**TOWN OF GEORGETOWN**
**TOWN COUNCIL MEETING MINUTES**

**Meeting Date:** Wednesday, February 14, 2018
**Location:** Town Hall, 39 The Circle, Georgetown, DE 19947
**Time:** 7:00 P.M. Regular Meeting

**PRESENT:**
Bill West, Mayor
Steve Hartstein, Ward One
Rebecca Johnson-Dennis, Ward Two
Bob Holston, Ward Four

**STAFF PRESENT:**
Eugene S. Dvornick Jr., Town Manager
Stephani J. Ballard, Town Solicitor
Eric Rust – Superintendent of the Wastewater Reclamation Facility

**ABSENT:**
Chris Lecates, Ward Three

**7:00 PM – REGULAR MEETING**

1. **PLEDGE OF ALLEGIANCE**
   Town Manager Dvornick led the Pledge of Allegiance.

2. **INVOCATION**
   Mayor West led the Invocation.

3. **ADOPTION OF AGENDA**
   Motion by Councilman Hartstein, seconded by Councilman Holston to adopt the agenda as presented. **Motion Carried (unanimous)**

4. **APPROVAL OF JANUARY 24, 2018 TOWN COUNCIL MINUTES**
   Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to approve the January 24, 2018 Town Council Minutes. **Motion Carried (unanimous)**

5. **BOARD OF ADJUSTMENT APPOINTMENTS**
   Motion by Councilman Hartstein, seconded by Councilman Holston to approve the reappointment of Raymond Hopkins and Eric Evans to the Board of adjustment. **Motion Carried (unanimous)**

6. **CASE #2017-22 REZONE APPLICATION DECISION**
   Motion by Councilwoman Johnson-Dennis, seconded by Councilman Hartstein to approve Case #2017-22 Rezone Application, for the property located at 313 North Bedford Street, from UR2 to UB3. **Motion Carried (unanimous)**

7. **MEMORANDUM OF UNDERSTANDING – SUSSEX SPORTS FIELD FOUNDATION, INC. AND TOWN OF GEORGETOWN**
   Town Manager Dvornick presented Council with an overview of the Memorandum of Understanding.

Motion by Councilman Holston, seconded by Councilman Hartstein to approve the Memorandum of Understanding between Sussex Sports Field Foundation, Inc. and Town of Georgetown. **Motion Carried (unanimous)**

## 8. AGREEMENT BETWEEN SUSSEX COUNTY DEPARTMENT OF ELECTIONS AND TOWN OF GEORGETOWN FOR VOTER REGISTRATION

Motion by Councilman Holston, seconded by Councilwoman Johnson-Dennis to approve the agreement between Sussex County Department of Elections and Town of Georgetown for Voter Registration. **Motion Carried (unanimous)**

## 9. DEPARTMENTAL REPORTS

### A. GENE DVORNICK – TOWN MANAGER

**2018 Annual Municipal Election**

Statements of Candidacy for Mayor, Ward 3 and Ward 4 are currently available. The deadline for completion and filing is April 20, 2018. Should an election be needed it will be held on Saturday, May 12, 2018.

**Well 3A – Delaware Tech**

The Town has been provided a quote from A. C. Schultes of Delaware for repairs to Well 3A at the Town's Delaware Tech Water Plant. After complete removal and inspection of the submersible pump system, the estimate for repair is $9,987.00. It is the recommendation of the Director of Public Works and myself to authorize the repair.

*Motion by Councilwoman Johnson-Dennis, seconded by Councilman Hartstein to authorize Town Manager Dvornick to execute the "Authorization to Proceed" with AC Schultes at an amount not to exceed $9,987.00.* ***Motion Carried (unanimous)***

**DART Transit Hub – Restroom Facilities**

At the January 24 Town Council Meeting the request for porta-potties at the DART Transit Hub was tabled. This information was communicated; however, the Town has not been contacted regarding discussion of alternatives.

**Georgetown to Lewes Trail**

Century Engineering has provided an initial concept for the first leg of the Georgetown to Lewes Rail with Trail. A copy of the layout is in your packets as well as an overview of the entire trail (Georgetown to Lewes).

**Miscellaneous**

- Legislative update
- Reminders:
    - Community Forum on Mental health and Addiction: Thursday, February 15, 6:00 PM at the Georgetown Public Library
    - Public Workshop – US 113 at SR 18/404 Grade Separated Intersection, February 27, 4:00 PM at Delaware Tech

**Change Orders – 37 & 39 The Circle**

Progress on the Annex building is moving right along. There are currently a few Change Orders for approval by Council:

| Date | Description | | Amount | Balance |
|---|---|---|---|---|
| 5/01/17 | Contract Award – Contingency Allowance | $ | 50,000.00 | $ 50,000.00 |
| 6/06/17 | Additional CMU infill | $ | 1,174.00 | $ 48,826.00 |
| 6/06/17 | Remove tin ceiling – replace with drywall | $ | (467.00) | $ 49,293.00 |
| 6/12/17 | Flooring Change – Tile | $ | 8,512.00 | $ 40,781.00 |
| 6/19/17 | Miscellaneous wood framing repairs | $ | 10,794.00 | $ 29,987.00 |
| 6/21/17 | Additional elevator electric | $ | 4,271.00 | $ 25,716.00 |
| 6/21/17 | Install shingles – front gable | $ | 1,056.00 | $ 24,660.00 |
| 7/11/17 | Hat Channel Framing | $ | 4,753.00 | $ 19,907.00 |
| 8/22/17 | Door Change – Narrow to Wide | $ | 715.00 | $ 19,192.00 |
| 8/22/17 | Ceiling tile change | $ | 477.00 | $ 18,715.00 |
| 9/25/17 | Additional Stucco work | $ | 1,760.00 | $ 16,955.00 |
| 9/25/17 | ADA Compliant mirrors (4) | $ | 645.00 | $ 16,310.00 |
| 9/25/17 | Sign Revision | $ | (1,341.00) | $ 17,651.00 |
| 9/25/17 | Base Coat and mesh – Bldg sign | $ | 1,045.00 | $ 16,606.00 |
| 9/29/17 | D-Ring for Elevator Shaft | $ | 664.00 | $ 15,942.00 |
| 9/29/17 | V-Card – HVAC controls | $ | 715.00 | $ 15,227.00 |
| 9/29/17 | Extra work – Rear, patching, blockwork | $ | 4,902.00 | $ 10,325.00 |
| 9/29/17 | Base coat and mesh – Bldg. sign | $ | (10,45.00) | $ 11,370.00 |
| 9/29/17 | Upside Roof Gutters | $ | 781.00 | $ 10,589.00 |
| 10/25/17 | Electrical Chg. – Meter Pan to CT Cabinet | $ | 2,043.00 | $ 8,546.00 |
| 11/22/17 | Elevator Flooring | $ | 1,144.00 | $ 7,402.00 |
| 11/22/17 | Column Covers – CREDIT | $ | (25,435.00) | $ 32,837.00 |
| 11/22/17 | Column Base Repairs | $ | 7,665.00 | $ 25,172.00 |
| 11/22/17 | Front Sidewalk | $ | 8,716.00 | $ 16,456.00 |
| **01/31/18** | **Column Bases** | **$** | **5,018.00** | **$ 16,456.00** |
| **02/09/18** | **Trench Drains** | **$** | **4,807.00** | **$ 6,631.00** |
| **02/14/18** | **Front Sidewalk** | **$** | **4,128.00** | **$ 2,503.00** |
| **02/14/18** | **Front Sidewalk** | **$** | **(4,588.00)** | **$ 7,091.00** |
| **02/14/18** | **Building Façade** | **$** | **1,200.00** | **$ 5,891.00** |

Weekly progress photographs are posted to the website and included in the Town Manager's Weekly Report.

*Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to authorize the Change Orders totaling $10,565.00.* ***Motion Carried (unanimous)***

## B. ERIC RUST – SUPERINTENDENT OF THE WASTEWATER RECLAMATION FACILITY

### 1. Flows

| | | |
|---|---|---|
| Influent Flow January – December: | | **282.33 mg** |
| Total rain fall recorded at the plant for the year: | | **40.4"** |
| Gallons sprayed on Town's field in 2017: | | **98.75 mg** |
| Gallons sprayed on Baxter's fields in 2017: | | **83.31 mg** |
| Gallons sprayed on Pettyjohn Woodlands: | | **131.22 mg** |
| Lagoon Depths: | **75 mg, 14.00ft** | **15mg, 6.5ft** |

### 2. Upcoming Reports that will be due:

- The Annual Spray Irrigation report is due by Feb 28th
- The Quality Assurance report is due by Feb 28th

3. All the new piping has been installed in Pettyjohn Woods. We have inspected all the sections, made some repairs, and started using the system for spray disposal.

## 10. PUBLIC COMMENT

- Ted Murphy, 313 South Bedford Street
  - Thank you for approving our application

- Correspondence
  - Trinidad Navarro, thank you for attending Ribbon Cutting

## 11. ADJOURNMENT

Motion by Councilman Hartstein, seconded by Councilman Holston to adjourn at 7:16pm.
**Motion Carried (unanimous)**

**APPROVED:**

Robert L Holston Jr., Secretary

**ATTEST:**

Eugene S Dvornick Jr., Town Manager