.com)**

Ladies and Gentlemen,

Well, summer is over and here come the Holidays! Let me start by saying the Council and I appreciate the support we have been given by all. The face of the town is changing every day and new businesses are discussing thoughts and ideas about coming here. Being named as one of the Downtown Development Districts by our Governor provides us with many incentives for business and residential growth. We will be focusing on new businesses along East Market Street and North Race Street in addition to several areas selected for residential improvements and development.



There is not a day that goes by that someone doesn't stop me and make a comment about the town and the direction this Council is taking. I'm very proud to be the ambassador of this great town but I couldn't do the things I do without support. To Steve, Becky, Bob, and Chris (Council members) thank you for all that you do for the people of Georgetown. From supporting town events, organizing and participating in community clean-ups, watering and weeding our baskets and flower beds, but most of all being available to listen to and assist all residents of our community - your work and involvement in the community does not go unnoticed.

To the great town employees - we are getting the job done. We are making the people of this town smile and proud to live here. Your work maintaining our town, it has never looked better, along with Town Hall employees with their helpful assistance with Town business - Georgetown is being noticed, not only by town residents, but by people throughout Sussex County as a great place to live and work. There have been members of the town's staff that have attended meetings in New Castle and Kent Counties with attorneys and judges and our political leaders. Throughout the state they hear "Georgetown is changing", followed by many positive comments about the town.

To the Town Manager Gene Dvornick, the Director of Public Works Billy Bradley, Wastewater Superintendant Eric Rust, and to the Police Chief RL Hughes, thank you for taking your job to the next level and making this town noticed by all. These four leaders of this town do things with a passion for the people of this community.

I just wanted to take time this quarter to let people know that we have a great Town, great employees, and a Mayor and Council that truly care about you! So enjoy the holidays with friends and family and remember New Year's Eve on The Circle - a great time for our community to be together to welcome in the New Year with the Glass Onion Band.

***Bill West, Mayor***

# Town of Georgetown Take Note

## Meetings

### Town Council Meetings

Second & Fourth Wednesdays of each month at 7:00 p.m.

### Planning Commission Meetings

Third Wednesday of each month at 6:00 p.m.

### Board of Adjustment

First Wednesday of each month at 5:00 p.m.

Looking for information on what is happening in Georgetown?

Follow us on Twitter or Facebook in order to get current events and notices!



## Online Payments!

Please visit our website [www.georgetowndel.com](http://www.georgetowndel.com) to pay your water/sewer/trash, and taxes online. The Town does not accept phone payments



## Questions or concerns?

**Please feel free to contact Town Hall, (302) 856-7391 or email your local councilmember.**

Mayor—Bill West  
bwest@georgetowndel.com

Ward 1—Steve Hartstein  
shartstein@georgetowndel.com

Ward 2—Rebecca Johnson-Dennis  
rjdennis@georgetowndel.com

Ward 3—Chris Lecates  
clecates@georgetowndel.com

Ward 4—Robert Holston  
rholston@georgetowndel.com

## Holiday Closing & Upcoming Events

*Halloween* - Monday, October 31, 2016 (6:00 p.m. - 8:00 p.m.)  
*Election Day* - Tuesday, November 8, 2016 (Town Offices Closed)  
*Return Day Eve Live Entertainment* - Wednesday, November 9, 2016. on The Circle  
Featuring: The Jones Boys (5-7 p.m.), Danny Paisley & the Southern Grass(7-8 p.m. & 9-10 p.m.), Big Hat No Cattle (8-9 p.m.), The Funsters (10-11 p.m.)  
*Return Day* - Thursday, November 10, 2016 (Town Offices Close at Noon)  
*Return Day Parade* - Thursday, November 10, 2016 at 1:30 p.m.  
*Veteran's Day* - Friday, November 11, 2016 (Town Offices Closed)  
*Thanksgiving Day* - Thursday, November 24, 2016 (Town Offices Closed)  
*Day after Thanksgiving* - Friday, November 25, 2016 (Town Offices Closed)  
*Georgetown Christmas Parade* - Thursday, December 1, 2016 at 7:00 p.m.  
*Caroling on the Circle* - Monday, December 5, 2016 at 6:30 p.m. on The Circle  
*Christmas Eve* - Friday, December 23, 2016 (Town Offices Closed)  
*Christmas Day* - Monday, December 26, 2016 (Town Offices Closed)  
*New Year's Eve Celebration* - Saturday, December 31, 2016 (9:00 p.m. - 12:30 a.m. The Circle)  
*New Year's Day* - Monday, January 2, 2017 (Town Offices Closed)



## Your Opinion Counts!

As part of Georgetown's Comprehensive Planning process, we are conducting an online survey on a variety of issues related to the Town including land use, housing, transportation, utilities, town and community services, economic development, recreation, and other quality of life issues.

As a resident, property owner, business owner, employee, or visitor to the Town, **we need your opinion!** The survey should take no more than 15 minutes to complete and your input is vital to us as we complete the Plan.

Paper and Spanish-language copies of the survey are available at Town Hall (39 The Circle), La Esperanza Community Center (216 N. Race Street) and First State Community Action Agency (308 N. Railroad Avenue).

The Comprehensive Plan Survey can be found on the Town's website at: [www.georgetowndel.com](http://www.georgetowndel.com). Select 'Plan Georgetown'. The survey closes on November 1, 2016.

## Town of Georgetown Comprehensive Plan



## What is a Comprehensive Plan?

It is an official statement about Georgetown's future that is used to direct future development decisions. It is required by State law and is certified by the Governor. Georgetown's last Comprehensive Plan was adopted in 2010.

## What is in a Comprehensive Plan?

*Community Character* ♦ *Demographics* ♦ *Town & Community Services* ♦ *Transportation* ♦ *Utilities* ♦ *Land Use* ♦ *Economic Development* ♦ *Housing* ♦ *Environmental Protection* ♦ *Open Space & Recreation* ♦ *Historic & Cultural Resources* ♦ *Public Outreach* ♦ *Plan Implementation* ♦ *Maps*

All project information can be found online: [www.georgetowndel.com](http://www.georgetowndel.com)



# Town of Georgetown's Most Common Code Violations

Town of Georgetown, 39 The Circle  
(302) 856-7391

Our neighborhoods are the environment in which we live and play. Recognizing how important it is to our community to keep our neighborhoods healthy, safe, and attractive, the Town of Georgetown has certain ordinances or laws to safeguard this valuable environment.

## Detrimental Objects and Materials

A safe and attractive neighborhood means the properties within the Town should be clear of any objects or materials of a detrimental nature which are typically unsuitable for outside storage or use.

Detrimental objects includes, but are not limited to, old tires, motor vehicle parts or related equipment, rubbish, garbage, trash, organic waste, household furniture, appliances and other obvious junk or salvage. Please consult with our Code Enforcement Officer for more information.

## Vehicles, Abandoned or Inoperable

In the Town of Georgetown, no person shall park, store, leave or permit the parking of any wrecked, dismantled, inoperable or unregistered vehicle of any kind on public and private property in excess of 15 days. This does not apply to vehicles enclosed within a building or fence on private property where it is not visible from the road, or licensed businesses that service and repairs vehicles.



If you have a vehicle that is not in running condition or is unregistered and it is stored on the street in front of your house, in your driveway, front, side or back yards, you may be required to remove them from your property. Minor repairs may be allowed for a short period of time only. Please consult with our Code Enforcement Officer for more information.

## Animals

Dog's running at large is prohibited. Pet owner's are required to keep their pets restrained at all times either by confining the animal within a fence or enclosure or by accompanying the animal on a leash. Please consult with our Code Enforcement Officer or Delaware animal services (302) 255-4646 for more information.

## Brush, Grass and Weeds

To maintain a healthy, safe and attractive community, grass height shall not be more than eight (8) inches in height. Additionally, grass clippings are not to be blown onto any streets, alleys, and other public roads. For the safety of our pedestrians, sidewalks are to be cleared of sand, leaves, dirt, grass and weeds. Please consult with our Code Enforcement Officer for more information.

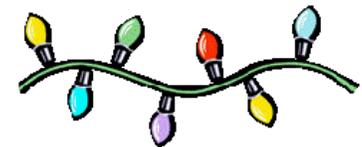


## Removal of Snow or Ice

Snow and ice must be removed from public sidewalks within 24 hours of the ceasing of a precipitation event. If snow or ice remain after 24 hours, the Town may proceed to have the area cleared. When completed a bill for the costs incurred will be forwarded to the property owner. Please consult with our Code Enforcement Officer for more information.

## Holiday Seasonal Lighting

Holiday lighting may be displayed 35 days prior to the holiday and 30 days after the holiday for which the seasonal lighting is for. Please consult with our Code Enforcement Officer for more information.



## Town of Georgetown Code Enforcement Officer

Michael Picarello (302) 448-5027  
Town Code: [www.georgetowndel.com](http://www.georgetowndel.com)

## It May Cost You...

### Consequences for non-compliance:

- 1) A door hanger notifying the property owner/occupant of violation is placed on the property and a notice of deficiency is mailed.
- 2) If the violation is not remedied within the number of days allotted, a first notice of violation is mailed along with the corresponding fine.
- 3) If the violation remains after the number of days indicated in the first notice of violation, a second notice will be issued along with an additional fine.
- 4) If a violation remains after the number of days indicated in the second notice of violation, a summons to appear in court will be issued.

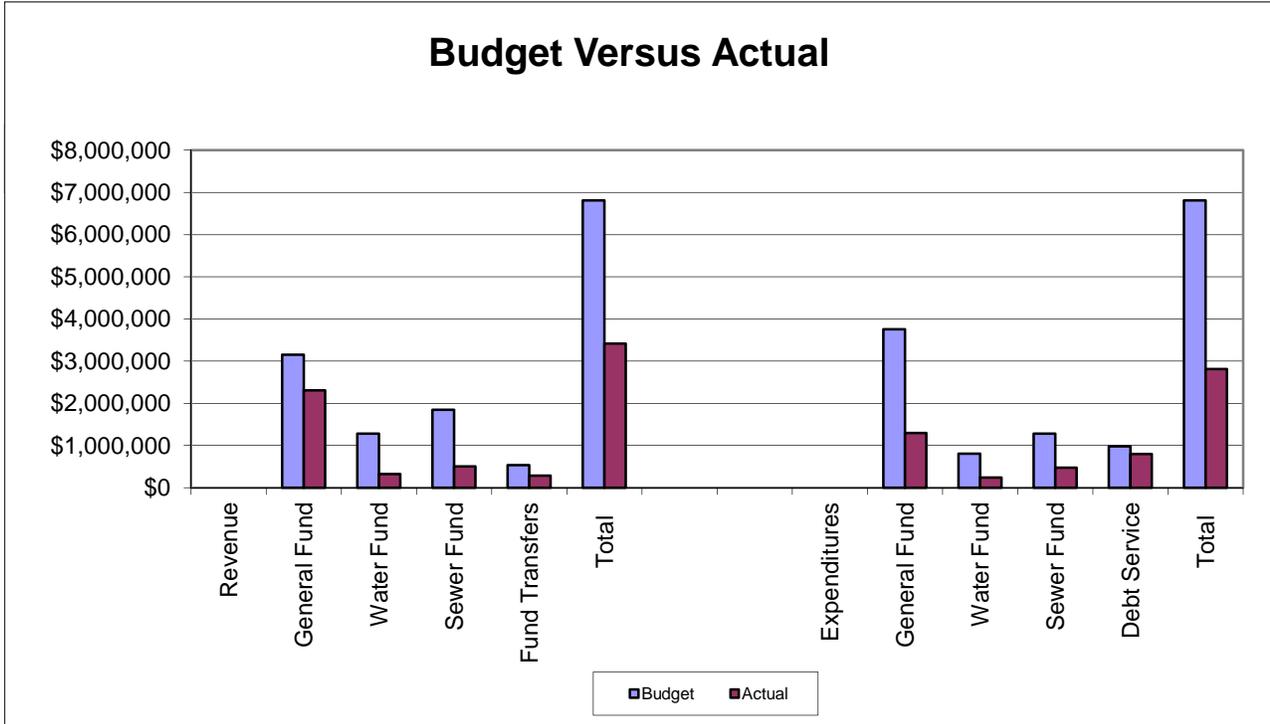
**Town of Georgetown  
Budget Versus Actual (Operating)  
As of August 31, 2016**

**0.33%  
Percent  
of Budget**

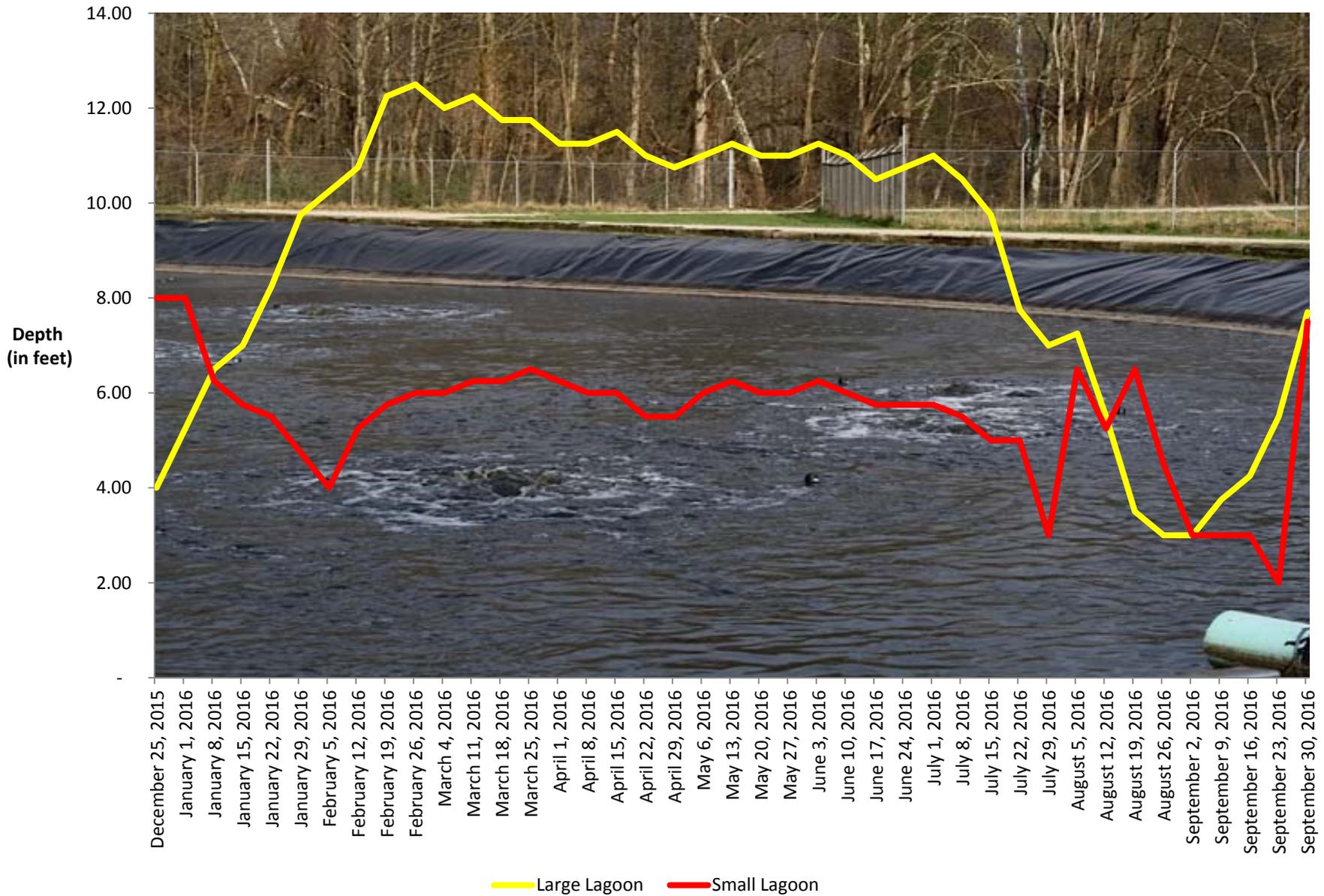
<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,153,171	\$2,306,241	\$846,930	73%
Water Fund	\$1,279,025	\$325,598	\$953,427	25%
Sewer Fund	\$1,846,000	\$500,377	\$1,345,623	27%
Fund Transfers	\$535,379	\$285,135	\$250,244	53%
Total	<u>\$6,813,575</u>	<u>\$3,417,351</u>	<u>\$3,396,224</u>	<u>50%</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,752,482	\$1,299,076	\$2,453,406	35%
Water Fund	\$801,946	\$241,923	\$560,023	30%
Sewer Fund	\$1,277,404	\$474,513	\$802,891	37%
Debt Service	\$981,743	\$798,453	\$183,290	81%
Total	<u>\$6,813,575</u>	<u>\$2,813,964</u>	<u>\$3,999,611</u>	<u>41%</u>

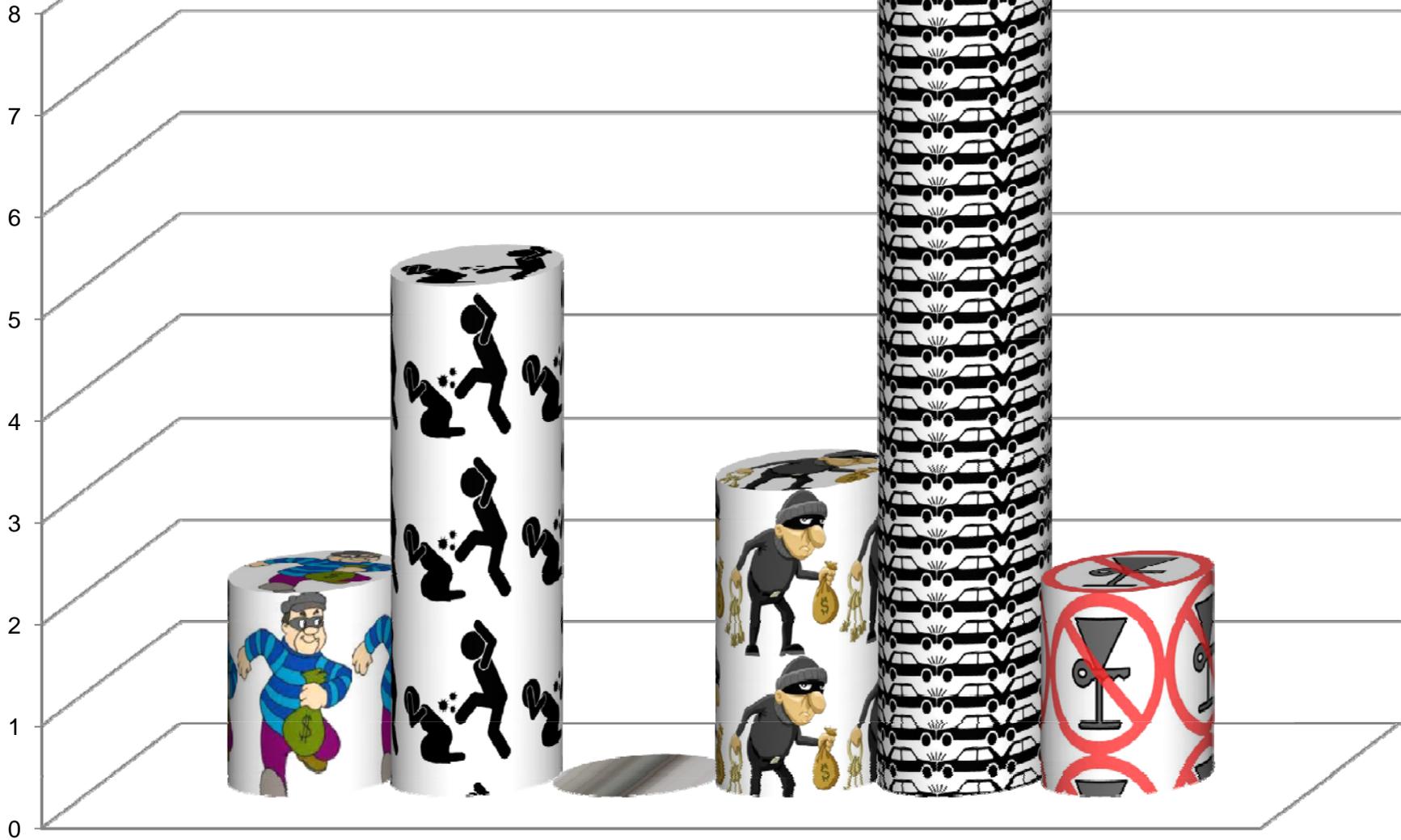
\* Line item detail available upon request.



# WWTF Lagoon Depths



September 28, 2016

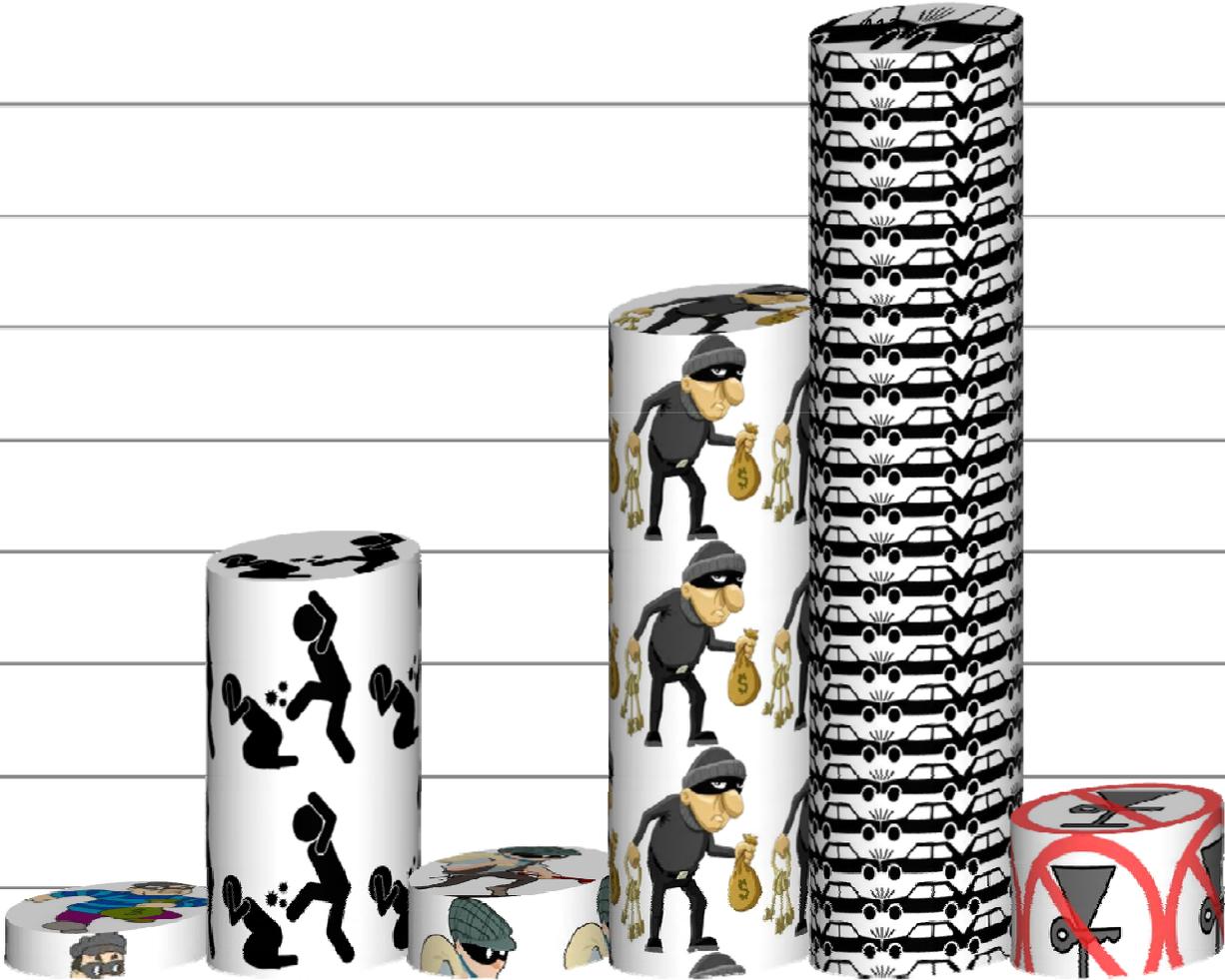


Weekly

Robbery Assault Buglary Thefts Collision DUI

September 28, 2016

450  
400  
350  
300  
250  
200  
150  
100  
50  
0



Year to Date

Robbery Assault Buglary Thefts Collision DUI