

TOWN OF GEORGETOWN TOWN COUNCIL MEETING AGENDA

Meeting Date: Wednesday, April 8, 2015
Location: Town Hall, 39 The Circle, Georgetown, DE
Time: 7:00 P.M. Regular Meeting

7:00 P.M. Regular Meeting

1. Pledge of Allegiance
2. Invocation
3. Adoption of Agenda
4. Approval of March 25, 2015 Town Council Minutes
5. Lead 360 Finalists – Jefferson Awards
6. Boy Scout Funding Request
7. Broad Valley – Georgetown Fiber Optic Ring
8. Board of Elections Appointments
9. 2nd Reading & Adoption of Ordinances
 - A. Ordinance #2015-7 Debt Service Fee
 - B. Ordinance #2015-8 Annexation Procedures
10. Departmental Reports
 - A. Gene Dvornick – Town Manager
 - B. Eric Rust – Superintendent of Wastewater Reclamation Facility
11. Public Comment
12. Executive Session

Town Council will meet in Executive Session for discussion of:

 - A. *A personnel issue in which the name, competency and abilities of individual employees are discussed. 29 Del.C. §10004(b)(9)*
 - B. *Preliminary discussions of possible land acquisition and sale or lease of real property 29 Del.C. §10004(b)(2).*
13. Adjournment

The agenda items as listed may not be considered in sequence. This agenda is subject to change to include additional items including executive sessions or the deletion of items including executive sessions, which arise at the time of the meeting. Persons with disabilities requiring special accommodations to attend this meeting should contact the Town Office in writing 72 hours in advance of the meeting, stating their needs in order to have them addressed under the requirements of the Americans with Disabilities Act (ADA).

TOWN COUNCIL
AGENDA ITEM INFORMATION SHEET

ITEM: Boy Scouts Funding Request

ITEM NO: 6

DATE: April 8, 2015

PRESENTER: Louise Rathfon

DESCRIPTION: Annual funding request from the Trust Fund administered by the Town.

BACKGROUND: The Scouts make an annual request for funding from the Trust Fund Administered by the Town. The fund was established from the proceeds of the sale of the property and building that now houses the Possum Point Players. Each year, a total of \$5,000 is distributed equally between the Boy and Girl Scout units in Georgetown.

Earned interest for FY2015 as of 02/28/2015 is \$11.40

Account balance as of 02/28/2015 is \$5,229.93

TOWN COUNCIL
AGENDA ITEM INFORMATION SHEET

ITEM: Board of Elections Appointments

ITEM NO: 8

DATE: April 8, 2015

DESCRIPTION: The annual Municipal election shall be conducted by a Board of Elections.

Margaret Bradley
Jane Hovington
Anita Burney

Barb Holston and Joan Messick

Alternate:
Shirley Hitchens

Per Town Charter:

Charter 3.4 Elections

3.4.4 Date, Time, and Place and Manner of Conducting

(6) Board of Elections. Every election shall be held under the supervision of the Board of Elections. The Board of Elections shall consist of three (3) or five (5) persons (as determined by the Town Council) who shall be qualified voters of the town and who shall not themselves be an elected official or candidate or an immediate family member of an elected official or candidate (mother, father, son, daughter, brother, sister, including half-brothers and half-sisters, stepfamily members, and in-laws). The Board of Elections shall be appointed for each Town Council election by the Town Council at least twenty (20) calendar days before such election.



ORDINANCE NO. 2015-7

**AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN,
CHAPTER 98 THEREOF, ENTITLED FEES**

WHEREAS, the Town Council recognizes a need to amend various fees from time to time.

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN
IN COUNCIL MET, HEREBY ORDAINS:**

Section 1. Chapter 98, Fees, §98-5 Utility Services of the Code of the Town of Georgetown is hereby amended as follows:

§ 98-5. Utility services.

The following fee schedule is hereby adopted for utility services provided by the Town of Georgetown:

Type	Fee
Trash fee (per quarter)	\$68.00 per unit
Water availability (per quarter)	\$35.00 per 30,000 gallons' usage
Water usage rate	
In Town	\$3.13 per 1,000 gallons' usage
Out of Town	\$4.70 per 1,000 gallons' usage
Fire sprinkler line (per quarter)	\$150.00
Sewer availability (per quarter)	\$27.00 per 30,000 gallons' usage
<u>Sewer debt service fee</u>	<u>\$2.35 per quarter, per sewer account</u>
Sewer usage rate	
In Town	\$6.04 1,000 gallons' usage
Out of Town	\$9.06 per 1,000 gallons' usage
Sewer impact fee (per EDU)	\$7,400 (effective May 1, 2014)
Sewer connection fee	\$600 minimum + any additional costs

Page 3 of 2
Section 2. Revenue collected from the Sewer Debt Service Fee shall be segregated from the General Fund.

Section 3. All other fees established in Chapter 98 shall remain unchanged by this ordinance.

Section 4. This ordinance shall become effective upon its adoption by a majority of the members elected to the Town Council.

BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the _____ day of _____, A.D., 2015.

William E West, Mayor

Chris Lecates, Secretary

1ST Reading: March 25, 2015

2nd Reading: April 8, 2015

Adoption: April 8, 2015

DRAFT



ORDINANCE NO. 2015-8

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN, BY ADDING A NEW CHAPTER, TO BE ENTITLED CHAPTER 2 ANNEXATIONS, WHICH WILL ALLOW ANNEXATION AND ESTABLISH ANNEXATION PROCEDURES.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET AND HEREBY ORDAINS:

Section 1. The Code of the Town of Georgetown is hereby amended by adding a new Chapter, to be Chapter 2, Annexation, to read as follows:

§ 2-1. Purpose.

§ 2-2. Petition for Annexation.

§ 2-3. Application Criteria.

§ 2-4. Plan of Services.

§ 2-5. Review of Application to Annex

§ 2-6. Ordinance Annexing Territory

§ 2-7. Effect of Annexation

§ 2-1. Purpose.

The Town of Georgetown may from time-to-time extend its boundaries through the process of annexation in accordance with the Delaware Code and with the Town Charter, §1.3. In every annexation proceeding, the following procedures shall apply.

§ 2-2. Petition for Annexation.

A majority of the property owners of the territory proposed to be annexed, which must be contiguous to the then existing incorporated limits and territory of the Town of Georgetown, by written Petition with the signature of each such Petitioner, may request the Mayor and Council to annex that certain territory in which they own property. For purposes of this section, “property owners” shall be those owners of record in the Sussex County Recorder of Deeds office, for the parcel(s) in question. Such Petition should be submitted to the Town Manager for review by the Planning Department and transmission to Mayor and Council.

§ 2-3. Application Criteria.

The Application shall include the tax parcel number(s), a description of the territory requested to be annexed, a sealed survey (dated within one year of the application), present and requested zoning, a statement of compliance with the Comprehensive Plan, the reasons for the requested annexation, a site plan of the proposed use, and the

Petition for Annexation. The Planning Department shall inform the applicant of the number of copies of the Application required for submission.

§ 2-4. Plan of Services.

If the Town Manager deems the application complete, a Plan of Services (see the website for the State of Delaware Office of Planning Coordination) for the property shall be completed in accordance with Delaware Code. This Plan of Services must be completed for review and acceptance by the Office of State Planning Coordination, no later than 20 working days prior to final legislative action on the annexation.

§ 2-5. Review of Application to Annex.

The annexation/rezoning application shall also be referred to the Planning Commission for a Public Hearing and review and recommendation to Mayor and Council.

Following the recommendation by the Planning Commission, the Mayor and Council shall hold a public hearing to consider the annexation and zoning application. The public hearing shall be advertised at least 15 days prior with an opportunity for public comment of at least 30 days prior to decision

§ 2-6. Ordinance Annexing Territory.

Following public hearing before Mayor and Council, and subject to the acceptance of the Plan of Services (via the PLUS review process), Mayor and Council may pass an ordinance annexing the specified territory into the Town of Georgetown, and assigning the appropriate zoning classification(s), pursuant to the Town Zoning Code, to the specified territory.

§ 2-7. Effect of Annexation.

The annexed territory shall be subject to all of the rules, regulations and laws of the Town of Georgetown as of the date of annexation.

Section 2. This ordinance shall become effective upon its adoption by a majority of the members elected to the Town Council.

BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the _____ day of _____, A.D., 2015.

William E West, Mayor

Chris Lecates, Secretary

1st Reading: March 25, 2015
2nd Reading: April 8, 2015
Adoption: April 8, 2015