

Posted: 4/1/20 @ 3:00pm  
\*\*\*Amended: 4/6/20



# Georgetown

## Town Council Meeting Agenda

Meeting Date: Wednesday, April 8, 2020, **2:00 PM**

***This meeting will be conducted electronically, pursuant to Governor Carney's State of Emergency declaration, effective March 13, 2020, as amended. Town Hall is closed to the public.***

**[zoom.us/join](https://zoom.us/join)**

**\*\*\*Zoom Meeting ID: 844 435 381**

**Follow Onscreen Instructions**

**\*\*\*(Meeting ID Updated 4/6/2020)**

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2 [Governors Proclamation](#)

1. PLEDGE OF ALLEGIANCE

2. INVOCATION

3. ADOPTION OF AGENDA

4. APPROVAL OF MARCH 11, 2020 TOWN COUNCIL MINUTES

3 - 6 A. [2020 March 11 TC Minutes](#)

5. PRESENTATION OF FY2021 DRAFT BUDGET

7 A. [FY 2021 Budget - Introduction to Council](#)

6. DEPARTMENTAL REPORTS

8 - 9 A. Town Manager - Gene Dvornick  
[Town Manager Report - 2020-04-08 \(Updated\)](#)

7. PUBLIC COMMENT

8. ADJOURNMENT

The agenda items as listed may not be considered in sequence. This agenda is subject to change, at or before the meeting, to include the addition or deletion of items, including executive sessions. Persons 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 American with Disabilities Act (ADA).

# STATE OF DELAWARE



## OFFICE OF THE GOVERNOR

### PROCLAMATION

**Whereas**, the Centers for Disease Control and Prevention has determined that a novel coronavirus ("COVID-19") presents a serious public health threat; and

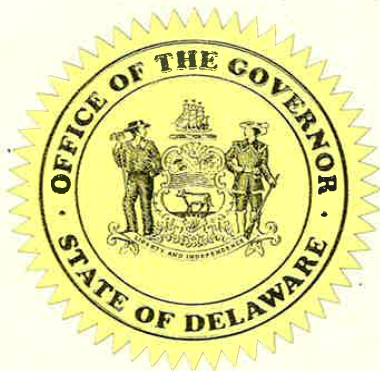
**Whereas**, as of 8:00 a.m. E.S.T. on March 13, 2020, the Governor declared a State of Emergency due to the public health threat of COVID-19; and

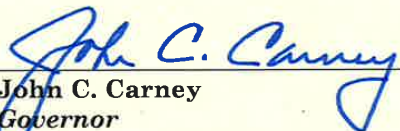
**Whereas**, in order to prevent the community transmission of COVID-19, the Governor's State of Emergency declaration ordered all public meetings of executive branch public bodies governed by 29 Del. C. §§10001 et. seq. (including boards, commissions, task forces, and any other similar public body) may be conducted electronically, either by means of telephone conference call or video-conference call; and

**Whereas**, in the interests of protecting the citizens of this state from the public health threat caused by COVID-19, the Governor is authorized to take such action as the Governor reasonably believes necessary to help maintain life, health, property or public peace in this state, including issuing a proclamation to suspend the provisions of any regulatory statute prescribing the procedures for conducting state business where strict compliance with the statute may hinder necessary action in coping with the public health threat caused by COVID-19.

**Now, Therefore, We, John Carney, Governor,  
and Bethany Hall-Long, Lieutenant Governor,  
do hereby declare that the following precautionary  
measures shall be implemented:**

1. All meetings of public bodies governed by 29 Del. C. §§10001 et. seq., until further notice, may be conducted electronically, either by means of telephone conference call or video-conference call.
2. The technology used must permit members of the public body to hear the comments of and speak to all those participating, and members of the public to hear the comments of and speak to such members of the public body contemporaneously. Public participants must also be permitted to electronically access presentation materials and submit questions or comments.
3. During any public meeting conducted by electronic means, each member of the public body will identify him or herself before speaking so that members of the public are able to hear the comments of the members of the public body.
4. Notice requirements of public meetings will continue as required by law and will include the electronic information necessary for participation.
5. Meetings already noticed shall be updated as soon as practicable with the information necessary for members and the public to participate electronically.
6. All other rules and procedures applicable to public meetings shall be followed.



  
John C. Carney  
Governor

  
Bethany A. Hall-Long  
Lieutenant Governor

17-3292  
Number

**TOWN OF GEORGETOWN  
TOWN COUNCIL MEETING MINUTES**

**Meeting Date:** Wednesday, March 11, 2020  
**Location:** Town Hall, 39 The Circle, Georgetown, DE 19947  
**Time:** 6:30 PM Public Hearing  
Regular Meeting Immediately Following Public Hearing

**PRESENT:**

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

**STAFF PRESENT:**

Eugene S. Dvornick Jr., Town Manager

**ABSENT:**

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

**6:30 PM – PUBLIC HEARING**

*Authorization to Borrow \$1.255 Million for Capital Costs Associated with the Market and Bedford Streets Water Main and Service Line Project (Interim interest payments pending loan forgiveness)*

Town Manger Dvornick presented an overview of the public hearing to Mayor and Council.

The record will stay open until the next regular Town Council meeting.

Public Hearing Ended 6:37pm.

**REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING**

**1. PLEDGE OF ALLEGIANCE**

Town Manager Dvornick lead the Pledge of Allegiance.

**2. INVOCATION**

Councilwoman Lecates led the Invocation.

**3. ADOPTION OF AGENDA**

Remove item #5 Water Interconnection Agreement – Town of Georgetown and Sussex County.

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

**4. APPROVAL OF FEBRUARY 26, 2020 TOWN COUNCIL MINUTES**

Motion by Councilman Holston, seconded by Councilwoman Johnson-Dennis to approve the February 26, 2020 Town Council Minutes as presented. **Motion Carried (unanimous)**

**5. MULTIPLYING GOOD – LEAD360 AWARD CEREMONY**

Nikki Mowbray, with Multiplying Good Presented Council with an overview of the Lead360 Program in addition to recognizing the top projects.

**6. COMMUNITY CONNECTIVITY (VILLAGE OF CINDERBERRY & THE OAKS AT GEORGETOWN) DISCUSSION**

Town Manager Dvornick presented an overview of the Community Connectivity between the Village of Cinderberry and the Oaks at Georgetown.

No action required.

**7. WATER INTERCONNECTION AGREEMENT – TOWN OF GEORGETOWN AND SUSSEX COUNTY**

Item deleted.

**8. GREAT FUND REQUEST - \$6,000 FOR PLANTS & BULBS**

Town Manager Dvornick presented an overview of the GREAT Fund Request from the Arts and Flowers Group to help offset the cost of plants, bulbs, and the new planters.

Motion by Councilwoman Lecates, seconded by Councilman Holston to approve the GREAT Fund Request in an amount not to exceed \$6,000.00.

**Motion Carried (unanimous)**

**9. PROPOSALS FOR STORM WATER CONVEYANCE PIPE REHABILITATION (JAMES STREET & WEST NORTH STREET)**

Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to approve the proposals for storm water conveyance pipe rehabilitation (James Street & West North Street). **Motion Carried (unanimous)**

**10. REVIEW OF PLANNING COMMISSION ACTION FOR CERTIFICATION**

**A. CASE #2018-24 ISAAC'S FARM**

Motion by Councilwoman Lecates, seconded by Councilman Holston to approve the action for certification for Case #2018-24 Isaac's Farm. **Motion Carried (unanimous)**

**11. RESOLUTIONS**

**A. RESOLUTION #2020-02 ORDERING A SPECIAL ELECTION (REFERENDUM)**

Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to adopt Resolution #2020-02 Ordering a Special Election (referendum).

**Motion Carried (unanimous)**

**12. BOARD OF SPECIAL ELECTIONS APPOINTMENT**

Gene Dvornick presented the Board of Special Elections to consist of Laura Givens, Kristen Dabrowski, and Elaine Reynolds.

Motion by Councilwoman Lecates, seconded by Councilman Holston to appoint Laura Givens, Kristen Dabrowski, and Elaine Reynolds to the Board of Special Elections.

**Motion Carried (unanimous)**

**13. 2<sup>ND</sup> READING & ADOPTION OF ORDINANCE**

**A. ORDINANCE #2020-01 ZONING MAP AMENDMENT UR1 WITH A RPC OVERLAY TO MR2 AT WEST SIDE OF INTERSECTION OF VAUGHN ROAD AND ENNIS ROAD, IDENTIFIED AS SUSSEX COUNTY TAX MAP ID 135-14.00-44.01; 47.01; 50.00**

Motion by Councilwoman Lecates, seconded by Councilman Holston to adopt Ordinance #2020-01 Zoning Map Amendment. **Motion Carried (unanimous)**

**14. DEPARTMENTAL REPORTS**

**A. TOWN MANAGER – GENE DVORNICK**

**Washington DC Trip – Delaware League**

The DLLG Capitol Hill visit (Washington, DC) was held earlier today. We did hear from Senator's Carper and Coons, as well as Congresswoman Blunt-Rochester. Current focus in Washington is the Coronavirus (stimulus action and funding). Other major bills are progressing including energy, water, and transportation. All three expressed their thanks for the efforts of local elected officials and municipal employees.

**2020 Annual Municipal Election**

Statements of Candidacy for Mayor, Ward 3, and Ward 4 will be available on Monday, March 2, 2020. The deadline for completion and filing is April 17, 2020 at 5:00 PM. Should an election be needed it will be held on Saturday, May 9, 2020 from 8:00 AM until 6:00 PM.

**Coronavirus (COVID-19 Policy)**

Town staff has worked with the Town Solicitor to develop a Policy for handling the Coronavirus (COVID-19) should it impact our employees. The proposed policy is in your packets and we are seeking adoption at tonight's meeting.

*Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to adopt the Coronavirus (COVID-19) Policy. **Motion Carried (unanimous)***

**Abandonment Request – Village of Cinderberry**

The Town has received a formal request from the Village of Cinderberry HOA/POA for the abandonment of roadway connectivity to three (3) adjoining properties: Stevenson Property, Easter Seals Property, and the Oaks at Georgetown. This request is consistent with the information presented under Agenda Item 6. It is anticipated we will be scheduling a public hearing regarding the abandonment in March 2020. A copy of the formal request is included in your packets.

*Motion by Councilwoman Johnson-Dennis, seconded by Councilwoman Lecates to move forward with scheduling a Public Hearing regarding the abandonment in March 2020.  
**Motion Carried (unanimous)***

**Sidewalk Request – Dupont Boulevard**

In response to the request for the Town to investigate sidewalks along Dupont Boulevard from Old Laurel Road to West market Street, the Town is working with DelDOT Safety, as this is located within their Right of Way.

**15. PUBLIC COMMENT**

- William I Taylor Sr., Resident of Georgetown
  - Concerned about the trash throughout the Town
- Resident of Cinderberry
  - How much correspondence have you received regarding the Community Connectivity?
    - Town Manager Dvornick – I have received zero.
- Representative for the Light Project in Town
  - Provided an overview of their project

**16. ADJOURNMENT**

Motion by Councilwoman Lecates, seconded by Councilman Holston to adjourn at 7:19pm.  
**Motion Carried (unanimous)**

APPROVED:

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Robert L. Holston Jr., Secretary

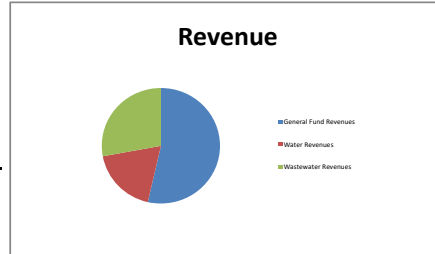
ATTEST:

\_\_\_\_\_  
Eugene S. Dvornick Jr., Town Manager

## FY2021 BUDGET

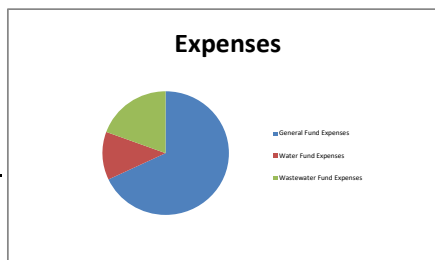
### REVENUES

	FY21
General Fund Revenues	\$ 3,947,003
Water Revenues	\$ 1,363,500
Wastewater Revenues	\$ 2,058,500
<b>TOTAL REVENUES</b>	<b>\$ 7,369,003</b>



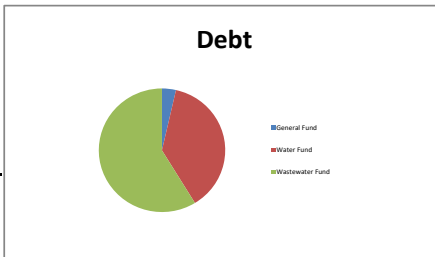
### EXPENDITURES

	FY21
General Fund Expenses	\$ 5,399,127
Water Fund Expenses	\$ 998,290
Wastewater Fund Expenses	\$ 1,543,023
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,940,439</b>



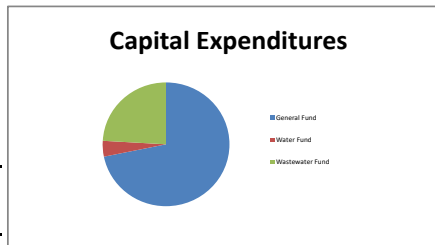
### DEBT

	FY21
General Fund	\$ 42,461
Water Fund	\$ 451,725
Wastewater Fund	\$ 703,170
<b>TOTAL DEBT</b>	<b>\$ 1,197,356</b>



### CAPTIAL EXPENDITURES

	FY21
General Fund	\$ 140,000
Water Fund	\$ 8,000
Wastewater Fund	\$ 47,000
<b>TOTAL CAPITAL EXP.</b>	<b>\$ 195,000</b>



REVENUES OVER (UNDER) EXPENDITURES	<u><u>\$ (1,963,792)</u></u>
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## **TOWN MANAGER REPORT**

### **April 8, 2020**

#### **2020 Annual Municipal Election**

Statements of Candidacy for Mayor, Ward 3, and Ward 4 remain available. The deadline for completion and filing is April 17, 2020 at 5:00 PM. Consistent with the Sixth Modification of the State of Emergency, issued on March 25, 2020, the Municipal Election, should one be needed, will be scheduled at some point after May 15, 2020.

#### **Chamber Agreement**

The Town and Chamber of Commerce have been working to finalize the 2020 Services Agreement which will be on our next Town Council Meeting Agenda. I can tell you the information flow over the past few weeks has been outstanding. Due to the current situation with the Coronavirus, and to help the Chamber financially, I am seeking permission to issue the January 15 and April 15 payments, totaling \$5,000.

<b>Pleasure of the Mayor and Council</b>
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#### **Coronavirus (COVID-19) Response**

I wanted to make sure all are aware of the actions the Town has taken since the Coronavirus started:

- Town Council adopted a Coronavirus (COVID-19) Policy (for employees)
- Created a daily schedule for essential personnel
- Close Town Facilities to the Public since March 16, 2020 (except for Police)
- Deferred remittance of the Accommodation Tax until September 2020
- Relaxed sign requirements and regulations for restaurants offering takeout and delivery
- Implemented a Telecommuting Policy for office staff (via laptop computer)
- Installed “Food Pick Up” signs for restaurants on East Market Street
- Installed an outdoor hand wash station at the ACE Center
- Worked with the Lt. Governor and the Homeless Taskforce to test and shelter Georgetown homeless individuals

I am pleased to report our Town Essential Personnel Policy continues to work well – all departments are staffed at various times daily. We continue to process utility bills, building permits, and business licenses.

#### **Project Update**

- Georgetown Gateway East Improvements
  - Tree trimming and removal is ongoing
  - Delmarva Power utility pole relocation started this week and is anticipated to be completed by the end of the month

Reviewed by Town Solicitor



**TOWN MANAGER REPORT**  
**April 8, 2020**

**Miscellaneous**

- Reminders:
  - **Town Offices Closed:** Friday, April 10, in observance of Good Friday
  - **Delaware League of Local Governments:** Cancelled until further notice
  - **Sussex County Association of Towns:** Cancelled until further notice

Reviewed by Town Solicitor