

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, February 28, 2018
Location: Town Hall, 39 The Circle, Georgetown, DE 19947
Time: 7:00 P.M. Regular Meeting

PRESENT:

Bill West, Mayor
Rebecca Johnson-Dennis, Ward Two
Chris Lecates, Ward Three
Bob Holston, Ward Four

STAFF PRESENT:

Eugene S. Dvornick Jr., Town Manager
Stephani J. Ballard, Town Solicitor

ABSENT:

Steve Hartstein, Ward One

6:45 PM – EXECUTIVE SESSION

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to go into Executive Session. **Motion Carried (unanimous)**

Exited Executive Session at 6:59pm.

REGULAR MEETING IMMEDIATELY FOLLOWING EXECUTIVE SESSION

1. PLEDGE OF ALLEGIANCE

Boy Scout, Colby Fox, led the Pledge of Allegiance.

2. INVOCATION

Councilwoman Lecates led the Invocation.

3. ADOPTION OF AGENDA

Motion by Councilwoman Lecates, seconded by Councilman Holston to adopt the agenda as presented. **Motion Carried (unanimous)**

4. APPROVAL OF FEBRUARY 14, 2018 TOWN COUNCIL MINUTES

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to approve the February 14, 2018 Town Council Minutes as presented. **Motion Carried (unanimous)**

5. 1ST READING OF ORDINANCES

A. ORDINANCE #2018-001 OFFICIAL CHANGE TO ZONING MAP

Town Manager Dvornick presented Council with the first reading of Ordinance #2018-001 Official Change to Zoning Map.

This is the first reading. No action at this time.

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

Motion by Councilman Holston, seconded by Councilwoman Johnson-Dennis to approve the G.R.E.A.T Fund Request from the Georgetown Little League for \$3,000.00.

Motion Carried (unanimous)

7. DOWNTOWN ELECTRONIC MESSAGE BOARD

Town Manager Dvornick presented Council with an overview of the proposed Electronic Message Board, Policy, and Sign Request Form.

Motion by Councilwoman Lecates, seconded by Councilman Holston to approve the Downtown Electronic Message Board Policy as presented with one (1) change to the time the sign is illuminated. **Motion Carried (unanimous)**

Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to approve \$40,000.00 from Realty Transfer Tax to fund the Downtown Electronic Message Board and base. **Motion Carried (unanimous)**

8. EMPLOYMENT AGREEMENT AMENDMENT – TOWN MANAGER

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to approve the Employment Agreement Amendment for the Town Manager. **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

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 at 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 reinstate 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

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>
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
02/27/18	Bollards – 7 Additional	\$ 9,166.00	\$ (3,275.00)

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.

Motion by Councilwoman Lecates, seconded by Councilman Holston to approve the Change Order for an amount not to exceed \$9,166.00 from Realty Transfer Tax Funds.

Motion Carried (unanimous)

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

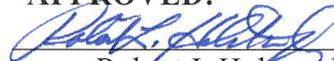
10. PUBLIC COMMENT

- Chris Lecates
 - House on West Laurel Street with multiple code violations
 - Window coverings
 - Missing windows
 - Siding falling off
 - Poorly maintained yard
 - No house number
 - Exceeding the number of people living at the home
 - No fines have been issued for this property
 - It has been at least a year that I have been noticing these issues
 - Asking that as Councilmembers, we all go out and try to focus on cleaning up the Town by staying on top of houses that are in violation of the code.
 - I want Council to come up with a timeline for when we want to see these items addressed so we can ensure it is done in a reasonable amount of time.
- Bill West
 - Suggested a meeting with the Town Manager, Code Enforcement Officer, and property owner to come up with a plan to get this house up to code.
 - The Sussex Sports Field is moving forward
- Gene Dvornick
 - Thank you to Councilman Holston and the Village of Cinderberry for allowing us to come and share our perspectives on the Town. Because of that meeting, we did some research, and we found that in Lansing Michigan, their code has specific types of window coverings that are prohibited.
 - In reference to the Public Workshop last night, our Planning Commission Chair asked if the Town would have a position in correspondence of what alternative we preferred. I told him that once the displays were up I would put the link out there and I would like to let everyone take a look at the alternatives at a Council meeting to agree on one and we can write a note to the department letting them know what alternative the Town of Georgetown prefers.

11. ADJOURNMENT

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to adjourn at 7:39pm. **Motion Carried (unanimous)**

APPROVED:



Robert L Holston Jr., Secretary

ATTEST:



Eugene S Dvornick Jr., Town Manager