

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, October 11, 2017
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, Town Manager

ABSENT:

Steve Hartstein, Ward One
Stephani J. Ballard, Town Solicitor

7:00 P.M. REGULAR MEETING

1. PLEDGE OF ALLEGIANCE

Town Manager Dvornick led the Pledge of Allegiance.

2. INVOCATION

Councilwoman Lecates led the Invocation.

3. ADOPTION OF AGENDA

Councilwoman Lecates requested to amend the agenda and add Dysautonomia Proclamation to item #6a and to move Breast Cancer Awareness Proclamation to item #6b.

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to adopt the agenda as amended. **Motion Carried (unanimous)**

4. APPROVAL OF SEPTEMBER 27, 2017 TOWN COUNCIL MINUTES

Motion by Councilwoman Lecates, seconded by Councilman Holston to approve the September 27, 2017 Town Council Minutes as presented. **Motion Carried (unanimous)**

5. RESOLUTION #2017-007 ADOPTION OF SUSSEX COUNTY HAZARD MITIGATION PLAN

Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to adopt Resolution #2017-007 Adoption of Sussex County Hazard Mitigation Plan.

Motion Carried (unanimous)

6. PROCLAMATION

A. DYSAUTONOMIA AWARENESS

Mayor West presented the Dysautonomia Awareness Proclamation to Leslie and Olive Wuentzel.

B. BREAST CANCER AWARENESS

No one showed up to present the proclamation.

7. DEPARTMENTAL REPORTS

A. GENE DVORNICK – TOWN MANAGER

Condemned Property Update

- 129 East Pine Street – Removal of the second floor is approximately 90% complete. Based on excavation and evaluation of the foundation, razing of the entire structure appears imminent. We are awaiting contact from the owner regarding full demolition of the structure.
- 101 Brittingham Lane – Temporary Building Permit has been extended until October 31, 2017. A water meter has been installed to confirm plumbing and sewer are functioning correctly.

Change Orders – 37 & 39 The Circle

Progress on the Annex building is moving right along. There are currently four (4) Change Orders 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 – Bldgs 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	\$ (1,045.00)	\$ 11,370.00
9/29/17	Upsize Roof Gutters	\$ 781.00	\$ 10,589.00

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 four Change Orders, totaling \$6,017. **Motion Carried (unanimous)***

New Water Meters

Public Works replaced ~ 125 water meters, there are still approximately 400 in need of replacement. After discussion with staff, we are requesting authorization for \$80,000 of Realty Transfer Tax for the purchase of water meters.

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holson to authorize the \$80,000 from Realty Transfer Tax Account for purchase of new water meters.

Motion Carried (unanimous)

Georgetown Road Map

On Tuesday, November 7, 2017, Arnett, Muldrow & Associates will be working on the Georgetown Road Map. They have requested a representative of Town Council participate.

Councilwoman Chris Lecates was chosen to represent the Town Council for the Georgetown Road Map.

CDBG

Sussex County will again be administering the Community Development Block Grant (CDBG) for the Delaware State Housing Authority. Focus for this funding cycle will continue to be housing rehabilitation.

Contract Service – Georgetown Chamber

As we have not filled the part-time administrative assistant position, staff and I recommend we enter into an agreement with the Georgetown with the Georgetown Chamber for social media, Main Street Affiliate efforts, and economic development assistance. Cost for the year would be \$10,000 (\$2,500 quarterly). This will help ease some staff time, ensure consistency across social media, and work towards full Main Street Community achievement.

*Motion by Councilwoman Lecates, seconded by Councilman Holston to authorize the entering of an agreement with the Georgetown Chamber – not to exceed \$10,000. **Motion Carried (unanimous)***

Miscellaneous

- Upcoming Events:
 - **Sussex County Today & Tomorrow Conference:** Wednesday, October 25, 7:00 AM to 1:00 PM, Delaware Tech
 - **Trick-or-Treat:** Tuesday, October 31, from 6:00 PM to 8:00 PM
 - **2017 Institute for Local Government Leaders:** Thursday, November 9 - Dover

B. ERIC RUST – SUPERINTENDENT OF THE WASTEWATER RECLAMATION FACILITY

1. Flows

212.12mg:	Influent Flow January – September 2017
34.16”:	Total rainfall recorded at the plant for the year
79.40mg:	Gallons Sprayed Town’s Field
67.51mg:	Gallons Sprayed Baxter’s fields
115.85mg:	Gallons Sprayed on Pettyjohn Woodlands

2. Beacon Engineering finished the plans for the flow meters at Easter Seals and County Seat Apartments. They have been sent to DNREC for approval, and sent out to bid.

3. We are awaiting the delivery of the new pipe for the Pettyjohn Woods project. We have been working in the woods to make sure everything is clear, and they will have no problems when installation begins, which is anticipated next month,

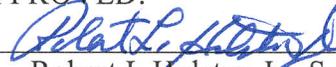
8. PUBLIC COMMENT

- Gene Dvornick
 - Thank you Mr. and Mrs. West for placing the pink ribbons around The Circle.

9. ADJOURNMENT

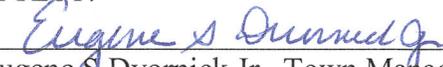
Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to adjourn at 7:17pm. **Motion Carried (unanimous)**

APPROVED:



Robert L Holston Jr., Secretary

ATTEST:



Eugene S Dvornick Jr., Town Manager