



# Georgetown

## Town Council Meeting Agenda

Meeting Date: Wednesday, October 11, 2017  
Location: Town Hall, 39 The Circle, Georgetown, DE  
Time: 7:00 PM Regular Meeting

Page

**1. PLEDGE OF ALLEGIANCE**

**2. INVOCATION**

**3. ADOPTION OF AGENDA**

**4. APPROVAL OF SEPTEMBER 27, 2017 TOWN COUNCIL MINUTES**

A.

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

3 A. [Resolution 2017-007 Adoption of Sussex County Hazard Mitigation Plan](#)

**6. PROCLAMATION**

4 A. Breast Cancer Awareness  
[2017 Breast Cancer Awareness Month Proclamation](#)

**7. DEPARTMENTAL REPORTS**

5 - 6 A. Gene Dvornick – Town Manager  
[Town Manager Report - 2017-10-11](#)

7 B. Eric Rust - Superintendent of the Wastewater Reclamation Facility

[Town Council Meeting10-11-17](#)

**8. PUBLIC COMMENT**

**9. ADJOURNMENT**



## RESOLUTION 2017- 007

### RESOLUTION ADOPTING THE SUSSEX COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

**WHEREAS** Georgetown, Delaware, has experienced natural hazards that result in public safety hazards and damage to private and public property;

**WHEREAS** the hazard mitigation planning process set forth by the State of Delaware and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk;

**WHEREAS** a *Hazard Mitigation Plan* has been developed by the Sussex County Mitigation Planning Committee and Working Group;

**WHEREAS** the *Hazard Mitigation Plan* includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property, and

**WHEREAS** the draft plan was provided to each participating jurisdiction and was posted on the County Office of Emergency Management's website so as to introduce the planning concept and to solicit questions and comments; and to present the Plan and request comments, as required by law, and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Georgetown that the Sussex County Multi-Jurisdictional *Hazard Mitigation Plan*, as approved by the Delaware Emergency Management Agency and the Federal Emergency Management Agency on March 27, 2017 is hereby adopted as an official plan of the Town of Georgetown.

**ADOPTED** on this 11<sup>th</sup> day of October, A.D., 2017.

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William E. West, Mayor

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Robert L. Holston, Jr., Secretary



**PROCLAMATION**  
For  
**BREAST CANCER AWARENESS MONTH**

**Whereas**, a woman receives a diagnosis of breast cancer every two minutes, making this disease the most frequently diagnosed cancer among woman in the U.S., other than skin cancers; and

**Whereas**, through research significant advances have been made in the fight against breast cancer, including an increase in five-year relative survival rates for localized breast cancer from 74% to 98%; and

**Whereas**, the 2.5 million breast cancer survivors living in the U.S. today are a testament to courage, as well as to the importance of promoting awareness about breast cancer, providing information, funding research, following recommended screening guidelines, and offering treatment to those who are affected; and

**Whereas**, various organizations are spreading breast cancer awareness to both woman and men through outreach, education and screening programs, and have empowered women with the life-saving message of early detection and the importance of having annual mammograms; and the Town of Georgetown would like to support and encourage these ongoing efforts on behalf of our citizens; and

**Whereas**, throughout the month of October, women are encouraged to make a renewed commitment to following recommended screening guidelines and to make a mammogram appointment; and

**Whereas**, throughout the month of October, organizations and health practitioners in this Town are encouraged to use this opportunity to promote awareness about breast cancer and proper breast health, and to encourage annual mammograms; and

**Whereas**, the Town of Georgetown recognizes the importance of working together and supporting events such as Breast Cancer Awareness Month; and

**Therefore, Be it Resolved**, that the Town of Georgetown, on behalf of all the residents of Georgetown, does hereby proclaim the month of October as:

**Breast Cancer Awareness Month**

and urges all residents to take steps to get life-saving mammograms and educate themselves, their families, and the community about breast cancer.

In Witness Whereof, I have hereunto set my hand and caused the Seal of this Town to be affixed this 11<sup>th</sup> day of October 2017.

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William E West, Mayor



**TOWN MANAGER REPORT  
October 11, 2017**

**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 three (3) Change Orders for approval by Council:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
05/01/17	Contract Award - Contingency Allowance	\$ 50,000.00	\$ 50,000.00
06/06/17	Additional CMU infill	\$ 1,174.00	\$ 48,826.00
06/06/17	Remove tin ceiling - replace with drywall	\$ (467.00)	\$ 49,293.00
06/12/17	Flooring change - tile	\$ 8,512.00	\$ 40,781.00
06/19/17	Miscellaneous wood framing repairs	\$ 10,794.00	\$ 29,987.00
06/21/17	Additional elevator electric	\$ 4,271.00	\$ 25,716.00
06/21/17	Install shingles - front gable	\$ 1,056.00	\$ 24,660.00
07/11/17	Hat Channel Framing	\$ 4,753.00	\$ 19,907.00
08/22/17	Door change - Narrow to Wide	\$ 715.00	\$ 19,192.00
08/22/17	Ceiling tile change	\$ 477.00	\$ 18,715.00
09/25/17	Additional Stucco work	\$ 1,760.00	\$ 16,955.00
09/25/17	ADA Compliant mirrors (4)	\$ 645.00	\$ 16,310.00
09/25/17	Signage revision	\$ (1,341.00)	\$ 17,651.00
09/25/17	Base coat and mesh - Bldg sign	\$ 1,045.00	\$ 16,606.00
<b>09/29/17</b>	<b>D-Ring for Elevator Shaft</b>	<b>\$ 664.00</b>	\$ 15,942.00
<b>09/29/17</b>	<b>V-Card - HVAC controls</b>	<b>\$ 715.00</b>	\$ 15,227.00
<b>09/29/17</b>	<b>Extra work - Rear, patching, blockwork</b>	<b>\$ 4,902.00</b>	\$ 10,325.00
<b>09/29/17</b>	<b>Base coat and mesh - Bldg sign</b>	<b>\$ (1,045.00)</b>	\$ 11,370.00
<b>09/29/17</b>	<b>Upsize Roof Gutters</b>	<b>\$ 781.00</b>	<b>\$ 10,589.00</b>

Weekly progress photographs are posted to the website and included in the Town Manager's Weekly Report.

***Request Town Council authorize the four Change Orders, totaling \$6,017***

Reviewed by Town Solicitor

**TOWN MANAGER REPORT**  
**October 11, 2017**

**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.

*Request Town Council authorize the \$80,000 from Realty Transfer Tax Account for purchase of new water meters.*

**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.

*Pleasure of the Mayor and Council.*

**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 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.

*Request Town Council authorize the entering of an agreement with the Georgetown Chamber – not to exceed \$10,000.*

**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

Reviewed by Town Solicitor

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1) Flows

**Influent Flow January – September 2017**

**212.12 mg**

**Total rain fall recorded at the plant for the year**

**34.16”**

**Gallons Sprayed Town’s field**

**79.40 mg**

**Gallons Sprayed Baxter’s fields**

**67.51 mg**

**Gallons Sprayed on Pettyjohn Woodlands**

**115.85 mg**

**Lagoon Depths – 75mg, 4.0 ft. 15mg, 6.25ft.**

- 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 also 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.