



# Georgetown

## Town Council Meeting Agenda

Meeting Date: Wednesday, April 22, 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: 973 289 94500**

**Follow Onscreen Instructions**

### 3 [Governor's Proclamation](#)

### 1. PLEDGE OF ALLEGIANCE

### 2. INVOCATION

### 3. ADOPTION OF AGENDA

### 4. APPROVAL OF APRIL 8 2020, TOWN COUNCIL MINUTES

#### 4 - 6 A. [2020 April 8 TC Minutes](#)

### 5. PROCLAMATION - ARBOR DAY

#### 7 A. Proclamation [Arbor Day 2020](#)

### 6. 2020 SERVICES AGREEMENT ADDENDUM - GEORGETOWN CHAMBER OF COMMERCE

#### 8 - 10 A. Agreement [2020 SERVICES AGREEMENT ADDENDUM](#)

### 7. FY 2021 BUDGET

#### 11 - 14 A. Proposed Fiscal Year 2021 Budget [FINAL FY 2021 Budget](#)

### 8. RESOLUTIONS

#### 15 - 16 A. Resolution #2020-03 Adoption of FY 2021 Budget [Resolution](#)

### 9. DEPARTMENTAL REPORTS

#### 17 - 22 A. Gene Dvornick - Town Manager [Town Manager Report - 2020-04-22](#) [Sidewalk Removal Request - 200 Wilson Street](#) [Utility Bill Collections \(2020-04-22\)](#)

## **10. PUBLIC COMMENT**

## **11. 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

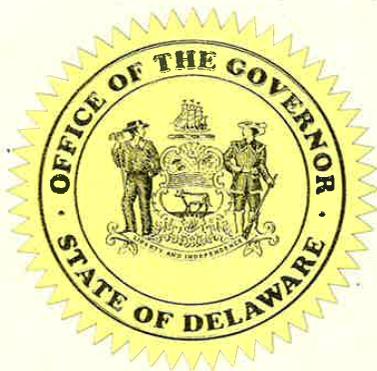
*Whereas*, as of 8:00 a.m. E.S.T. on March 13, 2020, the Governor declared a State of Emergency due to the public health threat of COVID-19; and

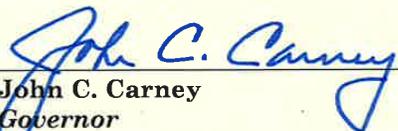
*Whereas*, in order to prevent the community transmission of COVID-19, the Governor's State of Emergency declaration ordered all public meetings of executive branch public bodies governed by 29 Del. C. §§10001 et. seq. (including boards, commissions, task forces, and any other similar public body) may 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, April 8, 2020  
**Location:** 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  
Zoom Meeting ID: 844 435 381  
Follow Onscreen Instructions  
**Time:** 2:00 PM Regular Meeting

**PRESENT:**  
Bill West, Mayor  
Steve Hartstein, Ward One  
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

**7:00 PM – 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**  
Motion by Councilwoman Lecates, seconded by Councilman Holston to adopt the agenda as presented. **Motion Carried (unanimous)**
4. **APPROVAL OF MARCH 11, 2020 TOWN COUNCIL MINUTES**  
Motion by Councilman Hartstein, seconded by Councilwoman Lecates, to approve the March 11, 2020 Town Council minutes as presented. **Motion Carried (unanimous)**
5. **PRESENTATION OF FY2021 DRAFT BUDGET**  
Town Manager Dvornick presented an overview of the FY2021 Draft Budget.
6. **DEPARTMENTAL REPORTS**
  - A. **TOWN MANAGER – GENE DVORNICK**  
**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.

*Motion by Councilwoman Lecates, seconded by Councilman Holston to grant permission to issue the January 15 and April 15 payments totaling \$5,000.00 to the Chamber of Commerce. Motion Carried (unanimous)*

### **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 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

### **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

## **7. PUBLIC COMMENT**

None

**8. ADJOURNMENT**

Motion by Councilwoman Johnson-Dennis, seconded by Councilwoman Lecates to adjourn at 2:17pm. **Motion Carried (unanimous)**

APPROVED:

\_\_\_\_\_  
Robert L. Holston Jr., Secretary

ATTEST:

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

DRAFT



**IN RECOGNITION OF THE OBSERVANCE OF GEORGETOWN ARBOR DAY**

**Whereas**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**Whereas**, the holiday called Arbor Day was first observed with the planting of more than a million trees in Nebraska; and

**Whereas**, Arbor Day is now observed at various times of the year throughout the nation and the world; and

**Whereas**, trees can reduce the erosion of our precious topsoil due to wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, reduce greenhouse gas emissions, and provide for wildlife; and

**Whereas**, trees are a renewable resource giving us paper products and wood for homes and businesses; and

**Whereas**, trees beautify our community, increase property values, enhance the economic vitality of the business areas; and

**Whereas**, trees, where properly planted, are a source of joy and spiritual renewal.

**Now, Therefore, Be It Resolved That I**, William E. West, on behalf of the Town of Georgetown, do hereby proclaim the week beginning Sunday, April 19, 2020 through Saturday, April 25, 2020, Georgetown Arbor Week, and Friday, April 24, 2020 Georgetown Arbor Day.



In Witness Whereof, I have hereunto set my hand and caused the Seal of this Town to be affixed this 22<sup>nd</sup> day of April, 2020.

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

**SERVICES AGREEMENT**  
**2020 ADDENDUM**

This Services Agreement Addendum (this “Agreement”) is made and entered into as of the 22<sup>nd</sup> day of April 2020 (the “Effective Date”), by and between the Town of Georgetown (the “Town”) and the Greater Georgetown Chamber of Commerce, with an office located at 827 East Market Street, Georgetown, Delaware (the “Chamber”).

**WHEREAS**, the Town wishes to obtain selected services of the Chamber; and,

**WHEREAS**, the Chamber has represented that it has the knowledge, skill and capability to perform such services for the Town.

**WHEREAS**, on October 11, 2017, the Town Council approved entering into an Agreement for social media, Main Street Affiliate efforts, and economic development assistance from Chamber.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree to the following modifications:

1. **Services**. The Chamber is hereby retained by the Town, and Chamber agrees to provide the services set forth on Exhibit A attached hereto and incorporated herein by this reference (the “Services”).
2. **Payment**. The Town agrees to pay Chamber \$10,000.00 for Services completed in accordance with the terms of this Agreement. The fee shall be due and payable in four (4) equal installments of \$2,500.00 each on January 15, April 15, July 15, and September 15.
3. **Future Contributions**. Both Town and Chamber recognize the level financial support is to be adjusted during this and subsequent years as follows:
  - a. 2020 – Town Contribution will be \$10,000
  - b. 2021 – Town Contribution will be \$7,500
  - c. 2022 – Town Contribution will be \$5,000
  - d. 2023 – Town Contribution will be \$2,500
  - e. 2024 – Town Contribution will be zero
  - f. Amounts outlined above are subject to annual approval by Town
4. **Term**. The term of this Agreement shall commence on the January 1, 2020 and shall terminate on December 31, 2020.

Except as set forth in this Addendum, all other terms, covenants, and conditions of the April 24, 2013 Agreement shall remain the same.

**IN WITNESS WHEREOF**, this Services Agreement Addendum has been duly executed by the authorized representatives of the parties hereto as of the date first set forth above.

Dated: \_\_\_\_\_

Town of Georgetown

\_\_\_\_\_  
William E. West  
Mayor

Dated: \_\_\_\_\_

Greater Georgetown Chamber of Commerce

\_\_\_\_\_  
Linda Price  
President

## **Exhibit A**

### **Scope of Services**

#### **Economic Development**

- Work closely with town staff in promoting the business and economic development interests within the community. Examples include providing information to individuals and companies to establish, relocate, or expand their businesses within Georgetown, however Chamber shall not provide legal, financial or regulatory advice, nor make representations to third parties that are binding on the Town
- Assist Town with the identification of areas of concern in the promotion of business location and expansion within the Town
- Ability to be a team player with Town staff, and take direction from Town authorities as appropriate

#### **Social Media**

- Assist in the development of consistent social media content for Facebook, and the Town's website, subject to approval by the Town
- Develop a social media calendar to ensure timely and accurate information dissemination

#### **Main Street Activities**

- Work with Chamber event coordinators to develop street pole banner designs suitable for use on street light poles to aid in promoting their events and increasing visitor awareness – Specifically, Wings & Wheels
- Advertise and promote “Small Business Saturday” (Saturday after “Black Friday”) especially for downtown businesses
- Coordinate and promote “Food Truck Tuesday”

#### **Other Items**

- Presentations to the Town Council as follows:
  - Wednesday, March 25, 2020
    - Outlining activities and accomplishments (January 1 – March 25)
    - Outlining activities and events planned (March 25 – September 25)
  - Wednesday, September 23, 2020
    - Outlining activities and accomplishments (March 25 – September 23)
    - Outlining activities and events planned (September 23 – December 31)
- Work with the Town to ensure cross promotion of each other's events
- Meet with Town Representatives (Town Manager and Town Council Members) to brainstorm and identify other events/activities with potential for Georgetown

		FY21- ANNUAL - General Fund										Water Fund		Sewer Fund	
Line	GL	100-Reg Admin	101-Reg Council	200-Reg Police	205-Reg Victim Adv	206-Reg Investigator	300-Reg Streets	600-Reg PZ	700-Reg Trash	Total	400-Reg Water	500-Reg Sewer	Total		
1	<b>REVENUES</b>														
2	Property Tax	3100	\$ 1,542,938	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ -	\$ 1,672,938	\$ -	\$ -	\$ 1,672,938		
3	General Interest	3105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
4	Restricted Interest	3110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
5	Investment Income/Loss	3175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
6	Franchise Fee	3320	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,000	\$ -	\$ -	\$ 58,000		
7	Annexation Fees	3330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
8	Parking Meters	3345	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000		
9	Parking Fines	3420	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000		
10	Tax Penalty Revenue	3430	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,000	\$ -	\$ -	\$ 17,000		
11	Court House Mun.	3450	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000		
12	Accomodations Tax	3470	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000		
13	State-County Seat in Lieu of Taxes	3500	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000		
14	Misc. Grant Receipts	3570	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
15	Verizon Land Lease Agreement	3480	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ 27,000		
16	Misc. Revenue	3635	\$ 6,715	\$ -	\$ 81,350	\$ -	\$ -	\$ -	\$ -	\$ 88,065	\$ -	\$ 10,000	\$ 98,065		
17	Police Services	3355	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000		
18	Police Fine Revenue	3410	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000		
19	DEA Asset Proceeds	3526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
20	Grant Receipts/Police Pension	3540	\$ -	\$ -	\$ 92,000	\$ -	\$ -	\$ -	\$ -	\$ 92,000	\$ -	\$ -	\$ 92,000		
21	Misc Grant/Sussex County	3600	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000		
22	Grant Receipts/SALLE (200)	3515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
23	Grant Receipts/EIDE (202)	3515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
24	Grant Receipts/Investigator (206)	3515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
25	Grant Receipts/SLEAF (215)	3515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
26	Grant Receipts/CJC	3515	\$ -	\$ -	\$ -	\$ 72,000	\$ 50,000	\$ -	\$ -	\$ 122,000	\$ -	\$ -	\$ 122,000		
27	Grant Receipts/Highway Safety (220)	3515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
28	Grant Receipts/DUI (224)	3515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
29	Real Estate Transfer Tax	3120	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000		
30	Town Services	3355	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
31	Project Inspections	3365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
32	Grant Receipts/Municipal Street	3535	\$ -	\$ -	\$ -	\$ -	\$ 167,500	\$ -	\$ -	\$ 167,500	\$ -	\$ -	\$ 167,500		
33	Grant Receipts/Comm Transportation	3555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
34	Building Permits	3210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000		
35	Annexation/Rezone Application	3211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
36	Business License	3215	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ 210,000	\$ -	\$ -	\$ 210,000		
37	PZ Misc. Revenue	3216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
38	Planning Commission Fee	3350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ 15,000		
39	Solid Waste Collection Fee	3325	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000	\$ 475,000	\$ -	\$ -	\$ 475,000		
40	Utility Connection Fee	3310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
41	Utility Service Charge	3365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000	\$ 2,000,000	\$ 3,350,000		
42	Sewer Debt Reduction Fee	3375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,500	\$ 19,500		
43	Utility Penalty	3440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 13,500	\$ 19,000	\$ 40,000		
44	State Service Center R&M Income	3630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000		
45	<b>Total Revenue</b>		<b>\$ 2,346,653</b>	<b>\$ -</b>	<b>\$ 298,350</b>	<b>\$ 72,000</b>	<b>\$ 50,000</b>	<b>\$ 422,500</b>	<b>\$ 275,000</b>	<b>\$ 482,500</b>	<b>\$ 1,363,500</b>	<b>\$ 2,058,500</b>	<b>\$ 7,369,003</b>		

		FY21- ANNUAL - General Fund									Water Fund		Sewer Fund	Total
Line	GL	100-Reg Admin	101-Reg Council	200-Reg Police	205-Reg Victim Adv	206-Reg Investigator	300-Reg Streets	600-Reg PZ	700-Reg Trash	Total	400-Reg Water	500-Reg Sewer	Total	
46														
47														
48	<b>EXPENSES</b>													
49	<b>Salary &amp; Wage Expense</b>													
48	Salaries	4100	\$ 124,010	\$ 2,750	\$ 1,515,605	\$ 48,262	\$ 69,838	\$ 246,299	\$ 56,885	\$ -	\$ 2,063,648	\$ 380,420	\$ 406,048	\$ 2,850,116
49	Salaries/Other	4116	\$ 717	\$ -	\$ 6,260	\$ 280	\$ 271	\$ 1,330	\$ 260	\$ -	\$ 9,118	\$ 1,786	\$ 2,066	\$ 12,971
50	Salaries/Overtime	4120	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 5,750	\$ 250	\$ -	\$ 86,000	\$ 6,000	\$ 4,500	\$ 96,500
51	Salaries/Overtime/Enforcement	4121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Salaries/Overtime/Contract	4121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	Salaries/Overtime/Court	4125	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ 24,000
54	Total Salaries & Wages		\$ 124,727	\$ 2,750	\$ 1,625,865	\$ 48,542	\$ 70,109	\$ 253,379	\$ 57,395	\$ -	\$ 2,182,766	\$ 388,206	\$ 412,615	\$ 2,983,587
55														
56	<b>Benefit Expense</b>													
57	Soc Sec/Med (7.65%)	4130	\$ 9,542	\$ 210	\$ 124,379	\$ 3,713	\$ 5,363	\$ 19,383	\$ 4,391	\$ -	\$ 166,982	\$ 29,698	\$ 31,565	\$ 228,244
58	Pension	4135	\$ 8,755	\$ -	\$ 238,842	\$ 3,407	\$ 11,586	\$ 17,389	\$ 4,016	\$ -	\$ 283,995	\$ 26,858	\$ 28,667	\$ 339,520
59	Worker's Compensation	4145	\$ 3,211	\$ -	\$ 110,676	\$ 3,499	\$ 5,161	\$ 16,629	\$ 1,275	\$ -	\$ 140,451	\$ 17,284	\$ 18,886	\$ 176,620
60	Health Care	4140	\$ 26,556	\$ -	\$ 327,519	\$ 20,352	\$ 11,401	\$ 96,841	\$ 17,880	\$ -	\$ 500,550	\$ 117,450	\$ 170,232	\$ 788,231
61	Guardian Life Insurance	4140	\$ 227	\$ -	\$ 1,762	\$ 89	\$ 79	\$ 422	\$ 83	\$ -	\$ 2,661	\$ 567	\$ 655	\$ 3,883
62	Health Care - HRA Contribution	4140	\$ 1,153	\$ -	\$ 12,408	\$ 1,000	\$ 400	\$ 3,702	\$ 780	\$ -	\$ 19,444	\$ 4,187	\$ 6,387	\$ 30,018
63	Total Benefit Expenses		\$ 49,444	\$ 210	\$ 815,586	\$ 32,060	\$ 33,992	\$ 154,366	\$ 28,425	\$ -	\$ 1,114,083	\$ 196,042	\$ 256,392	\$ 1,566,517
64														
65	<b>Subtotal Salaries &amp; Benefits</b>		\$ 174,171	\$ 2,960	\$ 2,441,451	\$ 80,602	\$ 104,100	\$ 407,744	\$ 85,820	\$ -	\$ 3,296,850	\$ 584,248	\$ 669,007	\$ 4,550,104
66			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

		FY21- ANNUAL - General Fund										Water Fund	Sewer Fund	
Line	GL	100-Reg Admin	101-Reg Council	200-Reg Police	205-Reg Victim Adv	206-Reg Investigator	300-Reg Streets	600-Reg PZ	700-Reg Trash	Total	400-Reg Water	500-Reg Sewer	Total	
67	<b>Operating Expense</b>													
68	Solid Waste Collection Fee	4520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000	\$ 475,000	\$ -	\$ -	\$ 475,000	
69	Utilities	4205	\$ 19,000	\$ -	\$ 9,500	\$ -	\$ -	\$ 165,000	\$ -	\$ -	\$ 60,000	\$ 190,000	\$ 443,500	
70	Utilities State Pump	4207	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	
71	Gasoline	4210	\$ 1,300	\$ -	\$ 50,000	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ 2,000	\$ 6,000	\$ 66,300	
72	Chemicals	4215	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 60,000	\$ 38,000	\$ 113,000	
73	Telephone	4220	\$ 1,300	\$ -	\$ 21,000	\$ -	\$ -	\$ 15,000	\$ 6,100	\$ -	\$ 5,000	\$ 4,500	\$ 52,900	
74	Service Charges/Bank Fees	4230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
75	Office Expense	4240	\$ 17,000	\$ -	\$ 36,000	\$ -	\$ -	\$ 10,000	\$ 8,200	\$ -	\$ 6,000	\$ 15,000	\$ 92,200	
76	Professional Expense	4250	\$ 21,000	\$ 4,000	\$ 12,000	\$ -	\$ -	\$ 3,000	\$ 5,750	\$ -	\$ 7,000	\$ 3,500	\$ 56,250	
77	Professional/Contracted Services	4260	\$ 105,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 40,000	\$ 70,000	\$ -	\$ 90,000	\$ 325,000	\$ 680,000	
78	Council Discretionary Fund	4320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
79	Council Meetings & Conferences	4325	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500	
80	Mayor Discretionary Fund	4523	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
81	General Liability	4270	\$ 9,587	\$ -	\$ 70,036	\$ -	\$ -	\$ 19,039	\$ 2,139	\$ -	\$ 16,877	\$ 25,545	\$ 143,223	
82	Maintenance & Supplies/Buildings	4280	\$ 3,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 25,000	\$ 4,000	\$ 62,000	
83	Maintenance & Supplies/vehicles	4281	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 3,000	\$ 2,000	\$ 35,000	
84	Maintenance & Supplies/equipment	4282	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ 10,000	\$ -	\$ 35,000	
85	Maintenance & Supplies/street	4283	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000	
86	Maintenance & Supplies/Wtr/Swr Lines	4284	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 50,000	
87	Maintenance & Supplies Pump Station	4285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	
88	Demolition	4290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
89	Special Events	4300	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000	
90	Live Near your Work	4310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
91	Donations	4320	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
92	Principal Payment - Debt Service USDA	4531	\$ 42,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,461	
93	Interest Expense	4530	\$ 48,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,726	\$ 155,041	\$ 232,804	
94	Capital Expenditure	4700	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ 8,000	\$ 20,000	\$ 97,000	
95	Lease Expense	4900	\$ 6,336	\$ -	\$ 86,983	\$ -	\$ -	\$ 33,990	\$ -	\$ -	\$ 24,796	\$ 18,775	\$ 170,881	
96	2% of Operating Budget		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
97										\$ -			\$ -	
98														
99	Subtotal Operating Expense		\$ 349,021	\$ 7,000	\$ 390,519	\$ -	\$ 2,500	\$ 379,030	\$ 92,189	\$ 475,000	\$ 387,398	\$ 837,861	\$ 2,920,519	
100														
101	<b>Total Expenses</b>		\$ 523,192	\$ 9,960	\$ 2,831,970	\$ 80,602	\$ 106,600	\$ 786,774	\$ 178,010	\$ 475,000	\$ 971,646	\$ 1,506,868	\$ 7,470,623	
102														
103	<b>Operating Surplus/(Deficit)</b>		\$ 1,823,461	\$ (9,960)	\$ (2,533,620)	\$ (8,602)	\$ (56,600)	\$ (364,274)	\$ 96,990	\$ 7,500	\$ 391,854	\$ 551,632	\$ (101,620)	
104			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
105			% 10.48%	0.20%	56.73%	1.61%	2.14%	15.76%	3.57%	9.52%	100%			

Line	GL	FY21- ANNUAL - General Fund									Total	Water Fund		Sewer Fund		Total	
		100-Reg Admin	101-Reg Council	200-Reg Police	205-Reg Victim Adv	206-Reg Investigator	300-Reg Streets	600-Reg PZ	700-Reg Trash	400-Reg Water		500-Reg Sewer					
106		<b>Capital Expenditures</b>															
107		Debt Retirement Principal															
108	4510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 436,800	\$ 343,200	\$ 780,000		
109	2160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,832	\$ -	\$ 9,832		
110	2101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,344	\$ 26,344		
111	2101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,504	\$ 18,504		
112			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,715	\$ 30,715		
113	2101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262,804	\$ 262,804		
114	2160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,093	\$ -	\$ 5,093		
115		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,603	\$ 21,603		
116		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 451,725	\$ 703,170	\$ 1,154,895		
117		\$ 523,192	\$ 9,960	\$ 2,831,970	\$ 80,602	\$ 106,600	\$ 786,774	\$ 178,010	\$ 475,000	\$ 4,992,109	\$ 1,423,372	\$ 2,210,038	\$ 8,625,519				
118		\$ 1,823,461	\$ (9,960)	\$ (2,533,620)	\$ (8,602)	\$ (56,600)	\$ (364,274)	\$ 96,990	\$ 7,500	\$ (1,045,106)	\$ (59,872)	\$ (151,538)	\$ (1,256,516)				
119																	
120	Check	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
121																	
122		<b>Fund Transfers</b>															
123		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ 69,000	\$ -	\$ 20,000	\$ 89,000			
124		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 838,711	\$ 838,711		
125		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000			
126		\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000			
127		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,307	\$ -	\$ -	\$ -	\$ 63,307	\$ -	\$ -	\$ 63,307			
128		\$ 90,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,498	\$ -	\$ -	\$ 90,498			
129		\$ 150,498	\$ -	\$ 25,000	\$ -	\$ -	\$ 72,307	\$ -	\$ -	\$ -	\$ 247,805	\$ 150,000	\$ 858,711	\$ 1,256,516			
130															\$ 0		
Verification																	



**RESOLUTION NO. 2020-03**

**A RESOLUTION APPROVING THE TOWN OF GEORGETOWN, DELAWARE  
BUDGET FOR THE FISCAL YEAR 2021 AND ESTABLISHING BUDGET  
AMENDMENT AUTHORITY**

**WHEREAS**, The Town of Georgetown has adopted the provisions of the Town of Georgetown Charter, Article V, Financial Affairs, Powers, and Procedures, Section 5.2 Annual Budget; and

**WHEREAS**, The Town Manager has prepared a budget for the fiscal year ending April 30, 2021 (FY 2021) consistent with the Charter; and

**WHEREAS**, The Town Council does hereby authorize the Town Manager/Town Administrator to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2021, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the Town Council; and

**WHEREAS**, The Budget for the Town of Georgetown for the fiscal year ending April 30, 2021 as submitted by the Town Manager and as amended and adopted by the Town Council on the 22<sup>nd</sup> day of April 2020 is hereby ratified; and

**WHEREAS**, The Town Council recommends adoption of the FY 2021 budget totaling \$7,369,003; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE  
TOWN OF GEORGETOWN:**

**SECTION 1.** The Town Council of the Town of Georgetown does hereby adopt the FY 2021 Budget on the 22<sup>nd</sup> day of April 2020 with total resources available in the amount of \$7,369,003 are hereby established as follows:

<b>Department</b>	<b>Appropriation Amount</b>
Administration	\$ 2,346,653
Council	- 0 -
Police	\$ 420,350
Streets	\$ 422,500
Water	\$1,363,500
Sewer	\$2,058,500
Planning & Zoning	\$ 275,000
Trash	\$ 482,500
Total	\$7,369,003

**SECTION 2.** The Town of Georgetown will no longer accept out of town requests for sanitary sewer service. All service lawfully in place prior to the date of this Resolution shall be grandfathered.

**SECTION 3.** For FY 2021, 100% of the anticipated revenues have been fully appropriated with no funds set aside as promulgated under Resolution #2010-6.

**SECTION 4.** The personnel staffing levels shall not exceed the number existing as of April 1, 2020.

**SECTION 5.** This Resolution shall become effective immediately upon its approval by Council.

**BE IT ENACTED** by a majority vote of the Town Council of The Town of Georgetown, Delaware on this 22<sup>nd</sup> day of April, A.D., 2020.

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William E. West, Mayor

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Robert L. Holston, Jr., Secretary

**TOWN MANAGER REPORT**  
**April 22, 2020**

**DNREC Report – Town Dump**

On Friday, April 17, the Town received the Initial Investigation Report for the Georgetown Dump (DE-1719). Based on the initial investigation, DNREC Remediation Section will be conducting a Facility Evaluation. DNREC sent an RFP to two (2) contractors. Site visits this week are planned by representatives of Black and Veatch and EA Engineering. DNREC is in the process of preparing a Site Access Agreement for the Facility Evaluation. A full copy of the Initial Investigation Report is available upon request.

**New Howard T. Ennis School**

Last week, the Town received notice from DNREC that they have issued a State Wastewater Construction Permit for the New Howard T. Ennis School being constructed on Patriots Way opposite the existing Sussex Central High School. The effluent will be flowing into an existing sanitary sewer pump station owned by the Town.

**Sidewalk Removal Request**

A request was received from the Property owner at 200 Wilson Street seeking permission for removal of the sidewalk, to be replaced with grass, along the eastern side of their property. This is the only property in the area that has any sidewalk and there is no link to any other pedestrian travel ways. A copy of the request and photographs of the area have been provided for reference.

**Pleasure of the Mayor and Council**

**Proposal – Beacon Engineering**

The Town has received a proposal from Beacon Engineering for the preparation of construction drawings and project specifications for paving and sidewalk improvements along North Race Street between Pepper Street and Douglas Street. The proposal is for \$21,500 which includes Survey: \$3,500; Construction Documents: \$13,500; and Bidding: \$4,500. It is the recommendation of myself and the Construction Coordinator to approve the proposal.

**Pleasure of the Mayor and Council**

**Soil Boring – Green Alley and North Railroad Avenue**

The Town has received notification from Ten Bears Environmental that as part of the ongoing investigation and remediation of the former Thoro-Kleen Dry Cleaners Site (DE-0207) five water monitoring wells are being installed. Two will be on the former building site, two along North Railroad Avenue, and one on Green Alley. Installation is currently planned for April 29 or 30 with sampling planned for May 7 or 8. Both Public Works and the Construction Coordinator are aware of this effort.

Reviewed by Town Solicitor

## **TOWN MANAGER REPORT**

### **April 22, 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 24, 2020 at 5:00 PM. Consistent with the Sixth Modification of the State of Emergency, issued on March 25, 2020, the Municipal Election will be scheduled at some point after May 15, 2020.

#### **Coronavirus (COVID-19) Response**

The Town has been working closely with the State of Delaware, Division of Public Health, Sussex County and local non-profits to address awareness, screening, and testing within vulnerable communities. Our role has been mostly in a support and communications capacity.

As reported during the Budget Workshop we are monitoring our utility bill collections. In your packet is a schedule showing weekly collections for the current billing (April 2020) and the two prior quarters (January 2020, and October 2019). As of the week ending April 17, 2020 we have collected 33% of the balance due.

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

#### **Miscellaneous**

- Reminders:
  - **Delaware League of Local Governments:** Cancelled until further notice
  - **Sussex County Association of Towns:** Cancelled until further notice

Reviewed by Town Solicitor

## Eugene Dvornick

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**From:** Eric Evans <EEvans@mvtown.com>  
**Sent:** Tuesday, April 14, 2020 12:13 PM  
**To:** Eugene Dvornick  
**Subject:** Sidewalk Removal  
**Attachments:** Scan0005.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Gene; Do I need to go before Town Council or can you grant permission to remove the sidewalk that runs parallel my property? It is the only sidewalk in my neighborhood and I would like to remove it and replace with grass. When I say only sidewalk I mean only. No other sidewalks that runs parallel with the street on the following streets: Robinson, Wilson, W Laurel, Edwards, James St, Franklin St and Carrol St.

Anyhow any help or guidance will be greatly appreciated.

Respectfully

Eric Evans  
200 Wilson St.

Legend

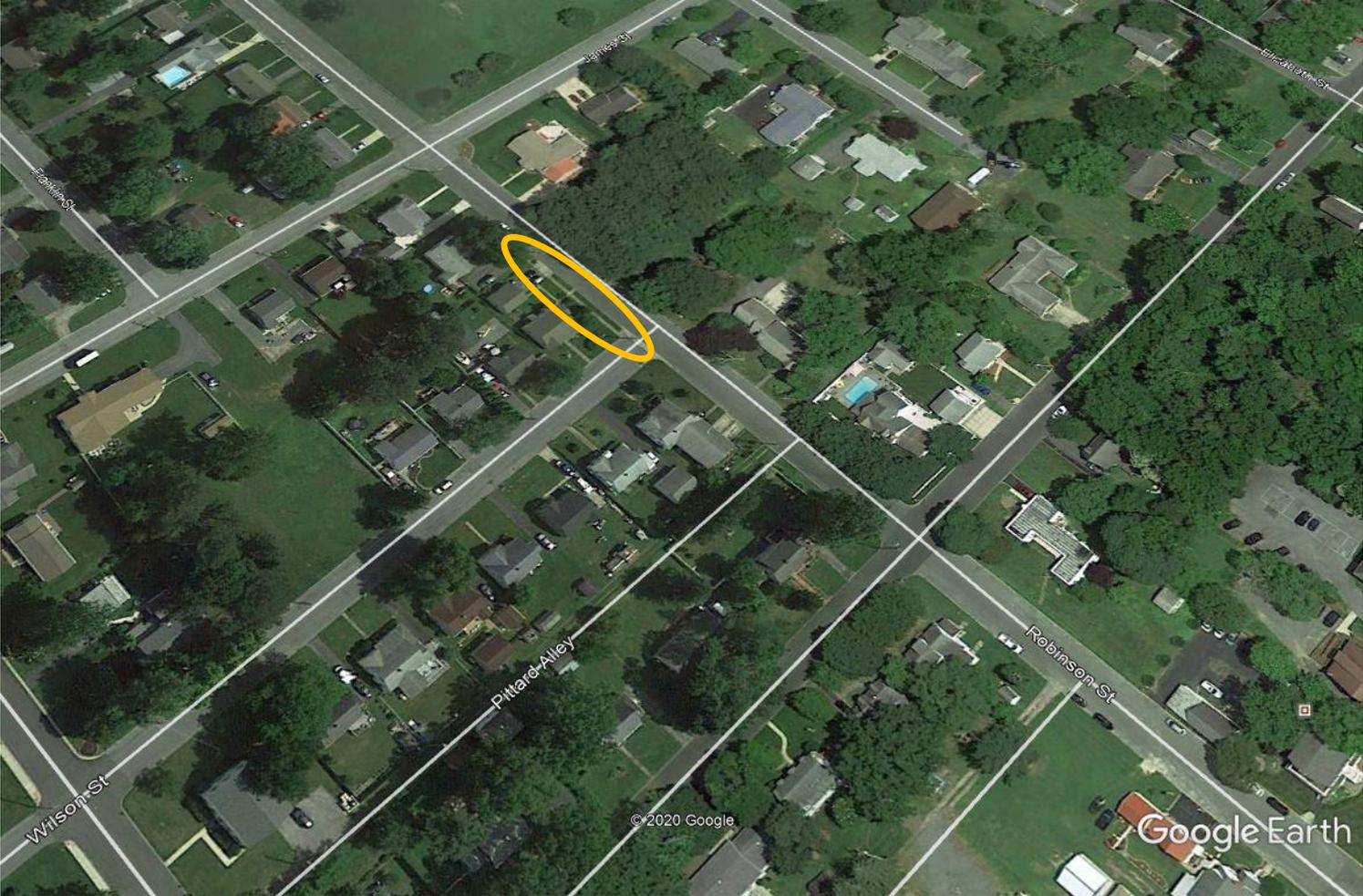


### 200 Wilson St

Write a description for your map.

Sidewalk Removal Request

200 Wilson Street



**Utility Bill Collections**

	April 1, 2020		January 1, 2020		October 1, 2019				
	\$	1,006,491	\$	1,019,634	\$	1,029,311			
Week 1	\$	22,516.00	2.24%	\$	46,208.00	4.53%	\$	36,443.00	3.54%
Week 2	\$	327,877.00	32.58%	\$	370,028.00	36.29%	\$	203,565.00	19.78%
Week 3				\$	471,621.00	46.25%	\$	466,002.03	45.27%
Week 4				\$	558,018.00	54.73%	\$	565,435.99	54.93%
Week 5				\$	721,616.00	70.77%	\$	782,008.00	75.97%
Week 6				\$	898,682.00	88.14%	\$	850,788.00	82.66%
Week 7				\$	926,912.00	90.91%	\$	915,128.00	88.91%
Week 8				\$	968,932.00	95.03%	\$	933,793.00	90.72%
Week 9				\$	979,760.00	96.09%	\$	973,416.00	94.57%
Week 10				\$	1,005,277.00	98.59%	\$	986,828.00	95.87%
Week 11				\$	1,013,667.00	99.41%	\$	1,026,100.36	99.69%