



## Georgetown Town Council Meeting Agenda

Meeting Date: Wednesday, February 28, 2018

Location: Town Hall, 39 The Circle, Georgetown, DE

Time: 6:45 PM Executive Session

Regular Meeting Immediately Following Executive Session

Page

### 6:45 PM EXECUTIVE SESSION

*Mayor and Council will meet in executive session for the discussion of a personnel matter in which the names, competency and abilities of individual employees are discussed.*

### REGULAR MEETING - IMMEDIATELY FOLLOWING EXECUTIVE SESSION

#### 1. PLEDGE OF ALLEGIANCE

#### 2. INVOCATION

#### 3. ADOPTION OF AGENDA

#### 4. APPROVAL OF FEBRUARY 14, 2018 TOWN COUNCIL MINUTES

A.

#### 5. 1ST READING OF ORDINANCES

- 3 A. Ordinance #2018-001 Official Change to Zoning Map  
[Ordinance 2018-001 Zoning Map Amendment - 313 North Bedford Street](#)

#### 6. G.R.E.A.T FUND REQUEST - GEORGETOWN LITTLE LEAGUE

4 - 6

- A. Request  
[Georgetown Little League - February 28, 2018](#)

**7. DOWNTOWN ELECTRONIC MESSAGE BOARD**

7 - 16

- A. Information  
[Electronic Message Board Information](#)

**8. EMPLOYMENT AGREEMENT AMENDMENT - TOWN MANAGER**

**9. DEPARTMENTAL REPORTS**

17 - 20

- A. Gene Dvornick – Town Manager  
[Town Manager Report - 2018-02-28](#)  
[Delaware General Assembly Legislative Report \(149 GA - 2nd Session\) \(2018-02-28\)](#)

**10. PUBLIC COMMENT**

**11. ADJOURNMENT**



**ORDINANCE NO. 2018-001**

**AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN, CHAPTER 230 THEREOF, ENTITLED ZONING, TO CHANGE THE ZONING MAP FOR THE PROPERTY LOCATED AT 313 NORTH BEDFORD STREET (135-14.20-79.00) FROM UR2 (MEDIUM RESIDENTIAL) TO UB3 (PROFESSIONAL BUSINESS).**

WHEREAS, the Town Council of the Town of Georgetown received an application to amend the zoning map of the Town of Georgetown from UR2 to UB3 for the property located at 313 North Bedford Street and further identified as Sussex County Tax Map 135-14.20-79.00, and;

WHEREAS, the Planning Commission of the Town of Georgetown has reviewed the application and has recommended approval by the Town Council, and;

WHEREAS, the Town Council of the Town of Georgetown held an advertised public hearing on January 24, 2018 to allow for public comment on the application, and;

WHEREAS, it is the opinion of the Town Council of the Town of Georgetown that the amendment will not have an adverse effect on adjacent properties and is in the spirit of the Georgetown Zoning Code and voted to approve the zoning change on February 14, 2018;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN, HEREBY ORDAINS:

Section 1. The Georgetown Zoning Map be amended by zoning the property identified as Sussex County Tax Map 135-14.20-79.00, with approximately 17,564 sq ft, to a classification of UB3 (Professional Business).

Section 2. This Ordinance shall take effect immediately upon its adoption by a majority of the vote of all members of the Town Council of the Town of Georgetown.

ADOPTED by the Town Council of the Town of Georgetown, Delaware on the \_\_\_\_ day of March, A.D., 2018.

\_\_\_\_\_  
William E. West  
Mayor

\_\_\_\_\_  
Robert L. Holston, Jr.  
Secretary of the Town Council

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## TOWN OF GEORGETOWN MEMORANDUM

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TO: Mayor and Council  
FROM: Gene Dvornick, Town Manager  
RE: Georgetown Little League – Grant Request (G.R.E.A.T. Fund)  
DATE: February 26, 2018

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The Georgetown Little League is seeking assistance from the Georgetown Recreation Education and Arts Trust (G.R.E.A.T.) Fund to help offset the recent purchase of a lawn mower for \$8,500 for maintaining the grounds at the Little League Park (see attached correspondence).

I spoke with League President Dennis Swain on Wednesday, February 21 and he indicated they were seeking up to \$3,000 in assistance.

The current Fund Balance is \$146,498.82 – summarized on the next page is a summary of the receipts and disbursements from the account.

**Requested Action**

1. Pleasure of the Mayor and Council

<u>Line</u>	<u>FY</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u>
1	2008	3917.52		\$ 3,917.52
2	2009	\$ 17,193.84		\$ 21,111.36
3	2010	\$ 16,483.17	\$ 24,871.36	\$ 12,723.17
4	2011	\$ 12,426.79		\$ 25,149.96
5	2012	\$ 38,997.71		\$ 64,147.67
6	2013	\$ 23,571.13		\$ 87,718.80
7	2014	\$ 38,852.42	\$ 9,197.95	\$ 117,373.27
8	2015	\$ 14,322.36	\$ 9,200.00	\$ 122,495.63
9	2016	\$ 11,567.67	\$ 2,500.00	\$ 131,563.30
10	2017	\$ 11,497.99	\$ 3,100.00	\$ 139,961.29
11	2018	\$ 6,537.53		\$ 146,498.82

Detail of Disbursements:

3	Georgetown Public Library		<u>\$ 24,871.36</u>
6	Georgetown Arts & Flowers	\$ 440.00	
	De Dist III World Series Championship	\$ 6,000.00	
	The Cruzers (Concert in the Park)	\$ 600.00	
	Terry Stuchlik (Concert in the Circle)	\$ 1,000.00	
	Lankford Advertising (Portable Sign)	\$ 300.00	
	Funsters (Concert in the Park)	\$ 600.00	
	Georgetown Arts & Flowers	\$ 257.95	
		<u>\$ 9,197.95</u>	
8	Georgetown Little League	\$ 5,200.00	
	Georgetown Arts & Flowers	\$ 4,000.00	
		<u>\$ 9,200.00</u>	
9	Georgetown Arts & Flowers	\$ 2,500.00	
10	Georgetown Playground & Park	\$ 2,300.00	
	World War I Monument	\$ 500.00	
	Robotics Competition Donation	\$ 300.00	
		<u>\$ 3,100.00</u>	

February 2, 2018

The Honorable William West  
Mayor, Town of Georgetown  
39 The Circle  
Georgetown, DE 19947

Dear Bill:

The Georgetown Little League recently purchased a lawn mower in the amount of \$8,500 to be used to maintain the grounds at the little league park. The newly purchased lawn mower will replace the mower we currently have which is over 20 years old. The little league is graciously requesting the town's assistance to help defray the cost of the new lawn mower.

The Georgetown Little League appreciates your consideration to our request and your ongoing support. If you need further information, please do not hesitate to contact me at 302.542.0080.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dennis Swain", is placed over a light blue rectangular background.

Dennis Swain  
President

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## TOWN OF GEORGETOWN MEMORANDUM

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TO: Mayor and Council  
FROM: Gene Dvornick, Town Manager  
RE: Town Electronic Message Board  
DATE: February 28, 2018

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At the December 13, 2017 Town Council Meeting while discussing renewal of the Lankford Sign Contract, it was requested that a more permanent solution be found.

Staff and I have been working over the last few weeks and are pleased to present the following:

- Electronic Message Board (EMB) Proposal from Phillips Signs - \$29,273.15
- Aerial map depicting the proposed EMB location
- Graphic depictions of EMB announcements
- A proposed “Policy for Use of Town Owned Electronic Message Board”
- A proposed “Electronic Message Board Sign Request”

**Requested Action**

1. Approve \$40,000.00 from Realty Transfer Tax account for the purchase of the EMB and construction of the base.
2. Adoption of the proposed “Policy for Use of Town Owned Electronic Message Board”

**Phillips Signs Inc**  
 20874 Sussex Hwy  
 Seaford Delaware 19973  
 United States  
 Phone: 302-629-3550  
 Fax : 302-628-9082  
 ben@phillipssigns.biz  
 www.phillipssigns.biz



**Quote 3093 - D/F LED Monument Sign - 12MM**

**Expiration Date : 07/21/2018**

**Quote for**

**Town of Georgetown**  
 39 The Circle  
 Georgetown DE 19947

**Contact**

**Jocelyn Godwin**  
 Phone : (302) 856-7391  
 Fax : (302) 856-6348  
 Email : jgodwin@georgetowndel.com  
 Address : 39 The Circle  
 Georgetown DE 19947

**Shipping/Install**

East Market Street and Layton  
 Avenue  
 Georgetown DE 19947

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
3093	01/22/2018	<b>Matt Phillips</b> matt@phillipssigns.biz (302) 381-2642	50% down- balance upon completi		

**Items**

#	Item	Qty	Unit Price	Total	Tax
1	<b>materials</b> 20.0 Rnft pipe - schedule 40 - 5" - .258 wall 1.0 aluminum-rec tube-1x2x1/8x24 - rec.tube 1.0 Acrylic sheet-optix - 3/16 x4x8-7328 white - light diffusing 4.0 063x4x8 matte black / matte white - 1.0 toggle switch - maxbrite-120/277 - 2.0 Galvanized angle 2"x2"x3/16" - 1.0 LEDs and power supplies for cabinets - 1.0 paint - based on one quart 1.0 misc. hardware fore assembly or install 1.0 digital print laminated	1	\$1,422.15	\$1,422.15	\$0.00
2	<b>12mm 3 x 5 Watchfire Sign</b> 1.0 Cost - Cost of item with no mark up	1	\$22,874.00	\$22,874.00	\$0.00
3	<b>shop labor</b>	30	\$90.00	\$2,700.00	\$0.00
4	<b>Install Support Pole</b> Includes : 12.0 Hrs Installation labor - Installation labor	12	\$103.50	\$1,242.00	\$0.00
5	<b>install Sign</b> Includes : 10.0 Hrs Installation labor - Installation labor	10	\$103.50	\$1,035.00	\$0.00

**Total**

<b>Sub Total</b>	<b>Total Tax(%)</b>	<b>Final Price</b>
<b>\$29,273.15</b>	<b>\$0.00 (0.0%)</b>	<b>\$29,273.15</b>

**Downpayment (0.0 %)** \$0.00

**Notes** : Supply and install (1) D/F monument sign mounted on customer supplied brick base. LED sign to be 3' x 5' viewing 12MM full color sign with lifetime broadband cellular communication. Sign to have decorative non-illuminated top peak with LED illuminated seal logo channel case. Decorative sides to be 8" deep 1/8" aluminum routed and painted. Sign installed on 5" steel pole.

**Terms And Conditions**

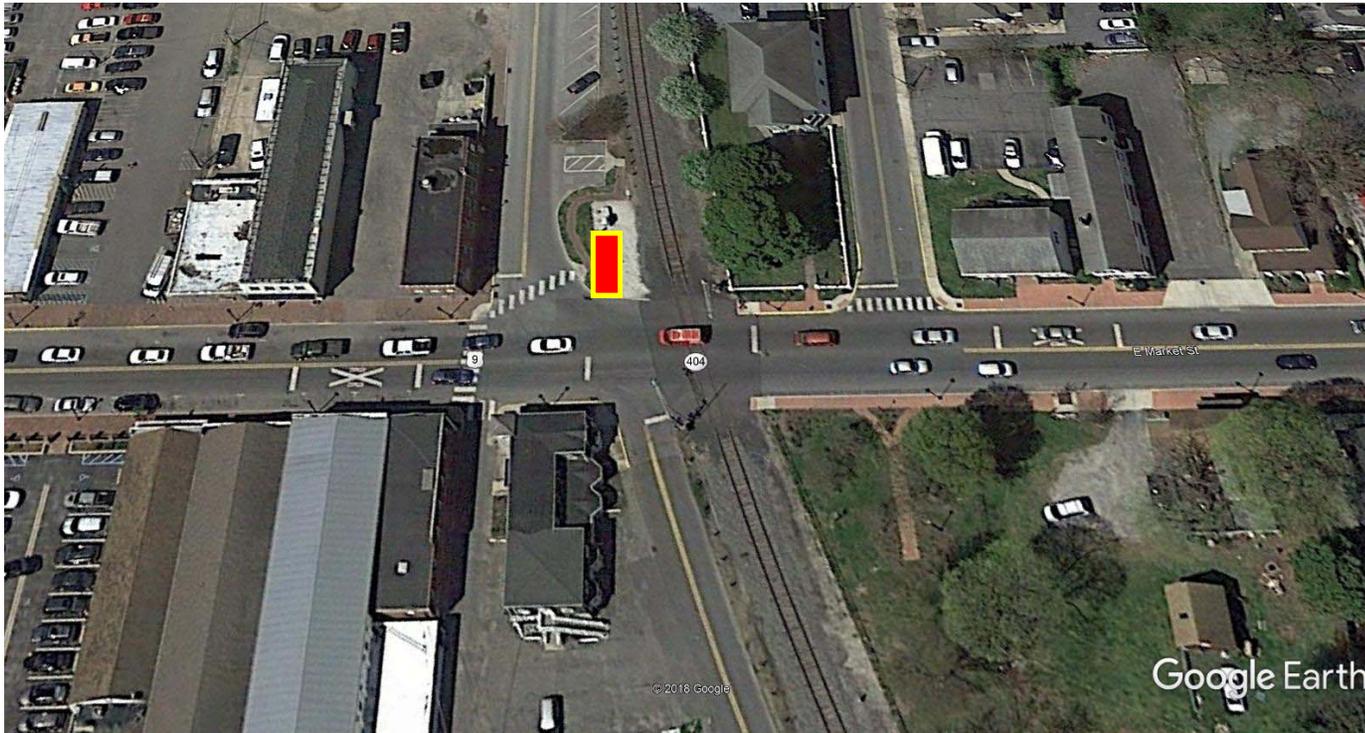
**The prices on this item reflect a 2.5% cash, money order, or certified check discount. This discount is not valid for a credit card purchase. Add 2.5% to the total cost for credit card purchases.**

for **Town of Georgetown**

**Signature**

**Date**

We agree to your terms and conditions. Please proceed with the order.



Proposed Electronic Message Board Placement  
Layton Avenue and East Market Street



TOWN OF GEORGETOWN

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**PHILLIPS SIGNS, INC., SEAFORD, DE (302) 629-3550/FAX (302) 628-9082**

**SALES CONTACT:** Ben & Matt Phillips **PROOFED**  
**SCALE:** 3/4"=1'-0"  
**DESIGNER:** Diana Nichols

IF APPLICABLE, THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN

**FILE NAME:** 1-19-18 saved on new system Town of Georgetown-Matt changed size, logo at top  
 2-22-18 changed suxxes to sussex & advertising option 1



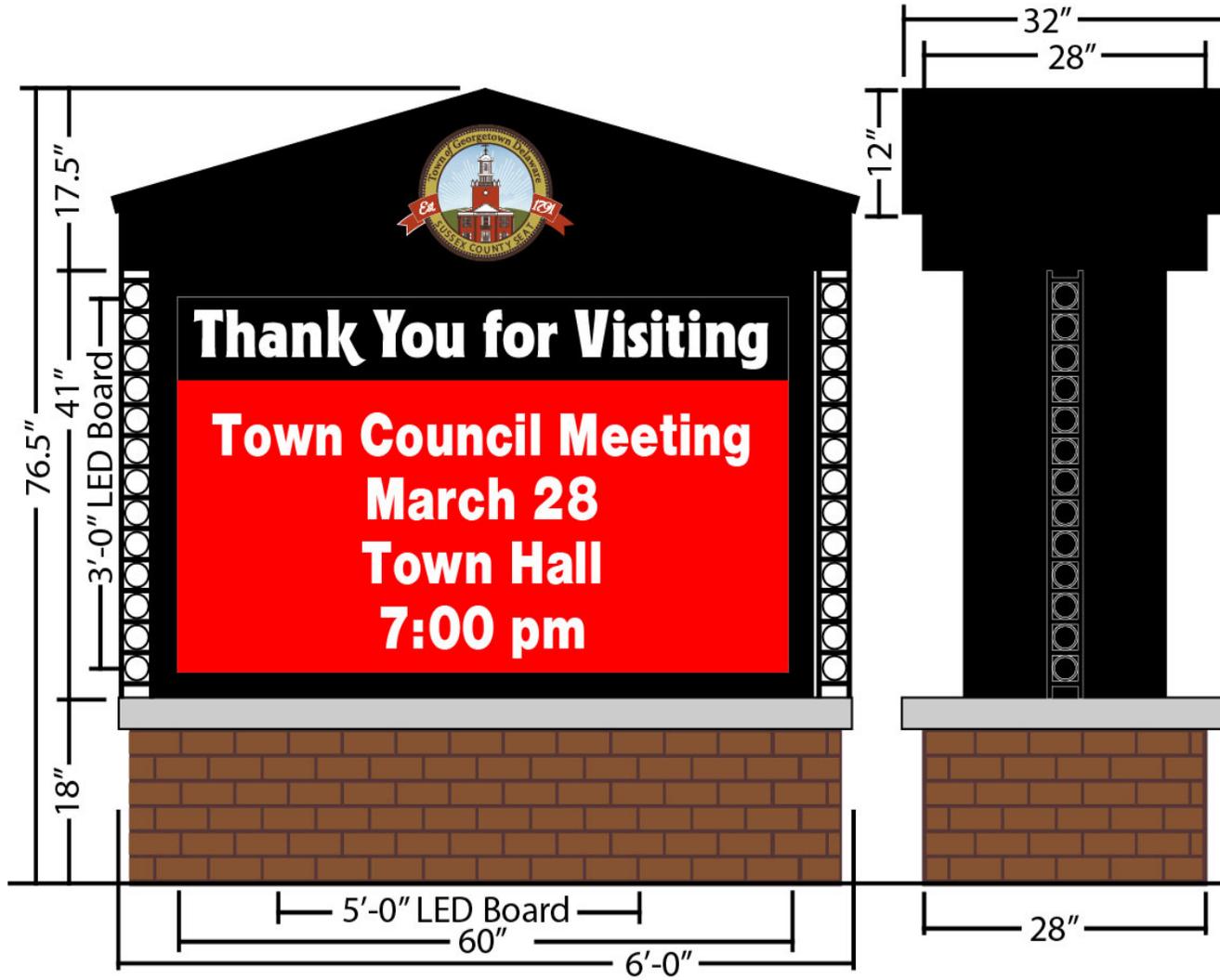
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 2-22-18 advertising option 2



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**SALES CONTACT:** Ben & Matt Phillips **PROOFED**  
**SCALE:** 3/4"=1'-0"  
**DESIGNER:** Diana Nichols

IF APPLICABLE, THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN

**FILE NAME:** 1-19-18 saved on new system Town of Georgetown-Matt changed size, logo at top  
 2-22-18 advertising option 3



# Town of Georgetown

## Policy for Use of Town Owned Electronic Message Board

### PURPOSE

The purpose of this policy is to establish guidance for the utilization of the Town's electronic message board (EMB) at East Market Street and Layton Avenue.

The Town Hall shall be responsible for approval of and control over all content appearing on the Town's EMB.

### GENERAL GUIDELINES

1. Illumination of the EMB will be from 5:00 a.m. to 9:00 p.m.
2. The primary/priority use of the EMB shall be to promote municipal programs and services.
3. Once each week, Town Hall Staff shall review and update the EMB messaging.
4. Announcements shall expire and shut down no later than the evening of any noticed or advertised event.
5. Town of Georgetown recognized community service clubs and organizations may request permission to display EMB sign announcements for events occurring within the Town limits. Requests for posting will not be accepted nor postings permitted on behalf of private persons, entities, businesses, political or religious organizations. The acceptance of a non-municipal posting to the EMB does not constitute a sponsorship or official endorsement by the Town of the message and/or event described therein.
6. Event announcements will be placed on the EMB sign no sooner than 5 to 14 days prior to the event. Date(s) and duration of postings will be determined by the number of postings being requested at any given time with priority afforded to postings as described in #2 above.
7. Requests must be submitted via e-mail to the Town Hall ([info@georgetowndel.com](mailto:info@georgetowndel.com)) at least ten days prior to the date the requestor wants the EMB to display the message about the event. The request must be submitted on the Town of Georgetown Electronic Sign Request Form available on the Town Website ([www.georgetowndel.com](http://www.georgetowndel.com))
8. Decision on the dates of postings, duration, and content shall rest with the Town Manager. The Town assumes no liability for mechanical/technological failures or clerical errors in postings.
9. The Town without advance notice may cancel sign announcements indefinitely to address Town emergencies, safety issues and/or official communications.

RECOGNIZED COMMUNITY SERVICE CLUBS AND ORGANIZATIONS

American Legion Ambulance Service  
CHEER – Sussex County Senior Services  
County Seat Cruisers  
First State Community Action Agency  
Georgetown Arts & Flowers  
Georgetown Chamber of Commerce  
Georgetown Fire Department  
Georgetown Historical Society  
Georgetown Kiwanis Club  
Georgetown Lions Club  
Georgetown Little League  
Georgetown-Millsboro Rotary Club  
Georgetown Playground & Parks  
Georgetown Public Library  
Historic Georgetown Association  
La Esperanza  
State of Delaware  
Sussex County Council  
Sussex County Return Day



# Request for Use of Town of Georgetown Electronic Message Board Sign

PLEASE ALLOW 10 DAYS FOR YOUR REQUEST TO BE PROCESSED

## REQUESTOR INFORMATION

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Address of Event (if different): \_\_\_\_\_

Organization Type:

- Government     
  Chamber of Commerce     
  Not for Profit     
  Other

Requested Start Date: \_\_\_\_\_ Requested End Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact email: \_\_\_\_\_

## ANNOUNCEMENT

**4 LINE LIMIT – EACH LINE HAS 16-18 CHARACTER LIMIT**

Include spaces in count, more letters = smaller font


*Office Use Only*

Date Received: \_\_\_\_\_ Approved/Disapproved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Posted/Scheduled: \_\_\_\_\_ By: \_\_\_\_\_

## **TOWN MANAGER REPORT**

### **February 28, 2018**

#### **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**

Repairs are complete on Well 3A at Delaware Tech and the water plant is back online.

#### **DART Transit Hub – Restroom Facilities**

An onsite meeting was held the Georgetown Transit Hub with the Manager of Facilities and Capital Projects for DART – Delaware Transit Corporation. We discussed the concern over porta-potties and I was informed they would reinitiate conceptual design plans improvements at the hub. This includes items such as a new shelter, curbing, seating, drainage, lighting, security cameras, fencing and others. I did share information on pre-fabricated restroom facilities for incorporation into their planning. Once these are prepared, they will be presented at a regular Town Council Meeting.

#### **Circle Lighting**

Over the next few weeks, there will be a small change in the lighting of the interior ring of the Circle. The four existing fiberglass streetlight poles are being replaced with cast aluminum lighted bollards, which are approximately 39” high. This provides ground level lighting while making the fountain more visible as the focal point of the Circle.

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

See attached page

#### **Miscellaneous**

- Legislative Update
- Reminders:
  - Sussex County Association of Towns: Wednesday, March 7, 6:00 PM, hosted by Laurel
  - Sussex County Association of Towns Steering Committee: Friday, March 9, 9:00 AM, Arena’s at the Airport

Reviewed by Town Solicitor

**TOWN MANAGER REPORT**  
**February 28, 2018**

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

Progress on the Annex building is moving right along. There is currently one Change Order for approval by Council:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
05/01/17	Contract Award - Contingency Allowance	\$ 50,000.00	\$ 50,000.00
06/06/17	Additional CMU infill	\$ 1,174.00	\$ 48,826.00
06/06/17	Remove tin ceiling - replace with drywall	\$ (467.00)	\$ 49,293.00
06/12/17	Flooring change - tile	\$ 8,512.00	\$ 40,781.00
06/19/17	Miscellaneous wood framing repairs	\$ 10,794.00	\$ 29,987.00
06/21/17	Additional elevator electric	\$ 4,271.00	\$ 25,716.00
06/21/17	Install shingles - front gable	\$ 1,056.00	\$ 24,660.00
07/11/17	Hat Channel Framing	\$ 4,753.00	\$ 19,907.00
08/22/17	Door change - Narrow to Wide	\$ 715.00	\$ 19,192.00
08/22/17	Ceiling tile change	\$ 477.00	\$ 18,715.00
09/25/17	Additional Stucco work	\$ 1,760.00	\$ 16,955.00
09/25/17	ADA Compliant mirrors (4)	\$ 645.00	\$ 16,310.00
09/25/17	Signage revision	\$ (1,341.00)	\$ 17,651.00
09/25/17	Base coat and mesh - Bldg. sign	\$ 1,045.00	\$ 16,606.00
09/29/17	D-Ring for Elevator Shaft	\$ 664.00	\$ 15,942.00
09/29/17	V-Card - HVAC controls	\$ 715.00	\$ 15,227.00
09/29/17	Extra work - Rear, patching, blockwork	\$ 4,902.00	\$ 10,325.00
09/29/17	Base coat and mesh - Bldg. sign	\$ (1,045.00)	\$ 11,370.00
09/29/17	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	\$ (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	\$ 11,438.00
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
<b>02/27/18</b>	<b>Bollards - 7 Additional</b>	<b>\$ 9,166.00</b>	<b>\$ (3,275.00)</b>

As this Change Order depletes the contingency – if acceptable, we would like authorization to pay directly from Realty Transfer Tax Funds versus USDA Funding. Weekly progress photographs are posted to the website and included in the Town Manager’s Weekly Report.

***Request Town Council authorize the Change Order, totaling \$9,166.00***

Reviewed by Town Solicitor



## Town of Georgetown Second Session, 149<sup>th</sup> Delaware General Assembly Legislative Report

Prepared By:  
Eugene S. Dvornick, Jr., Town Manager  
February 14, 2018

Bill	Description	Position	Status	
HB 38	Nonutility Wells and Permits with HA 1	Support	PASSED (05/11/17)	Out of Committee (01/17/18)
HB 177	Municipal Boards of Adjustment	Support	PASSED (07/02/17)	Out of Committee (01/24/18)
HB 260	Formation of a Grant-In-Aid Committee	Support	PASSED (01/11/18)	Finance (01/17/18)
HB 270	Clean Water for Delaware Act	Under Review	Natural Resources (12/14/17)	
HB 293	Prevailing Wage Reform	Support	Administration (01/09/18)	
HB 295	Bond and Capital Improvements	Support	<b>Signed by Governor (02/14/18)</b>	
HB 297	Decreasing the Realty Transfer Tax	Oppose	Revenue & Finance (01/16/18)	

HB 325	Bond and Capital Improvements (Governor's Recommended)	Under Review	Capital Infrastructure (01/25/18)	
SB 145	Budget (Governor's Recommended)	Under Review		Finance (01/25/18)
Watch List:	Cannabis Use			