



Georgetown

Town Council Meeting Agenda

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

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)

1. PLEDGE OF ALLEGIANCE

2. INVOCATION

2. ADOPTION OF AGENDA

3. APPROVAL OF FEBRUARY 26, 2020 TOWN COUNCIL MINUTES

3 - 7 A. [2020 February 26 TC Minutes](#)

4. MULTIPLYING GOOD - LEAD360 AWARD CEREMONY

8 - A. [Georgetown Ceremony Invitation](#)
32 [Multipliyng Good PowerPoint](#)

5. WATER INTERCONNECTION AGREEMENT - TOWN OF GEORGETOWN AND SUSSEX COUNTY

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

33 - A. Supplemental Information
41 [Recommendation to Town Council](#)
[Village of Cinderberry Connectivity Letter \(March 3, 2020\)](#)
[Community Connectivity Workshop Presentation \(2020-01-27\)](#)

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

42 - A. Request
43 [GREAT Fund Request – Georgetown Arts & Flowers \(2020-03-11\)](#)

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

44 - A. Proposals
47 [Proposal - West North St 2-19-20](#)

9. REVIEW OF PLANNING COMMISSION ACTION FOR CERTIFICATION

- 48 - A. Case #2018-24 Isaac's Farm
50 *An application by George, Miles and Buhr, LLC, on behalf of 79 G Town, LLC, for preliminary subdivision and site plan approval. The property is located on the southbound side of Route 113 and north of the Route 9 intersection, identified as Sussex County Tax Map ID 135-19.00-6.00; 9.00; 9.01; 9.02; 9.03; 9.04; 9.05; 9.06; 9.07 & 9.08, zoned Highway Commercial and Multifamily Residential District (HC/MR1)*
[Planning Commission Minutes - Isaacs Farm](#)

10. RESOLUTIONS

- 51 - A. Resolution #2020-02 Ordering a Special Election (Referendum)
52 [Resolution 2020-02 Special Election to Borrow \\$1.255 Million Bedford and Market St.](#)

11. BOARD OF SPECIAL ELECTIONS APPOINTMENT

- 53 A. Information
[Board of Special Elections](#)

12. 2ND READING & ADOPTION OF ORDINANCE

- 54 - A. Ordinance #2020-01 Zoning Map Amendment UR1 with a RPC Overlay to
55 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
[Ordinance 2020-01 Zoning Map Amendment UR1 with a RPC Overlay to MR2 at West Side of Intersection of Vaughn Road, identified as Sussex County Tax Map ID 135-14.00-44.01; 47.01; 50](#)

13. DEPARTMENTAL REPORTS

- 56 - A. Town Manager - Gene Dvornick
58 [Town Manager Report - 2020-03-11](#)
[Coronavirus \(COVID-19\) Policy \(Final\)](#)

14. PUBLIC COMMENT

15. 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).

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, February 26, 2020
Location: Town Hall, 39 The Circle, Georgetown, DE 19947
Time: 6:30 PM Executive Session
Regular Meeting Immediately Following Executive Session

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
Bill Bradley, Director of Public Works

ABSENT:

Steve Hartstein, Ward One

6:30 PM – EXECUTIVE SESSION

Mayor and Council will convene a special meeting in Executive Session, pursuant to 29 Del. C. §10004(e), for the purpose(s) of:

- A. *Strategy sessions, including advice or opinion from an attorney at law, regarding (1) collective bargaining, (2) pending or potential litigation; and (3) discussion of the content of documents, excluded from the definition of “public record” in 29 Del. C. §10002. 29 Del. C. §10004(b)(4); (b)(6)*

REGULAR MEETING IMMEDIATELY FOLLOWING EXECUTIVE SESSION

1. PLEDGE OF ALLEGIANCE

Town Manager Dvornick led the Pledge of Allegiance.

2. INVOCATION

Councilwoman Lecates led the Invocation.

3. ADOPTION OF AGENDA

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

4. APPROVAL OF JANUARY 22, 2020 TOWN COUNCIL MINUTES

Motion by Councilwoman Lecates, seconded by Councilman Holston to approve the January 22, 2020 Town Council Minutes as presented. **Motion Carried (unanimous)**

5. ADOPTION OF ANNUAL TAX ASSESSMENTS

Town Manager Dvornick presented an overview of the Annual Tax Assessments.

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

6. PRESENTATION – GEORGETOWN TO LEWES TRAIL (DELDOT)

Anthony, with DelDOT, presented an overview of the Georgetown to Lewes Trail project.

**7. PRESENTATION AND DISCUSSION ON COMMUNITY CONNECTIVITY
(VILLAGE OF CINDERBERRY & THE OAKS AT GEORGETOWN)**

Town Manager Dvornick presented an overview of the Community Connectivity (Village of Cinderberry & the Oaks at Georgetown).

Linda Dennis – Expressed comments and concerns for the Community Connectivity between the Village of Cinderberry and the Oaks at Georgetown.

Mary Deeter, South Bedford Street – Expressed concerns about extending the sidewalks down South Bedford Street and reducing the speed.

Cinderberry Resident – Expressed concerns for resident’s safety.

Mayor West – Everyone with concerns should send them to Town Hall in writing before the next Town Council Meeting.

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to table this item until the next regular Town Council Meeting. **Motion Carried (unanimous)**

8. GREAT FUND REQUEST - \$15,000 FOR DOWNTOWN PLANTERS

Town Manager Dvornick presented an overview of the GREAT Fund Request.

Motion by Councilwoman Lecates, seconded by Councilman Holston to authorize the purchase of planters in an amount not to exceed \$15,000.00. **Motion Carried (unanimous)**

9. RESOLUTION #2020-01 PROPOSING TO BORROW \$1.255 MILLION FOR CAPITAL COSTS ASSOCIATED WITH THE MARKET AND BEDFORD STREETS WATER MAIN AND SERVICE LINE PROJECT, AND NOTICE OF PUBLIC HEARING TO BE HELD

Town Manager Dvornick presented an overview of Resolution #2020-01.

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

10. 1ST READING 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

Town Manager Dvornick presented an overview of Ordinance #2020-01 Zoning Map Amendment.

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

11. DEPARTMENTAL REPORTS

A. TOWN MANAGER – GENE DVORNICK

Washington DC Trip – Delaware League

The DLLG Capitol Hill visit (Washington, DC) will be held on Wednesday, March 11, 2020.

The Schedule is currently being finalized and usually affords an opportunity to hear from Senator Coons, Senator Carper, and Congresswoman Blunt Rochester followed by a tour of Capitol.

Please let me know by Friday, February 21, 2020 at 3:00 PM if you are interested in attending.

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.

Monarch City USA

I am pleased to report that the Town of Georgetown is the first Monarch City USA in Delaware. We received signage indicating our participation and they will be installed with our Tree City USA signs. Special thanks goes to the Georgetown Arts & Flowers for bringing this program to our attention.

PNC Interim Financing Account

As part of our construction projects for 37 & 39 The Circle the Town was required to establish an interim financing bank account. This was set up with PNC Bank and initially funded with general Fund monies. With the completion of the project and the conversion to permanent debt (with USDA) the interim financing account is no longer required. It is the recommendation of myself and Finance Staff to close the account and transfer the residual balance of \$118,865.74 to the General Fund.

*Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to move forward with closing the PNC Interim Financing Account and transferring the residual balance of \$118,865.74 to the General Fund. **Motion Carried (unanimous)***

Lights On – Georgetown Strong

On February 18, 2020, Chief Hughes and I met with representatives of the HELP Initiative to discuss a program titled “Lights On – Georgetown Strong”. Similar initiatives have taken place in Milford, Laurel, Seaford and Wilmington. The focus is on converting exterior lights to a dusk to dawn bulb resulting in better lit communities. The program has been fully funded by the Delaware Sustainable Energy Utility. The goal is a

minimum of 400 homes being contacted in Georgetown. The program will be run out of the police station during weekdays. We anticipate efforts beginning in early March.

UD Project – Dining in Downtown Georgetown

The Town of Georgetown was selected for a University of Delaware project looking at dining in the downtown area (West Market Street/East Market Street/North Race Street). It is anticipated the project will be approximately 2 – 3 months with written report and presentation to the Town Council in late April/Early May.

Miscellaneous

- Legislative Update
- Reminders:
 - Delaware League of Local Governments: Thursday, February 26, 5:30 PM (Dover)
 - Sussex County Association of Towns: Wednesday, March 4, 6:00 PM, hosted by Laurel
 - Sussex County Association of Towns Steering Committee: Friday, March 6, 9:00 AM, Arena's at the Airport

B. BILL BRADLEY – DIRECTOR OF PUBLIC WORKS

- At this time, the Town is averaging 650,000 gallons of water per day to supply the Town.
- The four wells at this time are only averaging four hours run time per well per day.
- We have ordered 50 2" water meters and will start replacing when they are delivered.
- We have been repairing potholes throughout the Town. It is an ongoing project due to weather and the hot-mix plants making the material.
- The Street sweeper has been out and the Town is looking good.
- The Street name signs have been replaced in Cinderberry Village that were faded and unreadable.

12. PUBLIC COMMENT

Richard Ley

- Expressed concerns for a sidewalk from Microtel down West Market Street

13. STEP THREE GRIEVANCE HEARING(S) UNDER COLLECTIVE BARGAINING AGREEMENT – OFFICER GOINS ON BEHALF OF FOP

A. HOLIDAY PAY GRIEVANCE – ADDITIONAL PAY FOR CHRISTMAS EVE

- Craig McGowan, National FOP representing Georgetown FOP.
 - Presented Council with an overview of the holiday pay grievance.

B. HEALTHCARE GRIEVANCE – CHANGES TO EMPLOYEE CONTRIBUTIONS

- Gene Dvornick, Town Manager
 - Presented Council with a timeline for the Healthcare Grievance.
- Craig McGowan, National FOP representing Georgetown FOP.
 - Presented Council with an overview of the Healthcare Grievance

Mayor West asked for any questions from Council or the audience. No questions were presented.

14. EXECUTIVE SESSION

A. *Mayor and Council will convene a special meeting in Executive Session, pursuant to 29 Del. C. §10004(e), for the purpose(s) of:*

A. *Strategy Sessions, including advice or opinion from an attorney at law, regarding collective bargaining, or pending or potential litigation and records relating thereto. 29 Del. C. §10004(b)(4); (b)(6)*

Motion by Councilwoman Lecates, seconded by Councilman Holston to enter into Executive Session at 8:31pm. **Motion Carried (unanimous)**

Exited Executive Session

15. ADJOURNMENT

Motion by Councilwoman Johnson-Dennis, seconded by Councilwoman Lecates to adjourn at 8:43pm. **Motion Carried (unanimous)**

APPROVED:

Robert L. Holston Jr., Secretary

ATTEST:

Eugene S. Dvornick Jr., Town Manager



Please join us in celebrating Georgetown LEAD360 participants.

Multiplying Good, formally the Jefferson Awards Foundation, and Mayor West invite you to a celebration of service and the selection of the Mayor's Top Project.

Recipients include...

Sussex County 4-H	Girl Scout Kinley
Sussex Tech High School Multiplying Good	Girl Scout Audrey
FSCAA Georgetown Afterschool Program	Girl Scout Destiny
Sussex Tech High School JROTC	Girl Scout Troop #45
Clover Knights 4-H Club	Girl Scout Jolene
Girl Scouts Hailey, Kaitlyn & Sophia	Sussex Technical High School

Wednesday, March 11, 2020

7pm

Georgetown Town Council Chambers

37 The Circle

Georgetown, DE 19947

Please RSVP with the number of individuals attending to delaware@multiplyinggood.org by March 4th.

MULTIPLYINGGOOD
THE POWER OF SERVICE TO OTHERS

LEAD 360

City of Georgetown Awards Ceremony

Wednesday, March 11, 2020



MULTIPLYINGGOOD
THE POWER OF SERVICE TO OTHERS

JEFFERSON AWARDS

MULTIPLYINGGOOD

THE POWER OF SERVICE TO OTHERS

We believe individuals are transformed through service to others. Applying service as a tool for personal growth, we help people discover their ability to bring about positive change, deliver the skills they need to do it well, and, by validating their impact, inspire them to do more. We've proven this continuum of activation, training, and recognition generates ripples of good.



LEAD360 is an initiative of Multiplying Good

- One of the largest youth service contests in America
 - Taps into the energy and idealism of young people
- Encourages them to share their stories of service with millions

Phase One:

LEAD360 makes service easy-to-do, fun and accessible by seeking outstanding youth projects and replicating the best statewide. We then celebrate those who activate the most. LEAD360 starts with a contest for young people to submit their projects to solve problems they are most passionate about. We look for any type of service-big or small

Phase Two:

After a winner is selected, Multiplying Good activates the winning idea across the state through our constituents and partners. Participants share their impact on our online platform, and those who activate the most throughout the year win Jefferson Awards!

To date Delaware LEAD360 has seen:

- ❖ **1,114** projects and big ideas
- ❖ Engaged over **237K** individuals in community service
- ❖ Over **1.1M** hours of community service
- ❖ Generated over **\$29M** worth of impact in Delaware



This year we had 7 mayors in Delaware commit to host and promote LEAD360 in their communities.

City of Dover: Mayor Robin Christiansen

Town of Georgetown: Mayor Bill West

City of Lewes: Mayor Ted Becker

City of Milford: Mayor Archie Campbell

City of Newark: Mayor Jerry Clifton

City of Seaford: Mayor David Genshaw

City of Wilmington: Mayor Mike Purzycki



State of Delaware Phase 2 Manna Bags Results

18 Activations

1,371 Manna Bags



\$13,710 value



Thank you to everyone who participated in activating Manna Bags!

Bank of America

Barclays

Duffield Associates- Dover

Teen Warehouse

Michele Fidance

Early College High School

Delaware 4-H Jr Council

UD Parking Services

Delaware Union & Multiplying Good

William Penn High

Duffield Associates- Wilmington

Jobs for Delaware Graduates- New Castle County Specialists

Wilmington University Student United Way

Jobs for Delaware Graduates- Kent/Sussex Specialists

UD Residence Halls- Smyth, Lane, & Thompson

Jobs for Delaware Graduates- Middle School Specialists

MOT Charter School- 2nd Grade

Newark High School- JDG, NHS, & Key Club

Congratulations Manna Bags Activation Winners!



Bank of America

230 Manna Bags
\$2,300 Financial Value



Delaware 4-H

147 Manna Bags
\$1,470 Financial Value



Early College High School

103 Manna Bags
\$1,030 Financial Value

**Georgetown
Phase 1 Results**

26 Projects

267 Volunteers

892 Volunteer Hours

1,752 Lives Impacted

Over **\$22K** of Financial Impact in
Georgetown

Sussex County 4-H Holiday Cards for Soldiers



Sussex Technical High School Multiplying Good 'Giving Trees' Clothing Drive



FSCAA Georgetown After School

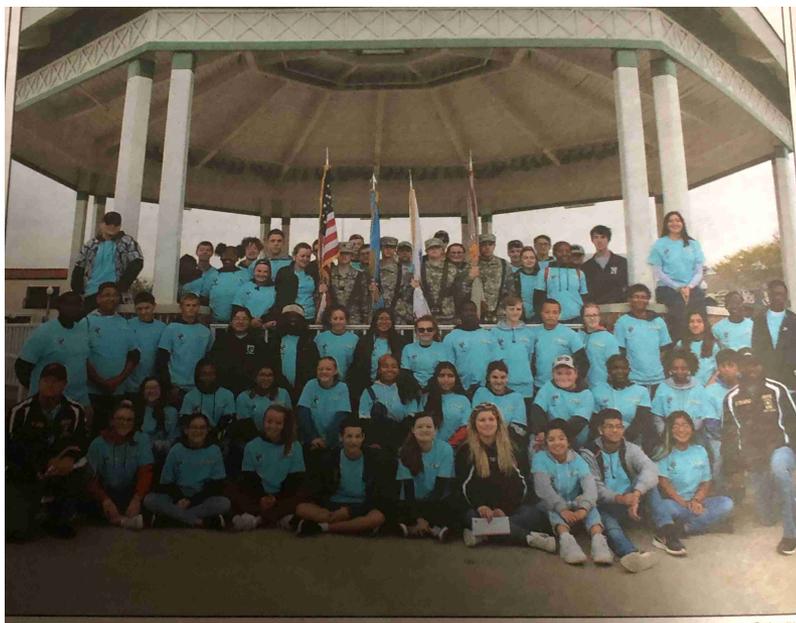
- Easter Flowers for Harrison House
- Monthly Visits to Harrison House



Sussex Technical High School Bi-Annual Blood Drives



Sussex Technical High School JROTC CHEER Walk Fundraiser



Girl Scout Kinley Water Safety event



Girl Scout Audrey

Handknit Baby Hats



Girl Scout Destiny

Handknit Hats for Homeless



Girl Scout Jolene I-Spy Sensory Bottles for Special Needs Students



Girl Scouts Hailey, Kaitlyn & Sophia Helping our Furry Four Legged Friends



Girl Scout Troop #45

Fun Boxes for Girl Scout Camps



Mayor's Top Project: Clover Knights 4-H Club



- Adopt-a-Highway (quarterly)
- Coastal Cleanup
- Easter Baskets for Veterans
- Ronald McDonald House Wishlist
- Canned Food Drive
- Rock Your Socks
- Stockings for Soldiers
- Hats & Mittens for Homeless
- Christmas Caroling
- Harrison House Christmas Gift Wishes

State of Delaware

Phase 1 Results

278 Projects

7,478 Volunteers

169,597 Volunteer Hours

107,126 Lives Impacted

Over \$4.3M Financial Impact



Tuesday, April 28, 2020
6pm
Soda House at Hagley Museum
Wilmington

The 2020 Delaware Top Project will be announced at Delaware Salute to Service.

Throughout 2020 we will track the collective impact of this project across the state of Delaware.

We invite individuals, organizations, schools, companies, and communities to participate in LEAD360 through our new project when it is announced. Jefferson Awards will be given to those who make the biggest impact in Delaware.

LEAD 360

**City of Georgetown Awards
Ceremony**

Thank you to all of our participants, families, parents
for supporting youth service.

MULTIPLYINGGOOD
THE POWER OF SERVICE TO OTHERS 

RECOMMENDATION TO TOWN COUNCIL

- The Village of Cinderberry be permitted to modify their approved and recorded site plan as follows:
 - Eliminating roadway connectivity to adjoining properties (Frankenberry & Teaberry)
 - Allowing pedestrian connectivity between the Village of Cinderberry and The Oaks at Georgetown
 - Allowing utility easement on Cinder Way to the Oaks at Georgetown

The Village of Cinderberry HOA/POA

19 Cinder Way
Georgetown De. 19947

March 3, 2020

Mayor Bill West
The Town of Georgetown
39 The Circle
Georgetown, De. 19947

Dear Mayor West,

The Village of Cinderberry Board of Directors has voted unanimously to endorse the elimination of the roadway connectivity to three adjoining properties per the following:

1. Abandonment of the road section, with sixty-foot right-of-way, from Teaberry Court to the Stevenson property. Grant utility easement.
2. Abandonment of the road section, with sixty-foot right-of-way, from Frankenberry Drive to the Easter Seals property.
3. Provide pedestrian connectivity with thirty-foot right-of-way, in lieu of the road section with sixty-feet of right-of-way, from Cinder Way to The Oaks at Georgetown. Grant utility easement.

We understand that when this is approved by town council, an agreement will be entered into by all involved parties.

Sincerely



Ron Hinkel
President
The Village of Cinderberry HOA/POA

<p>COMMUNITY CONNECTIVITY WORKSHOP</p> <p>JANUARY 27, 2020</p>	 <p>TOWN OF GEORGETOWN</p>
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<p>AGENDA</p>
<ul style="list-style-type: none">■ Introductions■ Project Background & History<ul style="list-style-type: none">■ Connection Points■ Connectivity Requirement■ Concerns■ Suggestions<ul style="list-style-type: none">■ Teaberry Lane■ Frankenberry Drive■ Cinder Way■ Action Items and Responsibilities■ Recommendation to Town Council

INTRODUCTIONS

- Name
- Community or Organization being represented
- What are three (3) things you like most about Georgetown?

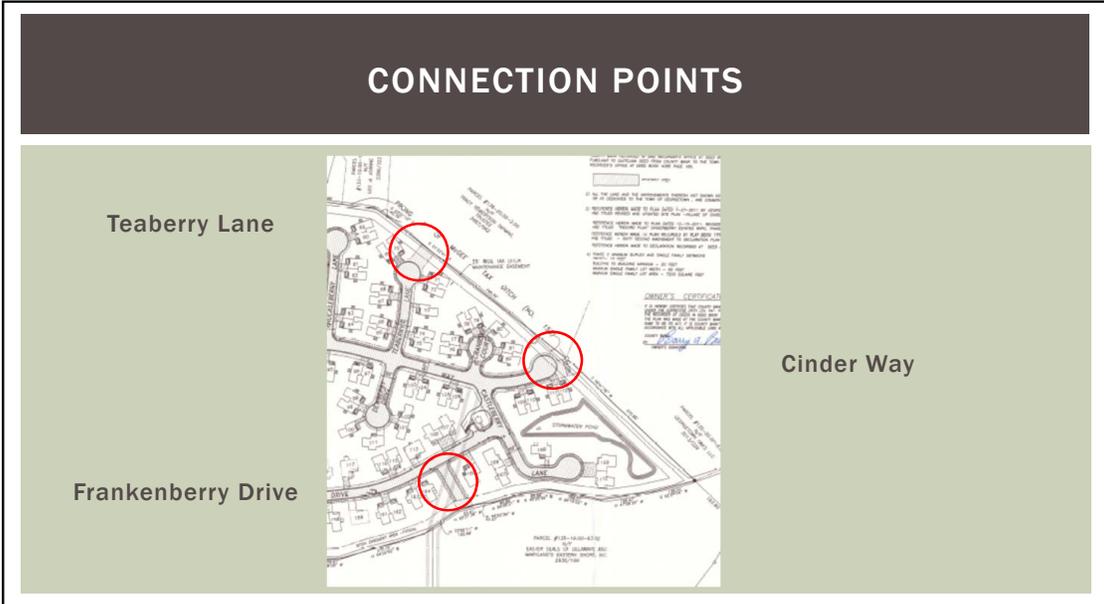
PROJECT BACKGROUND & HISTORY

Village of Cinderberry

- Approval
 - April 10, 2003
- Subdivision Recorded
 - April 10, 2003
- Housing Mix
 - Single Family & Duplex
- Total Units - 163
- Zoning - UR1/RRPC

The Oaks at Georgetown

- Approval
 - February 26, 2008
- Subdivision Recorded
 - March 6, 2008
- Housing Mix
 - Single Family, Townhouse, Apartment
- Total Units - 533
- Zoning - UR1/RPC & MR1/RPC



- ### CONNECTIVITY REQUIREMENT (DEVELOPMENT DESIGN STANDARDS)
- **RECOGNIZING EXISTING STREET NETWORK**
 - **Intent**
 - To strengthen and extend the existing established street network within the Town of Georgetown and to continue the overall character of the Town in new development.
 - **Standards**
 - Isolated subdivisions providing no logical connections to existing streets or community shall be discouraged.
 - Proposed subdivision street layout plans shall incorporate provisions for linkage streets which shall be designed to provide future access and street connection to adjacent vacant or undeveloped lands which may be developed in the future.
 - Linkage street stubs shall be provided on average of at least one (1) linkage street right-of-way stub to adjacent vacant or undeveloped land greater than 5 acres. Fulfilment of this requirement must be approved by the Planning Commission.
 - When a proposed subdivision is being planned adjacent to previously subdivided land and the previously subdivided land has incorporated linkage street stubs to its perimeter as part of its recorded subdivision plan, the proposed subdivision must incorporate street connections to the existing linkage street right-of-way stubs as part of its street system.

CONNECTIVITY REQUIREMENT (DEVELOPMENT DESIGN STANDARDS)

■ CONNECTION TO ADJACENT DEVELOPMENT

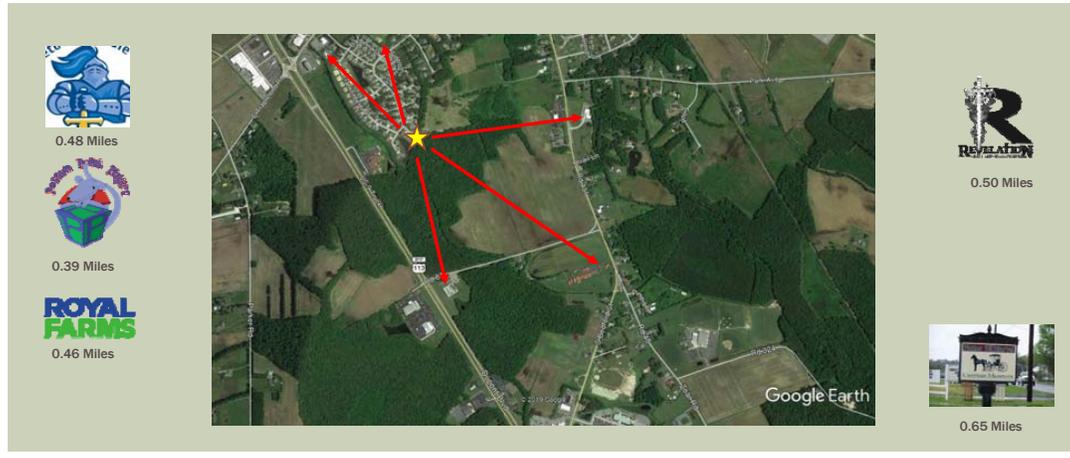
- Intent
 - To create a network of safe, convenient, and attractive internal linkages for pedestrians between retail and mixed use developments.
- Encouraged:
 - Pedestrian connections should be clearly defined in a combination of 2 or more of the following ways:
 - (a) a trellis, special railing, bollards, and/or other architectural features to accent the walkway at key points.
 - (b) a continuous landscape area minimum 3 feet wide on at least one side of the walkway, except as walkways cross vehicular travel lanes (where walkways abut a public right-of-way and/or driving aisles, the landscape area shall be provided between the walkway and the public right-of way driving aisle).
 - Pedestrian connections should be reinforced with pedestrian scale lighting, bollard lighting, accent lighting or a combination thereof to aid in pedestrians way-finding.
 - Pedestrian walkways should include clear sight lines to building entrances and should not be less than 4 feet wide.
 - Where landscape areas are provided, plant material should consist of a mixture of evergreen and deciduous trees and shrubs. A minimum of 20% plant varieties should provide year-round color, texture and/or other special interest. Shrubs should be maintained at a maximum 3 foot height for visibility. Ground covers should be evergreen varieties.

CONCERNS

- Roundtable Discussion – Responses Recorded on Chart Pad

What are your concerns with respect to connectivity?

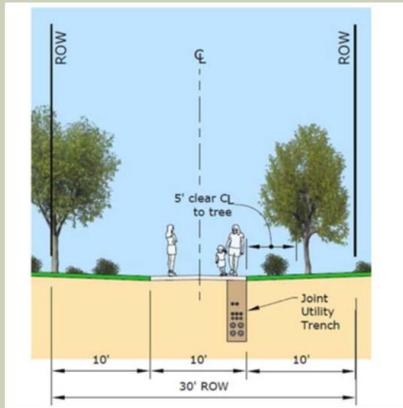
DISTANCES TO ATTRACTIONS



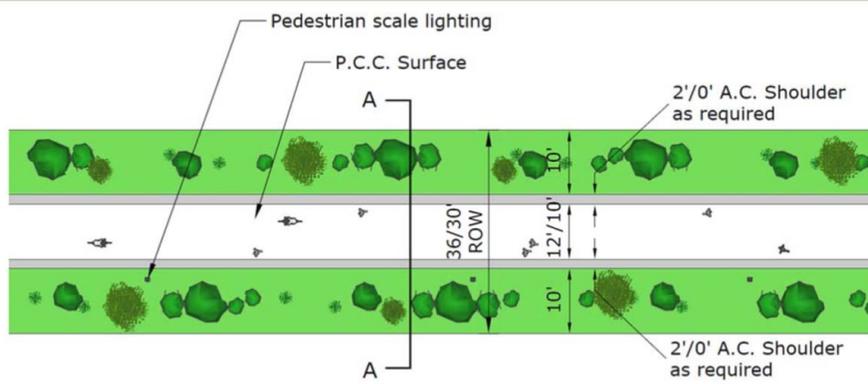
SUGGESTIONS

- Teaberry Court
 - Petition for abandonment of Road Section (60' ROW)
 - Grant Utility Easement
- Frankenberry Drive
 - Petition for abandonment of Road Section (60' ROW)
- Cinder Way
 - Petition for abandonment of Road Section (60' ROW)
 - Grant Utility Easement
 - Grant Pedestrian Connectivity (30' ROW)

SUGGESTED PEDESTRIAN CONNECTIVITY



PEDESTRIAN CONNECTIVITY





TOWN OF GEORGETOWN MEMORANDUM

TO: Mayor and Council
FROM: Gene Dvornick, Town Manager
RE: GREAT Fund Request – Georgetown Arts & Flowers
DATE: March 11, 2020

The Town has received a request for funding thru the GREAT Fund from the Georgetown Arts & Flowers to offset the cost of plants, bulbs, and soil for various locations and the new planters.

The specific request is attached to this memorandum. Estimated cost is \$5,900.

Action

Pleasure of the Mayor and Council



Arts & Flowers Nonprofit Plant Proposal

Perennials & Annuals for Georgetown Circle area and adjacent smaller beds	\$3,000
Plantings for 20 new additional containers	\$1,000
Wilson Park: Monarch host & nectar plants	\$500
Ten boxwood-type evergreen plants for E. Market St. containers to be purchased for Fall, 2020	\$300
Tulip bulbs for 28 containers to be purchased for Fall 2020	\$500
Soil for new containers – Pro Mix BX	\$600
Total Request	\$5,900



**PROSHOT CONCRETE, INC.
SHOTCRETE CONTRACTORS & ENGINEERS**

Telephone: 256.764.5941

4158 Musgrove Drive
Florence, AL 35630

Fax: 256.764.5946

PROPOSAL

Mr. Jeff Ward
Town of Georgetown
39 The Circle
Georgetown, DE19947

February 19, 2020

Subject: Culvert Repairs – West North St.
Georgetown, DE

Mr. Ward,

Based on the site visit to the above referenced location, we are providing pricing for a reinforced shotcrete lining to the identified CMP.

The existing CMP is 54" in diameter and approximately 50' long. It is significantly deteriorated in the invert and full of debris. It will require a full-circumference lining to eliminate further rusting and provide structural enhancement.

Scope of Work

Provide a wire reinforced shotcrete lining full-circumference. The new shotcrete lining will be a minimum of 2.5" thick over the tops of the corrugations. The 2x2x12/12-gauge galvanized welded wire will be secured to the CMP using self-tapping screws and the shotcrete (>4,000psi) will be supplied by a local Ready-Mix supplier. The shotcrete will have a broom finish parallel to the flow.

Prior to installing the lining, the stream/water will have to be diverted, the debris removed, and the CMP pressure-washed. The debris will be disposed of at a local landfill. The CMP appears to still have some of its original tar lining, especially in the crown. This will not affect the shotcrete since we will actually be constructing a new pipe inside the old one. This lining process will extend the life of the pipe for another 50-years.

The tasks involved are:

- Mobilization
- Stream Diversion/constructing dams/flume pipe
- Pressure wash surfaces
- Install galvanized welded wire (2x2x12/12)
- Install new shotcrete lining
- Finish and Cure new shotcrete lining

Accepted _____, 20____

By _____

PROSHOT CONCRETE, INC.

By _____

Approved _____



**PROSHOT CONCRETE, INC.
SHOTCRETE CONTRACTORS & ENGINEERS**

Telephone: 256.764.5941

4158 Musgrove Drive
Florence, AL 35630

Fax: 256.764.5946

Measure of Payment

At this location, the 54" diameter CMP is approximately 50' long. The water is stagnant in the CMP, which will require both an up and downstream dam to be constructed. The debris is significant and sections of the CMP may need to be cut-out to allow for wire placement. Any void within the CMP will be filled with the high-strength shotcrete.

Once the new shotcrete is placed, it only requires 12 hours or so to allow flow back on the lining. In fact, water acts extremely well as curing agent. The tasks and costs associated with this work are:

• Mobilization	\$5,000
• Stream Diversion	\$6,000
• Debris Removal and Disposal	\$8,500
• Shotcrete Lining	<u>\$14,200</u>
Total	\$33,700

Basis of Proposal

We have based our proposal on being supplied access to the sites and a reasonable amount of area for storage of equipment and materials. All shotcrete will be applied via an ACI 506.2 certified nozzle man. All E&S controls will be conducted using DNR/MDE standard requirements. We estimate approximately 1 week to complete the work.

Please review the above at your convenience and call with any questions you may have. I can easily be reached via my mobile phone at (757) 620-4840.

Respectfully Submitted,
Albert F. Pugliese

Cc: Tony McDougle/Donnie Barnes/Connie Dill (PCI)

Accepted _____, 20____

By _____

PROSHOT CONCRETE, INC.

By _____

Approved _____



**PROSHOT CONCRETE, INC.
SHOTCRETE CONTRACTORS & ENGINEERS**

Telephone: 256.764.5941

4158 Musgrove Drive
Florence, AL 35630

Fax: 256.764.5946

PROPOSAL

Mr. Jeff Ward
Town of Georgetown
39 The Circle
Georgetown, DE19947

February 21, 2020

Subject: Culvert Repairs – James St.
Georgetown, DE

Mr. Ward,

Based on the site visit to the above referenced location, we are providing pricing for a reinforced shotcrete lining to the identified CMP.

The existing CMP is 48" in diameter and approximately 1,200' long. It appears to be deteriorating due to the sinkholes and dips in the road; however, the severity is unknown because of the debris within the line. In addition, the flow is stagnant due to the downstream area being higher than the culvert; dredging should be conducted.

Scope of Work

Provide a wire reinforced shotcrete lining to the bottom half of the CMP. The new shotcrete lining will be a minimum of 2.5" thick over the tops of the corrugations and about 6.25' wide. The 2x2x12/12-gauge galvanized welded wire will be secured to the CMP using self-tapping screws and the shotcrete (>4,000psi) will be supplied by a local Ready-Mix supplier. The shotcrete will have a broom finish parallel to the flow.

Prior to installing the lining, the stream/water will have to be diverted, the debris removed, and the CMP pressure-washed. The debris will be disposed of at a local landfill. The CMP appears to still have some of its original tar lining, especially in the crown. This will not affect the shotcrete since we will actually be constructing a new pipe inside the old one. This lining process will extend the life of the pipe for another 50-years.

The tasks involved are:

- Mobilization
- Stream Diversion/constructing dams/flume pipe
- Pressure wash surfaces
- Install galvanized welded wire (2x2x12/12)
- Install new shotcrete lining
- Finish and Cure new shotcrete lining

Accepted _____, 20____

By _____

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By _____

Approved _____



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Measure of Payment

At this location, the 48" diameter CMP is approximately 1,200' long. The water is stagnant in the CMP, which will require both an up and downstream dam to be constructed. The debris is significant and sections of the CMP may need to be cut-out to allow for wire placement. Any void within the CMP will be filled with the high-strength shotcrete during the invert placement.

Once the new shotcrete is placed, it only requires 12 hours or so to allow flow back on the lining. In fact, water acts extremely well as curing agent. The tasks and costs associated with this work are:

• Mobilization	\$5,000*
• Stream Diversion	\$24,000
• Debris Removal and Disposal	\$72,000
• Shotcrete Lining (per lineal foot)	<u>\$132,000 (\$110/lf)**</u>
Total	\$233,000

*Mobilization will not be charged if work is completed in conjunction with other pipe work

**Price per lineal foot provided. Length will be field verified and invoiced accordingly

Basis of Proposal

We have based our proposal on being supplied access to the sites and a reasonable amount of area for storage of equipment and materials. All shotcrete will be applied via an ACI 506.2 certified nozzle man. All E&S controls will be conducted using DNR/MDE standard requirements. We estimate approximately 8-9 weeks to complete the work.

Please review the above at your convenience and call with any questions you may have. I can easily be reached via my mobile phone at (757) 620-4840.

Respectfully Submitted,
Albert F. Pugliese

Cc: Tony McDougle/Donnie Barnes/Connie Dill (PCI)

Accepted _____, 20____

By _____

PROSHOT CONCRETE, INC.

By _____

Approved _____

TOWN OF GEORGETOWN - PLANNING COMMISSION

Draft Meeting Minutes February 19, 2020

ATTENDANCE

Commissioners

Michael Barlow
Linda Dennis
Penuel Barrett
Gordon Mariner - absent
Justin Illian

Staff

Jamie Craddock, Planning
Tim Willard, Solicitor
Jocelyn Godwin

1. CALL MEETING TO ORDER

Commission Chairman Barlow called the meeting to order at 6:05 p.m.

2. APPROVAL OF DECEMBER 18, 2019 MEETING MINUTES

Commissioner Barrett moved, seconded by Commissioner Dennis, to approve the December 18, 2019 regular meeting minutes as presented. **APPROVED**
(UNANIMOUS)

3. PRELIMINARY SITE PLAN REVIEW

A. CASE #2018-24 Isaac's Farm

An application by George, Miles & Buhr, LLC, on behalf of 79 GTown, LLC, for preliminary subdivision and site plan approval. The property is located on the southbound side of Route 113 and north of the Route 9 intersection, identified as Sussex County Tax Map ID 135-19.00-6.00, 9.00, 9.01, 9.02, 9.03, 9.04, 9.05, 9.06, 9.07 & 9.08, zoned Highway Commercial and Multifamily residential (HC/MRI).

Jesyl Silva, of GMB Engineering, presented the application. Also attending – Katja Kalinsky (GMB) and Casey Kenton. The properties include 53 acres zoned Highway Commercial in the front and 26 acres zoned MR1(Multifamily Residential) to the rear. The proposal is to develop approximately 30 acres. The previously subdivided parcels will now be subdivided into four parcels. Parcels one (1), two (2) and three (3) are for this project and the remaining acres will be parcel four (4).

Proposed is a car wash and a storage facility. Two waivers are being requested. One is for the length of the road from the intersection of Finley Avenue to the southern cul-de-sac. The Town Construction Standards require a street to be no longer than 400 feet and proposed is 575 feet. The second waiver request is the use of a gravel surface for the open storage area.

The Commission questioned security (a keycard will be provided to the Georgetown Police Department should access be needed) and lighting (well-lit, with recommendations of their consultant). After hours access will be allowed with keypad entry. Facility will not provide 24 hour access.

Applicant stated project would be phased with one large climate-controlled building and two smaller drive-up buildings (with garage doors) constructed first.

Commissioner Dennis moved, seconded by Commissioner Barrett, to APPROVE the waiver allowing the length of the road (from the intersection of Briley Way and Finley Avenue to the southern cul-de-sac) to exceed 400 feet, up to 575 feet. APPROVED (UNANIMOUS)

Commissioner Dennis moved, seconded by Commissioner Illian, to APPROVE the waiver allowing gravel surface within the fenced area of the self-storage facility. APPROVED (UNANIMOUS)

Commissioner Dennis moved, seconded by Commissioner Barrett, to APPROVE the project with the contingency that all outstanding comments of the Town Engineer are answered satisfactorily. (No vote due to discussion).

Commissioner Dennis moved, seconded by Commissioner Barrett, to amend the original motion to APPROVE the application for preliminary subdivision and site plan (Case #2018-24) with the conditions that the Town Engineer's comments are addressed and the appropriate State agency approvals have been received. APPROVED (UNANIMOUS)

4. PUBLIC COMMENT

Delbert Isaacs – The spelling of the name of the project was questioned. If the name will have Isaacs in it, the proper spelling would have no apostrophe.

The applicant confirmed that the final name has not been decided but the correction will be noted.

5. Planning Department Report

The Planning Department updated the Commission of new projects received, a rezone application that will be scheduled for a public hearing, and that several predevelopment meetings have been scheduled.

6. ADJOURNMENT

Commissioner Dennis moved, seconded by Commissioner Barrett, to adjourn the meeting at 6:36 p.m. **APPROVED (UNANIMOUS)**

APPROVED: _____
Michael Barlow, Chairperson

ATTEST: _____
Jamie Craddock, Planning



RESOLUTION #2020-02

A RESOLUTION PROPOSING TO BORROW UP TO \$1,255,000 FOR CAPITAL COSTS ASSOCIATED WITH THE MARKET & BEDFORD STREETS WATER MAIN AND SERVICE LINE PROJECT CALLING FOR A PUBLIC HEARING ON THE PROPOSED BORROWING.

WHEREAS, pursuant to the Charter of the Town of Georgetown, the Town Council of the Town is authorized to borrow money and issue bonds or certificates of indebtedness to secure the repayment thereof on the faith and credit of the Town of Georgetown to provide for certain municipal projects and improvements, after holding a public hearing thereon:

WHEREAS, on March 11, 2020 the Town Council did hold a public hearing on the borrowing of said funds, after proper advertisement; and

WHEREAS, the Town Council now proposes to hold a public referendum on the question of borrowing an amount not to exceed \$1,255,000.00:

1. To provide funds for capital improvements associated with the Market & Bedford Streets water main and service line replacement project. The funds shall be to service interim financing pending principal forgiveness on the loan(s) for this project. The proposed borrowing shall be secured by the full faith and credit of the Town. The Bonds are proposed to be repaid by the general and proprietary revenues of the Town

NOW THEREFORE, BE IT RESOLVED THE Town Council of the Town of Georgetown proposes to the residents and property owners of the Town that the Town Council proposes to borrow an amount not to exceed \$1,255,000.00 to provide funds for:

1. To provide funds for capital improvements associated with the Market & Bedford Streets water main and service line replacement project. The funds shall be to service interim financing pending principal forgiveness on the loan(s) for this project. The proposed borrowing shall be secured by the full faith and credit of the Town. The Bonds are proposed to be repaid by the general and proprietary revenues of the Town

AND BE IT FURTHER RESOLVED that a public referendum shall be held on Monday, the 13th day of April, 2020, from 12:00 P.M., prevailing time until 7:00 P.M., prevailing time, at the Town Hall, 39 The Circle, Georgetown, Delaware for the purpose of voting on the question of borrowing funds as described herein.

AND BE IT FURTHER RESOLVED that the Town Manager is hereby authorized and directed to cause a notice which shall consist of a true copy of the Resolution to be printed in at least two (2) issues of the Sussex Living, a newspaper of general circulation in the Town of Georgetown, within thirty (30) days prior to the date set forth in this Resolution for the public referendum.

ADOPTED by the Town Council of the Town of Georgetown, Delaware on the ____ day of _____, A.D., 2020

William E. West
Mayor

Robert L. Holston Jr.
Secretary of the Council

TOWN OF GEORGETOWN MEMORANDUM

TO: Mayor and Council
FROM: Gene Dvornick, Town Manager
RE: Board of Special Elections
DATE: March 11, 2020

To facilitate the Special Election (Referendum) On April 13, 2020 a Board of Special Elections needs to be appointed.

Recommendation are:

- Kristen Dabrowski
- Laura Givens
- Elaine Reynolds

Action

Approval by Mayor and Council



ORDINANCE NO. 2020-01

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN, CHAPTER 230 THEREOF, ENTITLED ZONING, TO CHANGE THE ZONING MAP FOR THE PROPERTY LOCATED AT SUSSEX COUNTY TAX MAP 135-14.00-44.01; 47.01; 50.00 FROM UR1 (URBAN RESIDENTIAL) WITH A RESIDENTIAL PLANNED COMMUNITY (RPC) OVERLAY TO MR2 (TOWNHOUSE RESIDENTIAL).

WHEREAS, the Town Council of the Town of Georgetown received an application to amend the zoning map of the Town of Georgetown from UR1 with a RPC Overlay to MR2 for the property located on the West side of the intersection of Vaughn Road and Ennis Road, identified as Sussex County Tax Map ID 135-14.00-44.01; 47.01; 50.00, and;

WHEREAS, the Planning Commission of the Town of Georgetown has reviewed the application and has recommended approval by the Town Council, and;

WHEREAS, the Town Council of the Town of Georgetown held an advertised public hearing on January 22, 2020 to allow for public comment on the application, and;

WHEREAS, the Town Council finds the proposed mix of uses is compatible with the Town of Georgetown Comprehensive Plan and the permitted uses described for the area are consistent with the intent of Chapter 230 Zoning, Article X – MR2 – Townhouse Residential District, and;

WHEREAS, the Town Council finds the proposed uses are compatible with existing adjoining uses, and;

WHEREAS, the Town Council has reviewed comments received with respect to this application and find them to be in support of the application, and;

WHEREAS, it is the opinion of the Town Council of the Town of Georgetown that the amendment will not have an adverse effect on adjacent properties and is in the spirit of the Georgetown Zoning Code and voted to approve the zoning change on February 26, 2020;

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

Section 1. The Georgetown Zoning Map be amended by zoning the property identified as Sussex County Tax Map 135-14.00-44.01; 47.01; 50.00, with approximately 50.98 +/- acres, to a classification of MR2 (Townhouse Residential).

Section 2. This Ordinance shall take effect immediately upon its adoption by a majority of the vote of all members of the Town Council of the Town of Georgetown.

ADOPTED by the Town Council of the Town of Georgetown, Delaware on the 11th day of March, A.D., 2020.

William E. West
Mayor

Robert L. Holston, Jr.
Secretary of the Town Council

TOWN MANAGER REPORT
March 12, 2020

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).

Pleasure of the Mayor and Council

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.

Pleasure of the Mayor and Council

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.



Town of Georgetown Coronavirus (COVID-19) Policy

PURPOSE

The Town's priorities in setting this workplace policy is to:

- Maintain a safe and healthy workplace, including minimizing the potential for transmission of contagious disease;
- Maintain operational continuity;
- Encourage fairness, open communications and concern for the wellbeing of our employees, residents, and visitors.

CONSIDERATION

Whereas, domestic and foreign health authorities have issued guidance to citizens within their respective jurisdictions, both recommending and mandating precautionary measures to defend against the spread of COVID-19, the Town of Georgetown hereby implements the following policy:

POLICY

Employees who have symptoms of acute respiratory illness are strongly recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, cough, shortness of breath, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

- A. **Well Employees:** Employees who are well are expected at work as usual, even if they have been in contact with or caring for someone who is ill with an ordinary respiratory illness (in which case, typical preventive measures are recommended for them as care givers). Well employees are expected at work unless they have been:
- a. caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate and follow any measure implemented by any regulatory authority;
 - b. in a CDC Level 3 area of concern for COVID-19; or
 - c. instructed to refrain from attending work by their personal physician or public health officials, in which case documentation must be provided.
- B. **Sick Employees:** Employees who have symptoms of respiratory illness must stay home and not come to work until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius taken by an oral thermometer.

Any employee who is diagnosed with, or is under observation or quarantine for COVID-19 must stay home and may not come to work until fully released for duty in writing by a competent medical provider or public health authority, submitted to and approved by the Town Manager prior to returning to work.

- C. **Non-Chargeable Sick Time:** Employees will not be required to use their accrued sick leave or vacation time should they be required to be quarantined as a result of exposure to or complications from coronavirus/COVID-19.
- D. **Non-Chargeable Family and Dependent Care Time:** Employees with dependent children, partners, household members, or elders under their care who are ill or quarantined in the manner described at Section C above will not be required to use sick leave or vacation time should they be required to provide care. Appropriate documentation may be required.
- E. **Coverage Period:** Employees will be afforded their regular wages for up to 14 work days to recover from any exposure. Should a time period greater than 14 days be required, the employee shall notify their supervisor and the Town Manager immediately. Each case greater than 14 days will be handled on a case by case basis.
- F. **Reporting Sick Time:** Employees who are out sick are asked to enter absences (using COVID POLICY) on their respective timesheet. Public health authorities may ask employers like the Town of Georgetown to monitor and report trends in employee absenteeism.
- G. **Return to Work:** In general, written medical clearance will not be required for return to work from ordinary illness of brief duration. This is being done to avoid overtaxing health care resources. However, the Town reserves the right to request confirmation of COVID-19, ongoing illnesses or that of family members. Documentation for any absences will be handled on a case by case basis.

EFFECTIVE DATE

This policy shall become effective upon an affirmative vote of adoption by a majority of the Town Council and shall remain in effect for 60 days unless extended by the Town Council.

ADOPTED

March 11, 2020