

**TOWN OF GEORGETOWN  
TOWN COUNCIL MEETING AGENDA**

Meeting Date: Wednesday, March 23, 2016  
Location: Town Hall, 39 The Circle, Georgetown, DE  
Time: 6:45 P.M. Public Hearing  
7:00 P.M. Regular Meeting

6:45 P.M. Public Hearing – Ordinance #2016-4 Registered Compassion Center  
*(Medical Marijuana)*  
(added 3/17/16 as information determined necessary for inclusion)

7:00 P.M. Regular Meeting

- I. Pledge of Allegiance
2. Invocation
3. Adoption of Agenda
4. Approval of March 9, 2016 Town Council Minutes
5. Oath of Office – Councilperson Ward 4
6. Adoption of the Annual Tax Assessments
7. 123 West Market Street – Agreement of Sale
8. Asbestos Services – 37 & 39 The Circle
9. Departmental Reports  
A. Gene Dvornick – Town Manager
10. Public Comment
- II. 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).



## ORDINANCE NO. 2016-4

### AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN, CHAPTER 230, THEREOF, ENTITLED ZONING

WHEREAS, the Town Council recognizes the need to address Registered Compassion Centers.

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

Section 1. Chapter 230, Article III, Definitions, of the Code of the Town of Georgetown is hereby amended as follows:

§ 230-5. Definitions.

For the purpose of this chapter, certain terms and words are hereby defined as follows:

#### **Registered Compassion Center**

**Means a not-for-profit entity registered pursuant to the Delaware Medical Marijuana Act that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies, or dispenses marijuana, paraphernalia, or related supplies and educational materials to registered qualifying patients who have designated the dispenser to cultivate marijuana for their medical use and the registered designated caregivers of these patients.**

Section 2. Chapter 230, Article XV, HC Highway Commercial District, of the Code of the Town of Georgetown is hereby amended as follows:

§ 230-104. Permitted uses.

Buildings may be erected, altered and used or land may be used for any of the following purposes and none other:

#### **Registered Compassion Center, subject to the following requirements:**

- (1) **Exterior appearance of the structure must be consistent with the general architectural characteristics of the surrounding area.**
- (2) **Hours of operation shall be limited to 7:00 a.m. to 8:00 p.m.**

- (3) Lighting shall be required such that will illuminate the compassion center, its immediate surrounding area, any accessory uses including storage areas, the parking lot(s), its front facade, and any adjoining public sidewalk. Lighting shall be hooded or oriented so as to deflect light away from adjacent properties.
- (4) The owner(s) shall remove graffiti from the premises within 24 hours of its occurrence.
- (5) The owner(s) shall provide for removal of litter twice each day of operation, from, and in front of, the premises.
- (6) The owner(s) shall ensure the absence of loitering.
- (7) Signs
  - a. Exterior signage shall be restricted to a single ground or wall sign no larger than ten (10) square feet.
  - b. No graphics of any kind will be allowed.
  - c. Wall identification sign listing the name and emergency contact phone number of the operator or manager in letters of at least 2 inches in height shall be posted in close proximity to the fire department Knox Box.
- (8) The facility shall fully comply with all other requirements of the Town of Georgetown and the laws of the State of Delaware.

Section 3. Chapter 230, Article XVI, LI-1 Limited Industrial District, of the Code of the Town of Georgetown is hereby amended as follows:

§ 230-110. Permitted uses.

Buildings may be erected, altered and used or land may be used for any of the following purposes and none other:

**Registered Compassion Center, subject to the following requirements:**

- (1) Exterior appearance of the structure must be consistent with the general architectural characteristics of the surrounding area.
- (2) Hours of operation shall be limited to 7:00 a.m. to 8:00 p.m.
- (3) Lighting shall be required such that will illuminate the compassion center, its immediate surrounding area, any accessory uses including storage areas, the parking lot(s), its front facade, and any adjoining public sidewalk. Lighting shall be hooded or oriented so as to deflect light away from adjacent properties.
- (4) The owner(s) shall remove graffiti from the premises within 24 hours of its occurrence.
- (5) The owner(s) shall provide for removal of litter twice each day of operation, from, and in front of, the premises.
- (6) The owner(s) shall ensure the absence of loitering.
- (7) Signs
  - a. Exterior signage shall be restricted to a single ground or wall sign no larger than ten (10) square feet.

- b. No graphics of any kind will be allowed.
  - c. Wall identification sign listing the name and emergency contact phone number of the operator or manager in letters of at least 2 inches in height shall be posted in close proximity to the fire department Knox Box.
- (8) The facility shall fully comply with all other requirements of the Town of Georgetown and the laws of the State of Delaware.

Section 4. This Ordinance shall become effective following its adoption by a majority vote of all 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., 2016.

\_\_\_\_\_  
William E West, Mayor

\_\_\_\_\_  
Steve M Hartstein, Secretary

1<sup>st</sup> Reading: March 23, 2016  
2<sup>nd</sup> Reading: April 13, 2016  
Adoption: April 13, 2016

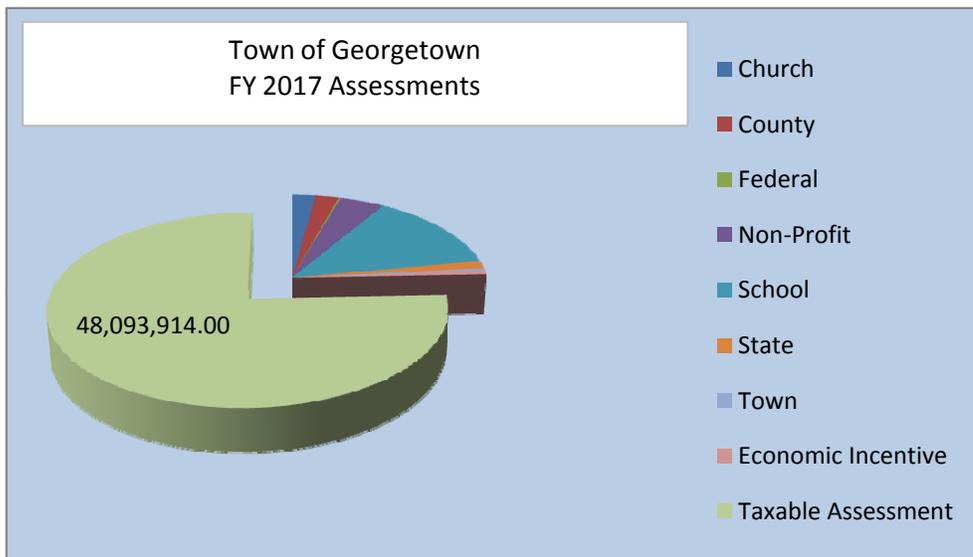
**Town of Georgetown  
Annual Tax Assessments  
FY17**

Land	10,229,114.00
Improvement	<u>53,401,331.00</u>
Total Assessment	<u><u>63,630,445.00</u></u>

**Exempt Properties**

Church	1,391,100.00
County	1,347,600.00
Federal	102,550.00
Non-Profit	2,592,080.00
School	8,593,100.00
State	815,500.00
Town	264,600.00
Economic Incentive	<u>430,001.00</u>
Total Exempt	<u><u>15,536,531.00</u></u>

**Taxable Assessment      48,093,914.00**





760 Pulaski Highway  
Bear, DE 19701  
1-302-326-2333

Asbestos Services  
Proposal  
Town Hall and Town Hall Annex  
37-39 The Circle  
Georgetown, DE

3/14/16  
Harvard Project # 16723

PREPARED FOR: Gene Dvornick  
Town of Georgetown  
39 The Circle  
Georgetown, DE

Dear Gene,

As requested, an estimate and proposal has been prepared for review. The estimate was built from basic data obtained from discussions regarding anticipated schedules and sampling needed to supplement the work.

It should be noted that costs associated with supporting this project are dependant on the number of samples needing to be collected and analyzed. Harvard is willing to implement "ABC Protocols" for the analysis of all asbestos bulk samples collected. Aspects of this offering are discussed within this submission.

Provided below is the structure of the proposal for navigation purposes.

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As a function of Harvard’s internal process, the included “Authorization To Proceed” is required to be submitted to our office prior to scheduling your work. This may be faxed to the number provided on the form.

Should you have any questions, or would like to meet to further discuss specifics, please feel free to contact me.

Again, thank you for the opportunity to contribute to your success.

Respectfully,

Michael Sanders  
**Operations Manager**  
**Harvard Environmental, Inc.**

## INTRODUCTIONS

Harvard Environmental, Inc. would like to extend to you our appreciation for your consideration of our services. Our intentions for the work are to provide The Town of Georgetown the highest level of quality work at the lowest investment possible.

This proposal is specific to designing asbestos abatement specifications in accordance with EPA NESHAP (National Emissions Standard for Hazardous Air Pollutants) associated with the interior and exterior of the Town Hall and Town Hall Annex. Also included in the services will be to conduct bidding processes and abatement contractual obligations to the building owner and to provide onsite air monitoring, project management and quality assurance and control, and finally close out proceedings for long-term record keeping.

Provided is an estimate for the work to be performed.

Harvard has performed the type of work requested for various customer bases locally, regionally and nationally. Based in Bear, Delaware, The Town of Georgetown is in the position to receive our services at the lowest cost possible. The vast experiences of our organization coupled with our proprietary internal data systems for information processing will enable The Town of Georgetown to experience quality services that stands above expectations.

Provided in this submission is Harvard's understanding of the Scope of Work, assumptions that are the basis of the estimate, and discussions for considerations regarding execution of the work.

## SCOPE OF PROPOSAL

Provided below and on the following pages is Harvard's understanding of the scope of work.

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- Meeting with building owners, architects and funding resource management team for purposes of kick off meeting and development of strategy of relocation, phasing and sequencing
- Development of specifications, designed for letter bidding
- Meeting with our professional engineers for purposes of specifications review and approval
- Pre-Bid meetings at the site
- Issue Bid Meeting Minutes and Addendums
- Bid Opening, Letter of Recommendations for Contractor selection
- AIA contract development incorporating all required USDA front end documentation
- Pre-Construction meeting with the Owner, Architect, and Abatement Contractor
- On Site Baseline PCM Air Monitoring and Analysis For Asbestos Prior to Execution Of The Work
- On Site PCM Air Monitoring and Analysis For Asbestos During Execution Of The Work
- Daily inspections of asbestos work areas and compliance oversight of engineering controls

- Ensure contractor compliant work practices with State of DE and EPA regulations
- Contract Management Support During Execution Of Abatement
- Development Of Abatement Records Which Document The Project
- Collection And Analysis Of PCM Air Samples
- Collection And Assembly Of Records For Project Closure
- Post project contract recordings processes; AIA Application for Payment Review and Processing

### ASSUMPTIONS

- We will have full site access during normal business hours and will schedule the site activities for the survey 36 hours in advance
- Project will be phased into three mobilizations; one - to abate all interior Town Hall Annex Materials during Spring 2016; Two - to abate all roofing materials form Annex and Town Hall buildings during unspecified dates in 2016; Three - to abate all interior Town Hall Building Materials during Spring 2017.

### TERMS AND PAYMENT

- Harvard Environmental, Inc. will invoice The Town of Georgetown upon final summary of services for each phase of work. Three (3) invoices are expected (2 partial invoices and 1 final invoices).
- Terms – Net 30 days

### RECOMMENDED PATH FORWARD

- Evaluate Harvard’s Proposal Against Project Specifics And Objectives.
- Provide Harvard Environmental, Inc. “Authorization To Proceed”.
- Schedule Objectives Review With Employee(s) And Develop STA.
- Harvard Environmental, Inc. Align Schedules With The Town of Georgetown and other parties
- Provide Purchase Order/Reference Number To Harvard Environmental, Inc.
- Harvard Environmental, Inc. Mobilize and Commence Asbestos Services.
- Harvard Environmental, Inc. Data Processing And Development Of “Closure Report”
- Delivery Of Final Reports

**CLOSING DISCUSSIONS**

Again Harvard Environmental, Inc. appreciates your consideration for our services. We believe that our methods of approach will provide all parties involved in this project with the fundamental grounding needed to build and execute the project in a compliant and safe manner yielding lowest investment possible.

Please feel free to contact our office in the event you have any questions or would like to meet for purposes of discussion regarding Harvard’s offering.

**ESTIMATE**

**Total Estimate  
 \$19,982**

Description	Quantity	Rate	Days	Hours	SubTotal
Project Designer Meetings (Kick-Off, Pre-Bid, Pre-Con, Addendum)	1	\$70.00	3	5	\$1,050
Project Designer Specification Development	1	\$70.00	2	8	\$1,120
Phase 1 - Project Monitor (Straight Time - Includes Travel)	1	\$60.00	6	10	\$3,600
Phase 1 - Project Monitor (>8 Hours)	1	\$68.00	6	1	\$408
Management Support	1	\$70.00	6	1	\$420
Phase 2 Roofs - Project Monitor (Straight Time - Includes Travel)	1	\$60.00	10	10	\$6,000
Phase 2 Roofs - Project Monitor (>8 Hours)	1	\$68.00	10	1	\$680
Management Support	1	\$70.00	10	1	\$700
Phase 3 - Project Monitor (Straight Time - Includes Travel)	1	\$60.00	4	10	\$2,400
Phase 3 - Project Monitor (>8 Hours)	1	\$68.00	4	1	\$272
Management Support	1	\$70.00	4	1	\$280
Final Closure Reports	3	\$70.00	1	5	\$1,050
<b>Total Support</b>					<b>\$17,980</b>

Air Sample Description - Includes Blanks	Quantity	Rate	Days	SubTotal
PCM Baselines (24 Hour Turn Around Analysis)	12	\$11.00	1	\$132
PCM Work and Post Work Samples - Phase 1 (Onsite Analys	12	\$11.00	6	\$792
PCM Work and Post Work Samples - Phase 2 (Onsite Analys	5	\$11.00	10	\$550
PCM Work and Post Work Samples - Phase 3 (Onsite Analys	12	\$11.00	4	\$528
<b>Total Support</b>				<b>\$2,002</b>

Asbestos Services Proposal  
Town Hall and Town Hall Annex  
37-39 The Circle  
Georgetown, DE

3/14/16

Harvard Project # 16723

Work associated with the project indicated above can not be scheduled with Harvard Operations until such time as this "Authorization To Proceed" has been received at our Office and processed.

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This "Authorization To Proceed" may be fax to our office at 1-302-326-2335

Please indicate parties responsible for payment of invoicing. PO# \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

As representative of client, my signature is approval for Harvard Environmental, Inc. to proceed with execution of work outlined in the referenced document (s). Payment is due upon delivery of final report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Other Notes:

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