

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING AGENDA**

Meeting Date: Wednesday, March 25, 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 11, 2015 Town Council Minutes
5. Proclamation – Parker Keygan Schmidt
6. Downtown Incentive Grant – Georgetown Billiards
7. 3rd Presentation & Adoption of FY16 Budget
 - A. Resolution #2015-1 Adoption of FY16 Budget
8. Adoption of the Annual Tax Assessments
9. 1st Reading of Ordinances
 - A. Ordinance #2015-7 Debt Service Fee
 - B. Ordinance #2015-8 Annexation Procedures
10. Departmental Reports
 - A. Gene Dvornick – Town Manager
11. Public Comment
12. Executive Session
Mayor & Council will meet in Executive Session for the discussion of a personnel issue in which the names, competency and abilities of individual employees are discussed.
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 of Georgetown

Tribute

Be it hereby known to all that the Town of Georgetown commends

Parker Keygan Schmidt

.....

In recognition for tremendous courage, bravery, and integrity of a true hero, by overcoming fear for your safety while rescuing the family cat, Maggie from certain death.

.....

NOW, THEREFORE, the Town of Georgetown does hereby congratulate Parker Schmidt on his heroism and joins in celebrating his bravery, courage, and integrity by proclaiming the 25th day of March 2015, Parker Keygan Schmidt Day.

William E West, Mayor

Sue H Barlow, Vice-Mayor

Chris Lecates, Secretary



MATCHING GRANT APPLICATION

The Town of Georgetown will fund up to \$500.00 of the cost for facade, sign or awning improvements for properties located within the East Market Street Business District (The Circle to Layton Avenue), for a total project cost of \$1,000.00 per building, per year. The maximum matching grant is not to exceed \$500.00 for facade, sign or awning improvements, funding permitting per year. The grant applies to the front facades only. Matching grant will only be awarded to projects that are approved by the Georgetown Town Council prior to the start of work. A written confirmation from the Town Council and a Building Permit must be provided prior to construction or installation. Matching grant funds are released as a reimbursement after approved work is complete and all the required forms are submitted. Please see the attached materials for further details.

Date: 3-7-15	Estimated Total Cost of Project: 855
Business Name: G. George Town Billiards	Phone: 302-858-6555
Street Address of Business: 128 EAST MARKET ST.	
Mailing Address, If Different Than Street Address:	
Contact Person: LEO A WEIGAND	
Proposed Start Date: 4-15-15	Anticipated Completion Date: 4-21-15

Statement of Understanding

1. The Applicant agrees to comply with the guidelines and procedures of the Town of Georgetown Facade, Sign or Awning Improvement Matching Grant Program and Design Guidelines
2. The Applicant understands that he/she must submit detailed cost documentation, copies of building/sign permits, bids, contracts, and invoices and contractors' final waivers of lien upon completion of the approved improvements and be reimbursed for half of the total approved expense
3. The Applicant agrees to hold harmless the Town of Georgetown for any damage to the building or personal injury that may occur as a result of work funded by this matching grant.
4. Recipients of any facade matching grant funds must agree to observe all applicable federal, state, and local law pertaining to the use of matching grant funds.

Leo A Weigand
Applicant Signature

3-7-15
Date

If the Applicant is other than the owner of the building, the following line must be completed:

I certify that I, the owner of the property, do authorize the Applicant to apply for a matching grant under the Facade, Sign or Awning Improvement Matching Grant Program and undertake the approved improvements.

Calvin Kovenski
Owner Signature

3-9-15
Date

Impact Graphix proof: Georgetown Billiards
3'x3' PVC sign Installed \$655

36"



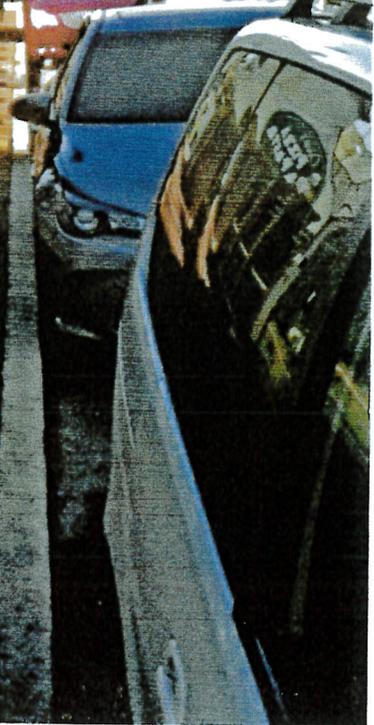
36"



DEPARTMENT
JUSTICE

George Town
303.558.0881
BILLIARDS
COME & PLAY
TAPROOM
TAP & BALEY

Chris's
**PIZZA
& PASTA**





RESOLUTION NO. 2015-1

**A RESOLUTION APPROVING THE TOWN OF GEORGETOWN, DELAWARE
BUDGET FOR THE FISCAL YEAR 2016 AND ESTABLISHING BUDGET
AMENDMENT AUTHORITY**

WHEREAS, The Town of Georgetown has adopted the provisions of the Town of Georgetown Charter, Article V, Financial Affairs, Powers, and Procedures, Section 5.2 Annual Budget; and

WHEREAS, The Town Manager has prepared a budget for the fiscal year ending April 30, 2016 (FY16) consistent with the Charter; and

WHEREAS, The Town Council does hereby authorize the Town Manager/Town Administrator to transfer any unexpended and unencumbered appropriations, at any time throughout FY2016, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the Town Council.

WHEREAS, The Budget for the Town of Georgetown for the fiscal year ending April 30, 2016 as submitted by the Town Manager and as amended and adopted by the Town Council on the 25th day of March, 2015 is hereby ratified; and

WHEREAS, The Town Council recommends adoption of the FY2016 budget totaling \$5,873,048; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF GEORGETOWN:**

SECTION 1. The Town Council of the Town of Georgetown does hereby adopt the FY 2016 Budget on the 25th day of March, 2015 with total resources available in the amount of \$5,873,048 are hereby established as follows:

Department	Appropriation Amount
Administration	\$1,731,005
Council	\$ 0
Police	\$ 213,000
Streets	\$ 330,000
Water	\$1,088,500
Sewer	\$1,815,543
Planning & Zoning	\$ 225,000
Trash	\$ 470,000
Total	\$5,873,048

SECTION 2. The Town of Georgetown will no longer accept out of town requests for sanitary sewer service. All requests lawfully in place prior to the date of this Resolution shall be grandfathered.

SECTION 3. For FY16, 100% of the anticipated revenues have been fully appropriated with no funds set aside as promulgated under Resolution #2010-6.

SECTION 4. This Resolution shall become effective immediately upon its approval by Council.

BE IT ENACTED by a majority vote of the Town Council of The Town of Georgetown, Delaware on this _____ day of _____, A.D., 2015.

William E West, Mayor

Chris Lecates, Secretary

DRAFT

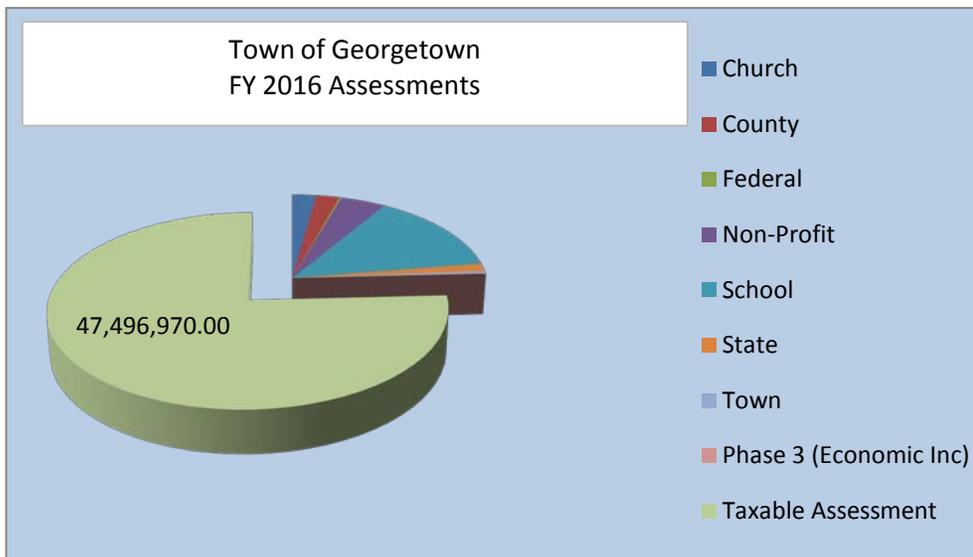
**Town of Georgetown
Annual Tax Assessments
FY16**

Land	10,266,593.00
Improvement	<u>52,413,132.00</u>
Total Assessment	<u><u>62,679,725.00</u></u>

Exempt Properties

Church	1,368,650.00
County	1,347,600.00
Federal	102,550.00
Non-Profit	2,594,480.00
School	8,664,650.00
State	815,500.00
Town	264,300.00
Phase 3 (Economic Inc)	<u>25,025.00</u>
Total Exempt	<u><u>15,182,755.00</u></u>

Taxable Assessment 47,496,970.00





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 2 of 2
Section 2. All other fees established in Chapter 98 shall remain unchanged by this ordinance.

Section 3. 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.

§ 2-1. 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. Eighteen (18) copies of the Application is 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.

Following said public hearing (which shall be advertised 15 days prior with an opportunity for public comment of at least 30 days prior to decision) 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.

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