



Georgetown

Town Council Meeting Agenda

Meeting Date: Wednesday, January 22, 2020

Location: Town Hall, 39 The Circle, Georgetown, DE 19947

Time: 6:45 PM Public Hearing

Regular Meeting Immediately Following Public Hearing

6:45 PM - PUBLIC HEARING

An application by Larson Engineering Group, Inc., on behalf of developer, K. Hovnanian Homes, for an official zoning map amendment from Urban Residential (UR1) with a Residential Planned Community (RPC) overlay zoning district to Townhouse Residential (MR2). The properties are located on the west side of the intersection of Vaughn Road & Ennis Road, identified as Sussex County Tax Map ID 135-14.00-44.01; 47.01; 50.00.

- 3 - [Vaughn Road Rezone Application Submittal](#)
16 [12-18-19 DRAFT PC Minutes](#)

REGULAR MEETING IMMEDIATELY FOLLOWING PUBLIC HEARING

1. PLEDGE OF ALLEGIANCE

2. INVOCATION

3. ADOPTION OF AGENDA

4. APPROVAL OF DECEMBER 11, 2019 TOWN COUNCIL MINUTES

- 17 - [2019 December 11 TC Minutes](#)
21

5. AUTHORIZE PURCHASE OF A 55KW TOWABLE GENERATOR SIZED FOR EMERGENCY USE AT ADMINISTRATIVE OFFICE AND SEWER/WATER PUMP STATIONS

- 22 [Memo - Towable Generator](#)

6. WEBSITE REDESIGN PROPOSAL FROM DELMARVA DIGITAL (UPDATE OF TOWN WEBSITE)

- 23 - [Memo - Website Design and Development](#)
48 [Website Redesign Proposal - Delmarva Digital](#)

7. PRESENTATION AND REQUEST FOR THE TOWN OF GEORGETOWN TO JOIN MONARCH CITY USA (TO SUPPORT AND ENCOURAGE THE RECOVERY OF THE MONARCH BUTTERFLY POPULATION)

- 49 - [Monarch City USA Information](#)
54 [Beneficial Native Plants](#)
[Milkweedpatch Brochure](#)

8. DEPARTMENTAL REPORTS

- 55 - A. Town Manager - Gene Dvornick
59 [Town Manager Report - 2020-01-22](#)
[2021 Budget Schedule](#)
[Delaware General Assembly Legislative Report \(150 GA - 2nd Session\) \(2020-01-22\)](#)
- B. Superintendent Wastewater Department - Eric Rust

9. PUBLIC COMMENT

10. 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 Review Application

All submittals to include the number of copies shown below of the Review Application, Plans/Prints and any other supportive documentation that may be required with the appropriate fee as per Town Code, Chapter 98. Please note the number of copies listed below are for review purposes. Additional copies will be required prior to Planning Commission review or final signatures.

Check Type of Review Requested	Paper Copies	PDF/CD
Category II Plan Review	2	2
Category I Site Plan - Preliminary	2	2
Category I Site Plan - Final	2	2
Conditional Use	2	2
Historic Review	2	1
Subdivision/RPC Review - Conceptual	2	2
Subdivision/RPC Review - Preliminary	2	2
Subdivision/RPC Review - Final	2	2
Utility Review	2	1
X Zoning Amendment	2	2
Other:		

Property Information	
Sussex County Tax Map/Parcel:	135-14-00-44-01/47-01/50-00
Project Location:	WEST SIDE OF INTERSECTION OF VAUGHN ROAD/ENNIS STREET
Property Size/Dimension:	50.96 AC/1340' x 1450'
Project Title/Name:	SMITH PROPERTY/VAUGHN ROAD
Current Zoning District:	URL/RPC
Proposed Zoning (if applicable):	MR2
Current Property Use:	VACANT LAND
Proposed Property Use:	RESIDENTIAL

Current Property Owner Information	
Current Owner Name:	TOMARK, LLC
Phone Number:	
Fax Number:	
Email Address:	
Mailing Address:	P.O. BOX 541
City, State, Zip Code:	REHOBOTH BEACH, DE 19971

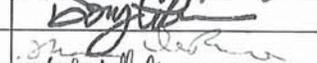
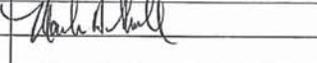
Engineer / Surveyor Information	
Company Name:	LARSON ENGINEERING GROUP, INC.
Contact Name:	DOUG LIBERMAN
Phone Number:	302-731-7434
Fax Number:	302-731-8211
Email Address:	dliberman@larsonengineering.net
Mailing Address:	910 SOUTH CHAPEL STREET, SUITE 200
City, State, Zip Code:	NEWARK, DE 19713

Applicant/Developer Information	
Company Name:	K HOVNANIAN HOMES
Contact Name:	BOBBY ROBLES / MIKE IRONS
Phone Number:	302-223-0122
Fax Number:	
Email Address:	rrobles@khov.com / miron@khov.com
Mailing Address:	2499 SOUTH DUCONT ECULEVARD, SUITE G
City, State, Zip Code:	SMYRNA, DE 19977

Designated Primary Contact	
Contact Name:	DOUG LIBERMAN / LARSON ENGINEERING GROUP, INC.
Phone Number:	302-731-7434
Fax Number:	302-731-8211
Email Address:	dliberman@larsonengineering.net
Mailing Address:	910 SOUTH CHAPEL STREET, SUITE 200
City, State, Zip Code:	NEWARK, DE 19713

Please read and certify the following:

1. I have supplied all the information listed on this form and that statements contained in any papers or plans submitted as part of this application are true and correct.
2. This project was designed in accordance with the plan requirements in the Comprehensive Plan, Zoning Code, Design Standards as well as the Construction Standards for the Town of Georgetown.
3. I, or an agent on my behalf, will attend all public hearings/meetings necessary for this project in order to answer any questions to the best of my ability in respect to the present and future needs, health, safety, morals, convenience, order, prosperity and general welfare of the inhabitants of Georgetown.
4. I understand that any incomplete applications will not move forward in the review process and I will be notified in writing after a thorough review has been completed by the Planning Department.
5. It is understood that the Planning Department processes all applications in the order in which they were received. Each application will continue in the process once eligibility and the appropriate reviews have been completed.
6. I understand that only the designated primary contact listed on this application will receive any and all review comments, meeting information and correspondence to and from the Town of Georgetown.
7. I understand that the Applicant/Developer will be billed for the professional services rendered from the Town Engineer and/or the Town Solicitor, as required for my application, unless I notify the Town Planning Department in writing advising otherwise.

Signatures	
Applicant/Developer	
Designated Primary Contact	
All Current Property Owners	
Parcel -	
Parcel -	
Parcel -	

OFFICE USE ONLY

Date Received: _____	Received by: _____	Amount: \$ _____	Cash/Check #: _____
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Submit all requests to the Planning Department, 37 The Circle, Georgetown DE 19947
 Phone: (302)856-7391 Fax: (302)856-6348

REZONING NARRATIVE
FOR
TOMARK, LLC
VAUGHN ROAD

PREPARED FOR:
K Hovnanian Homes
2499 South DuPont Boulevard
Suite G
Smyrna, DE 19977

PREPARED BY:
Larson Engineering Group, Inc.
910 S. Chapel Street, Suite 200
Newark, DE 19713

November 18, 2019



www.larsonengineering.net

910 South Chapel Street • Suite 200 • Newark, DE 19713 • Phone: (302) 731-7434 • Fax: (302) 731-8211

NARRATIVE

The Tomark, LLC property is located on the west side of Vaughn Road at the intersection with Ennis Road. The property is three parcels, tax parcels 135-14-00-44.01/47.01/50.00, totaling approximately 50 ± acres. It is currently a residential property with some outbuildings with the majority of the site vacant land consisting of trees and second growth vegetation. There is a tax ditch running east/west that separates parcel 44.01 from the other two parcels.

The property is currently zoned UR-1/RPC within the Town of Georgetown. The Town of Georgetown Comprehensive Plan calls for the properties to be "Medium High Density Residential". This same designation is applied to the northerly adjoining County Seat Apartments site and a portion of the Village of College Park site north of Route 18.

The proposal is to rezone the property to MR2 – Townhouse Residential for the purpose of developing the site as all townhouses. The units proposed by K Hovnanian Homes are much larger than traditional townhouses with floor plans ranging from 1,954 square feet to 2,021 square feet. The units are approximately 35' wide so there will be more green space associated with the development compared with a traditional townhouse plan.

The project will need to go through the full Town of Georgetown subdivision review process if the rezoning is approved. This will include a PLUS meeting with the State of Delaware Office of State Planning, Concept Plan and Preliminary Plan review by Planning Commission and Mayor and Council and then Final Approval by Mayor and Council after receiving all agency approvals.



SITE PLAN
 FOR
SMITH PROPERTY * VAUGHN ROAD
 TOWN OF GEORGETOWN, SUSSEX COUNTY, DELAWARE
 PREPARED FOR: KHovnanian Homes

LARSON
ENGINEERING GROUP INC.
 CIVIL ENGINEERING & LAND PLANNING
 910 SOUTH CHAPEL STREET - SUITE 200
 NEWARK, DE 19713
 Phone: (302) 731-7434
 Fax: (302) 731-8211

DRAWN BY: YAT
 SCALE: NONE
 DATE: 10/29/19
 JOB NO. _____
 FILE NAME: KHov-Vaughn_Aerial

KHovnanian[®] *Homes*



Waverly C1

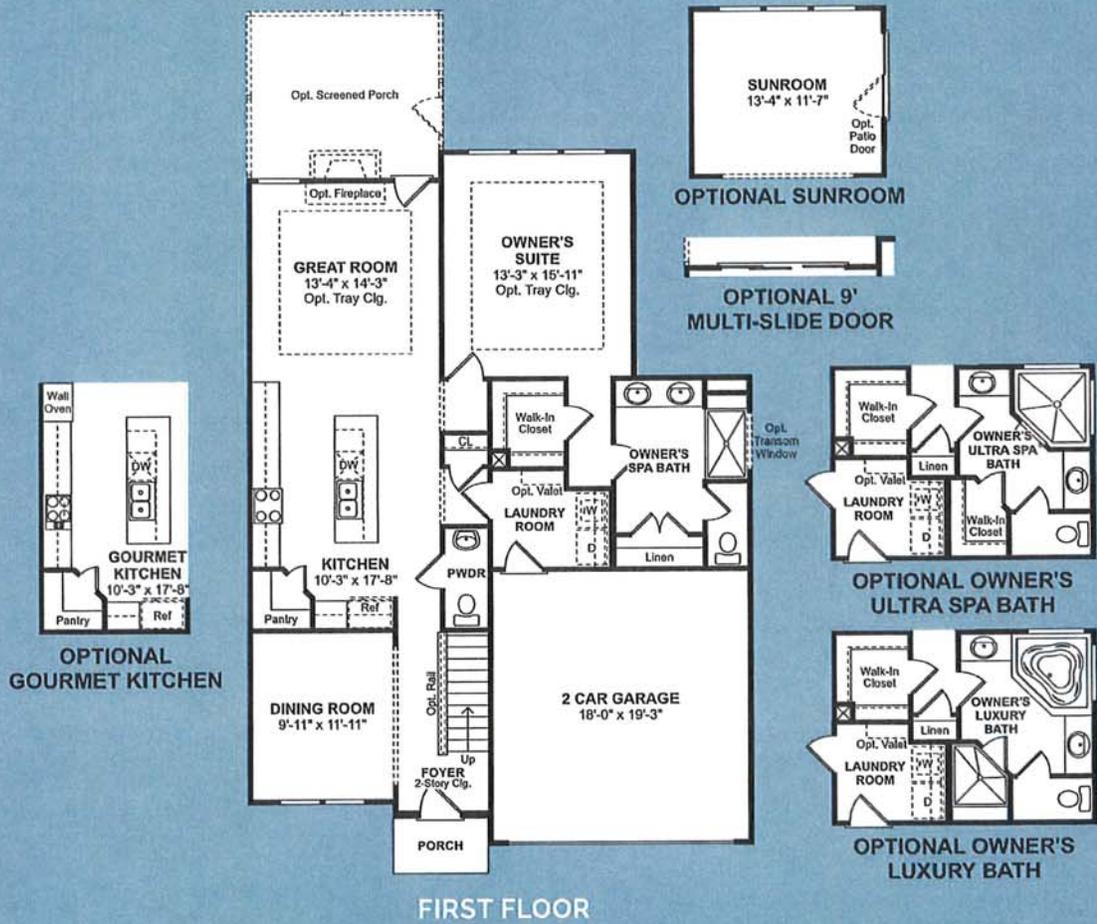
Waverly D1

WAVERLY III

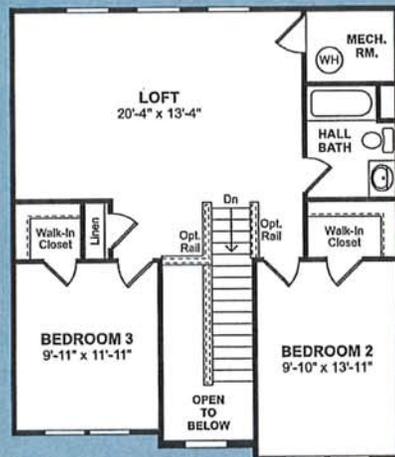
2,021 Square Feet
3 Bedrooms • 2½ Baths • 2 Car Garage

WAVERLY III

2,021 Square Feet
 3 Bedrooms • 2½ Baths • 2 Car Garage



All dimensions are approximate and this information is intended as a guide only. Renderings, window configurations and floorplans may vary from the home constructed. Not all options shown may be available at this select community. Purchasers must review detailed architectural drawings available in the sales office to ensure accuracy and understanding of the home chosen and all dimensions of the home. All square footage calculations for this home were made based on the plan dimensions only and may vary from the finished square footage of the home as built. The left-to-right orientation of each floorplan may be reversed or a mirror image of that depicted herein depending upon the location of the home within a particular building string. Exterior colors vary by building and are pre-selected by the builder. Purchasers shall not have any option as to exterior color selections for the home. Please see Sales Associate for details.



SECOND FLOOR

KHovnanian[®] *Homes*



Seacrest B

Seacrest A

Seacrest C

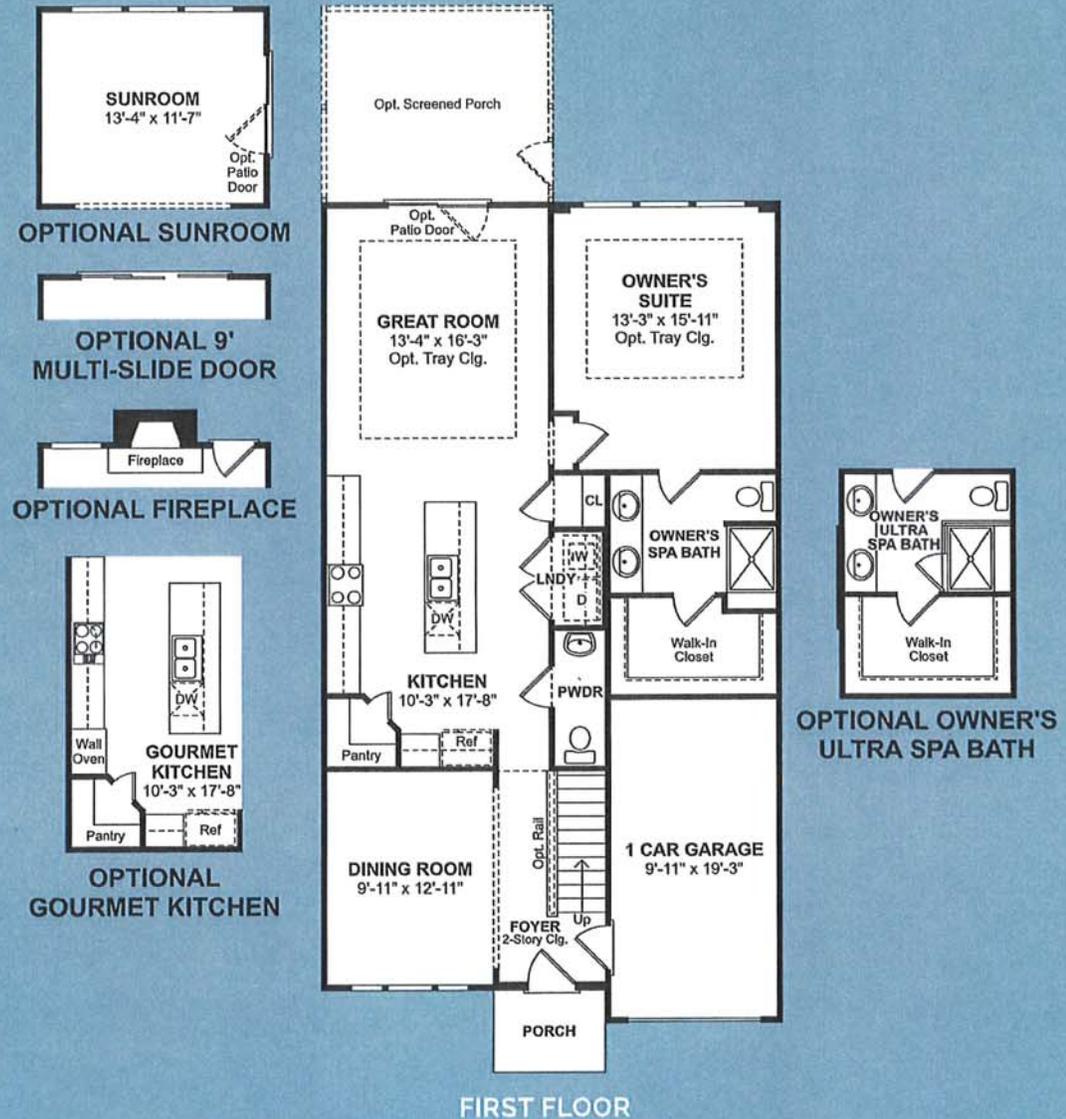
Seacrest D

SEACREST III

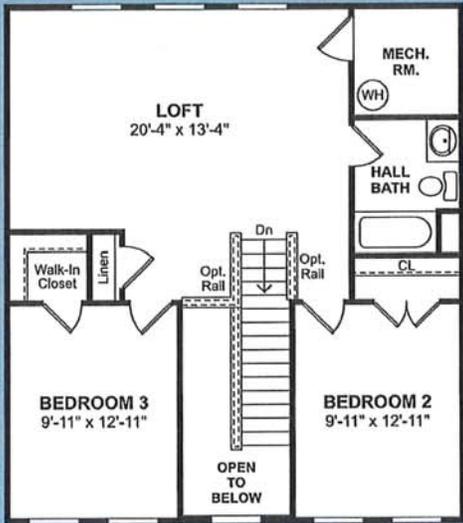
1,954 Square Feet
3 Bedrooms • 2½ Baths • 1 Car Garage

SEACREST III

1,954 Square Feet
3 Bedrooms • 2½ Baths • 2 Car Garage



All dimensions are approximate and this information is intended as a guide only. Renderings, window configurations and floorplans may vary from the home constructed. Not all options shown may be available at this select community. Purchasers must review detailed architectural drawings available in the sales office to ensure accuracy and understanding of the home chosen and all dimensions of the home. All square footage calculations for this home were made based on the plan dimensions only and may vary from the finished square footage of the home as built. The left-to-right orientation of each floorplan may be reversed or a mirror image of that depicted herein depending upon the location of the home within a particular building string. Exterior colors vary by building and are pre-selected by the builder. Purchasers shall not have any option as to exterior color selections for the Home. Please see Sales Associate for details.



SECOND FLOOR



DATA COLUMN

Plan Purpose: Rezone parcels 1-35-14.00-44.01, 47.01, 50.00 from UR1/RPC to MR2, 51.00 from UR1/RPC to MR2, 52.00 from UR1/RPC to MR2, 53.00 from UR1/RPC to MR2, 54.00 from UR1/RPC to MR2, 55.00 from UR1/RPC to MR2, 56.00 from UR1/RPC to MR2, 57.00 from UR1/RPC to MR2, 58.00 from UR1/RPC to MR2, 59.00 from UR1/RPC to MR2, 60.00 from UR1/RPC to MR2, 61.00 from UR1/RPC to MR2, 62.00 from UR1/RPC to MR2, 63.00 from UR1/RPC to MR2, 64.00 from UR1/RPC to MR2, 65.00 from UR1/RPC to MR2, 66.00 from UR1/RPC to MR2, 67.00 from UR1/RPC to MR2, 68.00 from UR1/RPC to MR2, 69.00 from UR1/RPC to MR2, 70.00 from UR1/RPC to MR2, 71.00 from UR1/RPC to MR2, 72.00 from UR1/RPC to MR2, 73.00 from UR1/RPC to MR2, 74.00 from UR1/RPC to MR2, 75.00 from UR1/RPC to MR2, 76.00 from UR1/RPC to MR2, 77.00 from UR1/RPC to MR2, 78.00 from UR1/RPC to MR2, 79.00 from UR1/RPC to MR2, 80.00 from UR1/RPC to MR2, 81.00 from UR1/RPC to MR2, 82.00 from UR1/RPC to MR2, 83.00 from UR1/RPC to MR2, 84.00 from UR1/RPC to MR2, 85.00 from UR1/RPC to MR2, 86.00 from UR1/RPC to MR2, 87.00 from UR1/RPC to MR2, 88.00 from UR1/RPC to MR2, 89.00 from UR1/RPC to MR2, 90.00 from UR1/RPC to MR2, 91.00 from UR1/RPC to MR2, 92.00 from UR1/RPC to MR2, 93.00 from UR1/RPC to MR2, 94.00 from UR1/RPC to MR2, 95.00 from UR1/RPC to MR2, 96.00 from UR1/RPC to MR2, 97.00 from UR1/RPC to MR2, 98.00 from UR1/RPC to MR2, 99.00 from UR1/RPC to MR2, 100.00 from UR1/RPC to MR2.



CADD FILE: Rezone\14-00-44.01.dwg

SHEET NO.: 1 of 1

REZONING PLAN

FOR

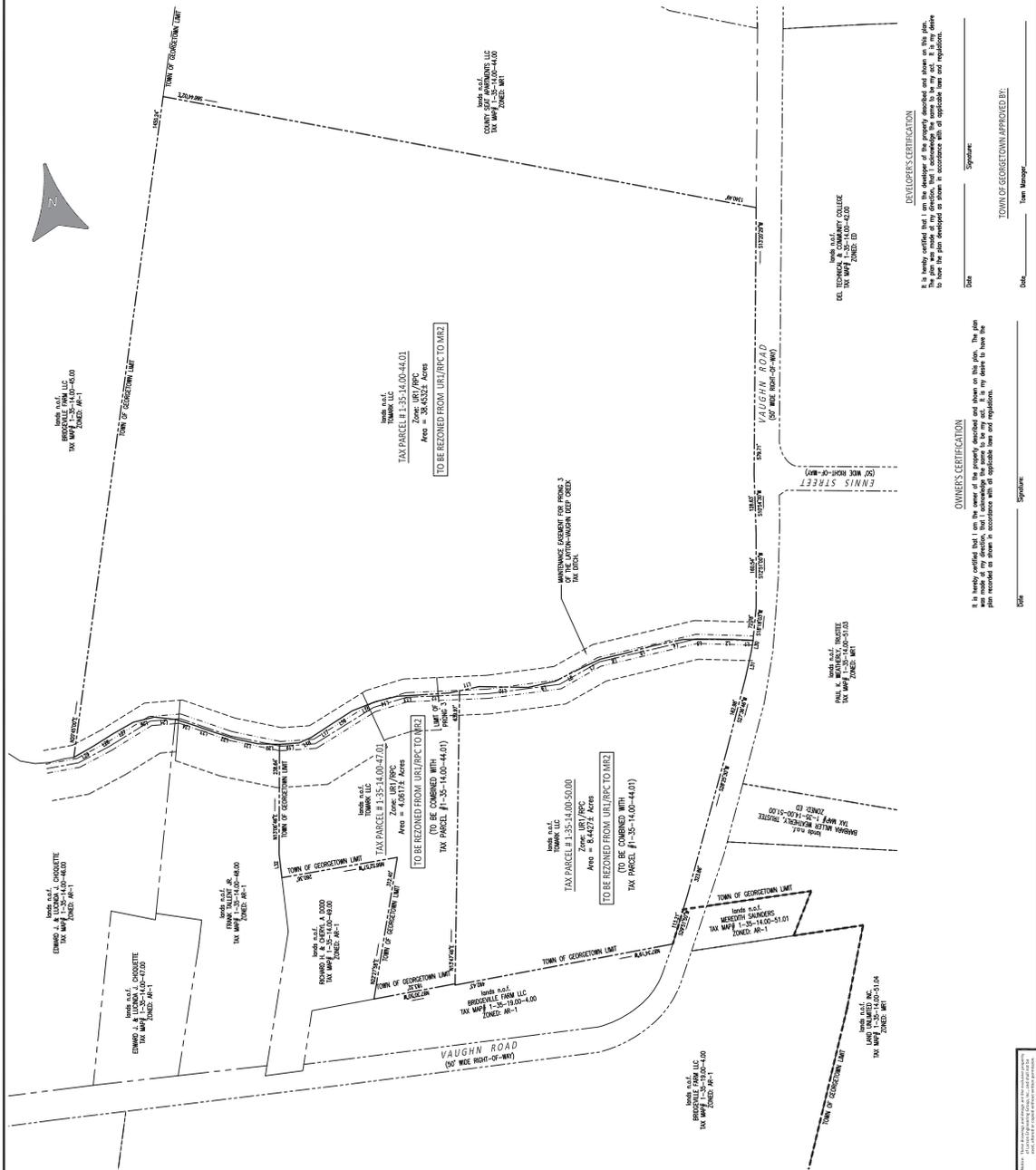
SMITH PROPERTY #8 VAUGHN ROAD

TOWN OF GEORGETOWN, SUSSEX COUNTY, DELAWARE

PREPARED FOR: Rezonation Homes

LARSON
ENGINEERING GROUP INC.
CIVIL ENGINEERING & LAND PLANNING
1000 W. MARKET STREET, SUITE 200
GEORGETOWN, DE 19620
TEL: (302) 371-8811

DATE	SCALE	BY	CHK'D BY	APP'D BY	REVISION
12-15-2010	1" = 100'	W. J. VAUGHN	W. J. VAUGHN	W. J. VAUGHN	1.0



TOWN OF GEORGETOWN - PLANNING COMMISSION

Draft Meeting Minutes December 18, 2019

ATTENDANCE

Commissioners

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

Staff

Jocelyn Godwin, Planning
Tim Willard, Solicitor
Jamie Craddock, Planning

1. CALL MEETING TO ORDER

Vice Commission Chair Dennis called the meeting to order at 6:03 p.m.

2. APPROVAL OF OCTOBER 16, 2019 MEETING MINUTES

Commissioner Mariner moved, seconded by Commissioner Barrett, to approve the October 16, 2019 regular meeting minutes as presented. **APPROVED (UNANIMOUS)**

3. PUBLIC HEARING

CASE #2019-20

Rezone Application

An application by Larson Engineering Group, Inc., on behalf of developer, K Hovnanian Homes, for an official zoning map amendment from Urban Residential (UR1) with a Residential Planned Community (RPC) overlay zoning district to Townhouse Residential (MR2). The properties are located on the west side of the intersection of Vaughn Road & Ennis Road, identified as Sussex County Tax Map ID 135-14.00-44.01, 47.01 & 50.00.

Doug Liberman, Larson Engineering Group, presented the application. Mike Irons, of K. Hovnanian Homes, was also in attendance. The applicant presented the Town zoning map, indicating surrounding properties and zoning, and the Comprehensive Plan Map indicating the future land use of Medium High Density Residential.

Elevations were presented of other K. Hovnanian housing projects. Estimate is for 150 – 160 units. Project will be fee simple lots, master suites on the first floor, and include one and two car garages. An example of one of their developments wrapping up is the Retreat at Millstone in Millsboro.

The Commission expressed concerns regarding garages provided that are too small for a vehicle and just used for storage and suggested making sure there is adequate parking for visitors. The applicant confirmed that adequate overflow parking will be provided and shared an example. Deed restrictions are critical to ensure maintenance.

Solicitor Tim Willard reinforced that the project is consistent with the Town's Comprehensive Plan, in accordance with Delaware law.

Vice Chair Dennis opened the public hearing for comment. No one commented either for or against. Richard Dodd, an adjoining property owner on Vaughn Road for 45 years, commented that he knew something would be done on the property, hated to see the trees go, hopes the project will be something the Town can be proud of and wants something decent. The applicant assured the neighbor that landscape detail will be provided as the plans are submitted.

The Planning Department confirmed that no correspondence had been received either for or against.

Commissioner Barrett moved, seconded by Commissioner Mariner, to recommend Town Council APPROVE the application. APPROVED (UNANIMOUS)

The next step for the application will be a public hearing with Town Council on January 22, 2020.

4. PUBLIC COMMENT

No public comment was offered.

5. Planning Department Report

The Planning Department provided project updates to the Commission. The Commission asked Mrs. Godwin to advise the Town Manager that they are still interested in a workshop with the Mayor and Council.

6. ADJOURNMENT

Commissioner Barrett moved, seconded by Commissioner Mariner, to adjourn the meeting at 6:51 p.m. **APPROVED (UNANIMOUS)**

APPROVED: _____
Linda Dennis, Vice Chairperson

ATTEST: _____
Jocelyn Godwin, Planning

**TOWN OF GEORGETOWN
TOWN COUNCIL MEETING MINUTES**

Meeting Date: Wednesday, December 11, 2019
Location: Town Hall, 39 The Circle, Georgetown, DE 19947
Time: 6:00 PM Executive Session
6:45 PM Public Hearings
Regular Meeting Immediately Following Public Hearings

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
RL Hughes II, Chief of Police

6:00 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, and (2) pending or potential litigation and records relating thereto. 29 Del. C. §10004(b)(4); (b)(6)*

Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to enter into Executive Session. **Motion Carried (unanimous)**

Exited Executive Session at 6:27pm.

6:45 PM PUBLIC HEARINGS

A. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2020 FUNDING REQUEST

Brad Whaley, Community Development Housing, discussed the use of the Community Development Block Grant (CDBG) program and the guidelines for the application process. CDBG funding is used for projects that would benefit low to moderate-income and/or neighborhoods. The top priority for the funds is for housing rehabilitation for homeowner occupied projects. Demolition, infrastructure, and code enforcement projects are also eligible items.

B. ABANDONMENT OF PAPER STREETS WITHIN DUNBARTON OAKS APARTMENT COMPLEX

Town Manager Dvornick presented Council with an overview of the request to abandon the paper streets within Dubarton Oaks Apartment Complex.

The record will stay open until the next regular Town Council 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 Hartstein to amend the agenda by deleting item #6. **Motion Carried (unanimous)**

4. APPROVAL OF NOVEMBER 13, 2019 TOWN COUNCIL MINUTES

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to approve the November 13, 2019 Town Council minutes as presented. **Motion Carried (unanimous)**

5. GEORGETOWN WATER INTERCONNECTION AGREEMENT

Hans Medlarz, Sussex County Engineering Department, presented Council with an overview of the Georgetown Water Interconnection Agreement.

6. PROPOSAL FOR WEBSITE REDESIGN

Item Deleted

7. UTILITY SERVICE REQUEST

A. REQUEST FOR UTILITY SERVICE (WATER & SEWER) – M.L. JOSEPH HEIRS FARM ACCOUNT LLC (1-35 15.00 55.01)

Town Manager Dvornick presented Council with an overview of the utility service request for the property located at Sussex County District Map and Parcel 1-35-15.00-55.01 (old Georgetown race track).

Motion by Councilwoman Lecates, seconded by Councilman Hartstein to approve the utility service request for the M.L. Joseph Heirs Farm Account LLC (1-35-15.00-55.01).
Motion Carried (unanimous)

8. RESOLUTIONS

A. RESOLUTION #2019-04 2019 USDA LOAN TERMS

Motion by Councilwoman Lecates, seconded by Councilman Holston to adopt Resolution #2019-04 2019 USDA Loan Terms. **Motion Carried (unanimous)**

B. RESOLUTION #2019-05 USDA RD LOAN RESOLUTION 1942-47

Motion by Councilwoman Lecates, seconded by Councilman Hartstein to adopt Resolution #2019-05 USDA RD Loan Resolution 1942-47.
Motion Carried (unanimous)

Ward 1: Yes

Ward 2: Yes

Ward 3: Yes

Ward 4: Yes

C. RESOLUTION #2019-06 2020 TOWN COUNCIL MEETING SCHEDULE

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Holston to adopt Resolution #2019-06 2020 Town Council Meeting Schedule.

Motion Carried (unanimous)

D. RESOLUTION #2019-07 2020 HOLIDAY SCHEDULE

Motion by Councilwoman Lecates, seconded by Councilman Holston to adopt Resolution #2019-07 2020 Holiday Schedule. **Motion Carried (unanimous)**

E. RESOLUTION #2019-08 FEDERAL FAIR HOUSING LAW

Motion by Councilman Holston, seconded by Councilwoman Lecates to adopt Resolution #2019-08 Federal Fair Housing Law. **Motion Carried (unanimous)**

F. RESOLUTION #2019-09 CDBG APPLICATION

Motion by Councilwoman Lecates, seconded by Councilman Holston to adopt Resolution #2019-09 CDBG Application. **Motion Carried (unanimous)**

9. DEPARTMENTAL REPORTS

A. TOWN MANAGER – GENE DVORNICK

Vacant Property Registration Update

On May 22, 2019 the Town enacted our Vacant Building Registration Ordinance. We initially identified and noticed 42 property owners. At the current time:

Properties Reoccupied: 8
Permits issued for Rehabilitation: 4
No Responses: 10 (billing appears as amount due the Town)
Pending Demolitions: 3 (includes the Former Valero Station)
Demolitions: 2
Waivers Issued: 9

DWSRF Water Loan Request

The Town's request for \$1,255,000 from the Drinking Water State Revolving Fund is scheduled for hearing and decision by the Water Infrastructure Advisory Council on Wednesday, December 18 – our project was moved up in ranking as a result of other projects withdrawing or receiving alternate funding.

Sussex County Capacity Surrender

Sussex County has notified the Town that it is providing twelve months' notice to surrender 100% of the County's used wastewater capacity for the Delaware Coastal Business Park and Coastal Airport. The Town has been working with the County regarding flow reversal options. We will add this as an agenda item in early 2020.

January 2020 SCAT Dinner Meeting

The January 2020 Sussex County Associations of Towns Dinner Meeting has been rescheduled for January 8, 2020 – this conflicts with our first Town Council Meeting in January. It is suggested that we cancel the January 8 Town Council Meeting.

*Motion by Councilwoman Lecates, seconded by Councilwoman Johnson-Dennis to approve cancelling the January 8, 2020 Town Council Meeting due to a scheduling conflict. **Motion Carried (unanimous)***

Miscellaneous

- Reminders:
 - Town Offices Closed: Tuesday, December 24, in observation of Christmas Eve
 - Town Offices Closed: Wednesday, December 25, in observation of Christmas Day
 - Town Offices Closed: Wednesday, January 1, in observation of New Year's Day
 - Sussex County Association of Towns: Wednesday, January 8, 6:00 PM, hosted by Sussex County.
 - Sussex County Association of Towns Steering Committee: Friday, January 10, 9:00 AM, Arena's at the Airport

B. RL HUGHES II – CHIEF OF POLICE

- GPD Core Values
- 21st Century Policing
- Guardians of Georgetown Personnel Chart
- Continuation of policy review
- Continuation of programs (DV Investigator, Cadet, SRO, Victim Services)
- Approved \$177k for Mental Health Professional (2yr)
- MVR replacement project
- Modem installation project
- DPAC
- DDD Records
- Property Crimes comparison (2019 vs. 2018)
- Crimes against person comparison (2019 vs. 2018)
- Crash Data comparison (2019 vs. 2018)
- E-ticket Citations comparison (2019 vs. 2018)
- Calls for service comparison (2019 vs. 2018)

10. PUBLIC COMMENT

- Adam Buczkowki, 200 South Bedford Street
 - Concern with the Code and new policy about unattended displays on the Circle – Will the flags be prohibited since that is something the Rotary does?

- Gene Dvornick: The flags are something that is co-sponsored by the Town.
- Resident asked questions specific to the new Circle Use Policy
- Gene Dvornick, Town Manager
 - Written Correspondence from Charles Mead read into the record.

11. ADJOURNMENT

Motion by Councilwoman Johnson-Dennis, seconded by Councilman Hartstein to adjourn at 7:49pm. **Motion Carried (unanimous)**

APPROVED:

Robert L. Holston Jr., Secretary

ATTEST:

Eugene S. Dvornick Jr., Town Manager

DRAFT

TOWN OF GEORGETOWN MEMORANDUM

TO: Mayor & Council
FROM: Gene Dvornick, Town Manager
RE: Towable Generator
DATE: January 22, 2020

The Town has received three (3) proposals for a 55 kW Towable Generator:

<u>Vendor</u>	<u>Proposal</u>
Curtis Engine	\$48,883.00
Fidelity Power Systems	\$38,950.00
Kelly Generator & Equipment, Inc.	\$33,750.00

The generator has been sized to completely power the entire Administrative Office (37 The Circle – which has a power transfer switch and connections for a generator) and can also be used as back up for a sewer pump station or at a water plant.

After discussion with the Construction Coordinator, our recommendation is the Fidelity Power Systems Proposal at \$38,950.00. The recommendation is based on their having a service department in Seaford, Delaware and our existing use of their generators at two (2) pump stations.

Attached, for your information, you will find a copy of each proposal and specification sheet for the selected generator.

Recommendation:

- Authorize up to \$39,000 for the purchase of a 55 kW Towable Generator. Funding to be split between Sewer, Water, and Administration (Realty Transfer Tax Account).

TOWN OF GEORGETOWN MEMORANDUM

TO: Mayor & Council
FROM: Gene Dvornick, Town Manager
RE: Website Project
DATE: January 22, 2020

The Town received a proposal from Delmarva Digital for the Web Site Design & Development with Custom Content Management Software. Delmarva Digital is a local business out of Laurel, Delaware. The total amount of the project is \$23,190. This amount included the development of the website and the employee portal.

The Town's goal is to create a website that successfully promotes our brand, facilitates a user-friendly environment for accessing municipal services, provide full site searchability and the technology to support online services, facilitate content creation and editing, house a calendar of events system and create an overall inviting and engaging web design interface.

With this proposal is also the ability to have an Employee Portal. This portal will be able to house employee notices and announcements, general documents and resources for our employees including employee manual, health care documents, training videos, etc.

After discussion with the Finance/Human Resource Staff, our recommendation is to move forward with the website design and development with Delmarva Digital for \$23,190.00.

SSL Municipal Web Software Application Hosting with Content Management System \$239 per month. Currently, the Town is paying \$150 per month for web hosting. Additionally, we may add to our service email blast hosting (up to 2500 email blast list) for \$49 per month and Emergency Alert eGov Text Blast System for an additional \$49 per month. In order to better inform our citizens, staff is recommending to add these additional services to our operating budget.

Attached, for your information, you will find a copy of the design and proposal.

Recommendation:

- Authorize:
 - Up to \$24,000 for the design and development of the Town's website. Funding to be split between Sewer, Water, and Administration (Realty Transfer Tax Account)

Delmarva Digital

220 E Front Street, Laurel, DE 19956 302.875.7700 (F) 302.875.8288

Contract Proposal Outline and Structure for Town of Georgetown Delaware Website

VERSION 3

This project will include the following sections:

Home

(page sections)

Design website with current color themes -- Site-wide button bar along top
Home page design elements and fields:

- Logo and graphic header at top
- Horizontal Button bar at top under header
- Color themes: *use white background, and existing colors*
- *Layout with updated design look and feel - fully responsive*
- *Facebook and social media icon links at top and bottom*

Special header buttons (second row)

Code Enforcement
Online Payments

(page section)

Wide Slide Show with up to 3 Page wide slide show photos; with self-update cropping tool

(page section)

Self-update fields include Welcome text with general text editor

(page section)

Latest News - mini section links to full page section

Notices - mini section links to full page section

(page section)

"Quick Links"

List of icons (direct links) for the most often clicked items

Tax Payments
Planning Department
Comp Plan
(Etc...)

Office hours and closings

Self-update software section:

Upcoming Events: Self-update software section 4 to 6 closest Events will display - each linked to calendar detail page; and "View All Events" link

(page section)

Contact Us link to form page

(footer section)

Site map and contact Info and special 'Contact Us' graphic button

Email blast sign-up fields "Join our Email List & Stay Informed"
Get Urgent Alerts by Phone Text Message

(Delete Me from Urgent Alerts)

ONLINE PAYMENTS (roll over drop-down tab)
Web form page which links to eprocessing network .com

FREQUENTLY ASKED QUESTIONS (roll over drop-down tab)
Frequently Asked Questions section with self-update software; fields include:

Category (Include current "HOW DO I?" page as a category
**See current tab called "Taxes" for full FAQs with categories; Transfer content to this section
Question
Answer

NOTIFY ME (roll over drop-down tab)

"Get Urgent Alerts"
Sign-up to Get Urgent Alerts from the Town of Georgetown

Text Alert Blast software package; *includes the following fields:*
Cell number
Carrier (drop-down local carrier select) Verizon, ATT, Sprint, etc
Last name

Includes LINK on site footer to web form 'self-delete' feature

"Get Email Notifications"
Sign-up to Get Email Notifications from the Town of Georgetown

Email Blast System - Admin back-end system only

Sign-up to 'Get Email Alerts' fields on front page
Email Blast Database System with the following fields:
First Name (required)
Last Name (required)
Email (required)

Select interests (admin edit check boxes)

Template option #1: HTML style email template based on the general site design

Email messages will be sent out through back-end admin login; Message fields include:

Subject title
Text (General text editor)
Photo .jpg - (landscape/horizontal)

Link (URL)
(Static info: logo, address, phone, email link, etc.)

Plain text option #2: HTML style email template based on the general site design (See example for 11/18 email)

Email messages will be sent out through back-end admin login; Message fields include:

Subject title
Text (General text editor)

Link (URL)

Admin Features:

- Label blast "Campaign" by name for archive
- Add "Send this email as a test before sending to All"
With send-to email address
- Archive 'sent' emails by email blast name
- Export database into excel file which could be used for offline mailing labels, etc.

News & Events

(drop-down menu only, no direct page)

UPCOMING EVENTS

Self-update linear display calendar software w/ auto delete; fields include
Display current 12 months at a time; organized by year and month

Text date
Location (embedded google map code)
Actual sort date (for programing)
Event title (bold)
Description text
PDF brochure upload with text title (optional)
Web link url with text title (optional)

Partial list events display on home page - ordered by nearest event first

NEWS

(Formerly News & Notices)

Self-update software section in list format with the following fields for each:

Title
News story text
URL or PDF link with link name - optional

TAKE NOTE NEWSLETTER

Self-update section with the following fields:

List page with most recent first; fields for each include

- Title
- Brief description text
- PDF linked to title

CONCERT SERIES

Self-update linear display calendar software w/ auto delete; fields include
Display current 12 months at a time; organized by year and month

- Text date
- Location (embedded google map code)
- Actual sort date (for programing)
- Event title (bold)
- Description text
- PDF brochure upload with text title (optional)
- Web link url with text title (optional)*

Partial list events display on home page - ordered by nearest event first

DART SCHEDULES

Self-update direct link to Dart website page - opens in a new browser tab

GEORGETOWN CHAMBER OF COMMERCE (link)

Self-update direct link to GCC website page - opens in a new browser tab

Departments

(drop-down menu only, no direct page)

OVERVIEW

Self-update software page with fields:

- General text editor
- PDF link with link name

FINANCE

Self-update software page with fields:

- General text editor

Self-update album cover menu with report categories

- Statements of Revenues, Expenditures & Expenses
- Budget
- Budget vs Actual

PLANNING

Self-update software section with general text editor to provide

introductory and explanation information, and explain purpose of contact form (*Content note: This replaces Jocelyn and Jamie's information*)

Contact the Planning Department (web form)

First Name
Last Name
Email
Phone
Comments or question
<Submit>

Contact form admin functionality:

- Hold Contact forms in database
- Add admin "notes" field for each comment (after submitted)
- Status "new" and "processed" or delete
- Admin Notify emails will be held in admin panel AND a full email copy will be sent to up to 2 email addresses

Self-update software list section with the following fields for each section

Section headers with small icons beside each

Planning Administrator
Planning Assistant
Do you need a Building Permit?
Building Permit Issuance Guide
Town of Georgetown Zoning Map
Zoning Map
Zoning by Tax Map & Parcel Number
Town of Georgetown Walkability & Connectivity Study
Final Report
Comprehensive Plan
Downtown Development District (link to page under "Business" section)

Description text (optional for each)

PDF Links 'list' with link name (Display in 3 columns)

(Add) View Frequently Asked Questions (graphic link to FAQs page)

(Add) "Regulations & Guidelines" list section; Fields for each item include:

Section title with small icon

- Code of the Town of Georgetown
- Development Design Standards
- Design & Construction Standards for Water, Sewer & Streets
- Fee Schedule

Description text

PDF links (up to 4 side by side with title for link)

POLICE (Link to georgetownpolicede.com)

PUBLIC WORKS

Self-update Software sections include:

- General Information with general text editor
- Sub-sections with self-update software; fields for each include
 - Sub-section Title (list with add/edit)
 - Purpose
 - Staff Directory
 - Public Documents
 - Emergency Numbers
- Description/Explanation
- Link List with link name for each

WATER

Self-update Software sections include:

- Sub-sections with self-update software; fields for each include
 - Sub-section Title (list with add/edit)
 - About the Water Department
 - Water Plant Locations
 - Staff Directory
 - Emergency Pager Numbers
 - Water Consumer Confidence Report
- Description/Explanation
- Link List with link name for each

WASTEWATER

Self-update Software sections include:

- Sub-sections with self-update software; fields for each include
 - Sub-section Title (list with add/edit)
 - About the Wastewater Department
 - Staff Directory
 - Permit Limits
 - Emergency Pager Numbers
 - Inflow & Infiltration Project
- Description/Explanation
- Link List with link name for each

CODE ENFORCEMENT

Self-update software section with general text editor

Self-update software list section with

- Category (ie. Code Enforcement Information, C. E. Violations)
- Link with title for each

CODE & ORDINANCES
(Direct link to ecode360.com)

Administration

(drop-down menu only, no direct page)

TOWN MANAGER REPORT

Self-update software section; Sub-section for each year - click to expand
Report links by date for each year; display in 3 or 4 columns
- Reports are PDFs with Link name for each

YEAR IN REVIEW

Self-update software section (No sub-sections)
Annual Report links by date for each year; display in 3 columns
- Reports are PDFs with Link name for each

UTILITIES

Self-update section with general text editor

FORMS & APPLICATIONS

Self-update Software sections include:

- General Information with general text editor
- Sub-sections with self-update software; fields for each include
 - Sub-section Title (list with add/edit)
 - Project / Review Applications
 - Business License Applications
 - PDF Link List with link name for each
 - (Display in 3 columns)

PUBLIC PERMITS (Circle/Square/Bedford Park and Parade Permits)

Self-update software section with general text editor
Self-update link graphics with link titles

EMPLOYMENT

Self-update software section with the following fields:

- General text editor area
- List of positions open with these fields for each
 - Title of position
 - Explanation text
 - Upload your resume (restricted to PDFs, doc, docx)
 - Expiration date for display
 - (keep expired postings on back-end)

FOIA REQUEST (drop-down rollover tab)

Features & Software Functionality

Actual page header will display "Freedom of Information Request"

Form database fields will include the following: (ALL fields Required)

**see: seafordde.com (for layout)

Request Date (Auto fill)

Public Body (admin generated drop-down list)

First Name

Last Name

Mailing Address

Mailing Address 2

City

State (drop-down - default DE)

Zip

Phone

Email

Records Requested

Self-update explanation text field (use this text)

"Be as specific as you can, describing types of records, dates, parties to correspondence, subject matter, etc. The public body will make every reasonable effort to assist you in identifying the records being sought."

"There may be costs involved in responding to your request. The public body can require you to examine the records at the office of the public body. Refer to the public body's policy or regulation for information about costs and access to records."

"Note: Requests for voluminous records may be delayed."

Open text field (for user entry)

Please Contact me if costs will be greater than (open field formatted for monetary amount)

Self-update disclaimer for this section will read:

"* Within 15 business days from receipt of your request the public body must either provide you with access to the records, deny your request, or state that additional time is needed.*"

Self-update text section for NOTICE will read:

NOTICE : "Under Delaware's Freedom of Information Act, 29 Del. C. §§10001-10006 ("FOIA"), a FOIA request or petition, along with any information contained therein or any documents attached thereto, submitted to any "public body" subject to FOIA, including, without limitation, any board, bureau, commission, department, agency or committee of the State, may itself be deemed a "public record" subject to disclosure under FOIA. More information on FOIA is

available at foia.delaware.gov .”

<Submit>

Auto-responder page (admin self-update)

Auto-responder email (admin self-update)

ADMIN Features

- Administrator can view client records directly from the back of the web-site
- Form Requests entries are date stamped
- Form Requests entry status
 - New
 - Processed
 - Cancelled
 - (Or Delete)

Admin email notifier with admin edit (up to 2 emails)

Admin phone text notifier with one phone number and admin edit (optional admin use)

Admin Reports

- Generate reports by date range and quantity of requests
- Generate reports by date range and quantity of requests per person making request

Meetings

(drop-down menu only, no direct page)

BOARD OF ADJUSTMENT

Self-update software list style section with the following fields for each item

Section title
Structure
Meetings
Members

Description text

“Click here to view Agendas & Minutes”
(link to civicweb portal page)

PLANNING COMMISSION

Self-update software section with general text editor

“Click here to view Agendas & Minutes”
(link to civicweb portal page)

MAYOR & COUNCIL

Self-update software section with general text editor
"Click here to view Agendas & Minutes"
(link to civicweb portal page)

AGENDAS & MINUTES

Self-update section with general text editor for explanation of civic web portal link

"Click here to view Agendas & Minutes"
(link to civicweb portal page)

Government

(drop-down menu only, no direct page)

OVERVIEW

Self-update software section with general text editor

MAYOR & COUNCIL

Self-update software section includes

Group photo
Caption

List section with fields for each Council Member

Full Name
Email address
Biography text

PLANNING COMMISSION

Self-update software list style section with the following fields for each item

Section title
Structure
Meetings
Members
Description text for each

BOARD OF ADJUSTMENT

Self-update software list style section with the following fields for each item

Section title
Structure
Meetings
Members
Description text for each

EMPLOYEE MEMORIAL

Self-update software section with general text editor

COMPREHENSIVE PLAN

Self-update software list style section with the following fields for each item

Section title (with add/edit)

Invitation

Presentations

Updates

Press Releases

List of PDFs with text name text for each

Business

(drop-down menu only, no direct page)

FORMS & DOCUMENTS

Self-update graphical link section for PDFs with document title link for each

LICENSED BUSINESSES

Self-update graphical link section for PDFs with document title link for each

APPLY FOR NEW BUSINESS LICENSE

*(**Programmer note: code this section but don't go live until later in 2020)*

New Business License Application

Form database fields will include the following: (ALL fields Required)

Business Information

Application Date (Auto fill-admin only view)

Business Name:

Business Address:

Phone:

City:

State:

Zip:

Description/Type of Business: (open field)

Days & Hours of Operation:

Mailing Address

City:

State:

Zip:

Federal & State information

Federal I.D. Number:

State of Incorporation:

**Copy of State License Required to accompany application

Owner Name*

Phone:

Upload scan of Delaware business license

**If the applicant is a partnership, corporation, limited liability company (LLC), government or governmental agency, statutory trust, business trust, or two (2) or more persons having a joint or common trust or any other legal or commercial entity the names and addresses and telephone numbers of the individuals shall be provided. You may attach a separate sheet with this information.

Contact Name (if not owner):

Phone:

Email Address:

FEE (Select One Category)

Out of Town Business Fee: \$120

General Business located within Georgetown Town limits (1-10 employees) #___ Fee: \$78

General Business located within Georgetown Town limits (11-50 employees) #___ Fee: \$180

General Business located within Georgetown Town limits (51+ employees) #___ Fee: \$270

Non-Profit (Must provide documentation) Fee: \$0

Storage Units Number of Units: _____ Fee: \$2.40 per unit (\$270 maximum)

___ I certify, to the best of my knowledge, that the information on the application is true and correct and that a false answer can subject the application to denial or a license to revocation. I comply with all provisions of this chapter and all other laws and ordinances of the Town of Georgetown and other jurisdictions relating to the business or enterprise for which the license is required, including applicable zoning and building codes, and shall continue to do so throughout the term of the license. This application will be considered complete only when all sections have been completed in their entirety and payment received for the proper fees

Full Name of Applicant Submitting this form

First Name

Middle Initial

Last Name

<Submit>

(Standard ecommerce cc check out process connecting to Town's existing gateway)

ADMIN Features

Auto-responder page (admin self-update)

Auto-responder email (admin self-update)

- Administrator can view client records directly from the back of the

web-site

- Form Requests entries are date stamped
- Form Requests entry status
 - New
 - Processed
 - Cancelled
 - (Or Delete)
- Name of admin who processed (auto captured by login info)

Admin email notifier with admin edit (up to 2 emails)

Admin phone text notifier with one phone number and admin edit (optional admin use)

Search by Business Name and/or Date Range

Account #

Inspection By:

Approved:

Denied:

STARTING A BUSINESS

Self-update software FAQs section with fields

Question

Answer

'Additional Resources'

Self-update software list section with fields for each Resource item

Link name url (or) pdf

Description

GRANT & LENDING OPPORTUNITIES

Self-update software list section with fields for each Resource item

Link name url (or) pdf

Description

DOWNTOWN DEVELOPMENT DISTRICT

DDD Home page with static logo and Self-update general text area

(Icon links to special pages)

[Map & Property Information](#)

[Incentives](#)

[Resources](#)

[Downtown Development District Plan](#)

[Presentations](#)

[Downtown Development District News](#)

[Archives](#)

* Special sub-navigation section appears to allow for navigating through all 7 pages while in any specific one of the 7

Map & Property Information

Self-update general text editor with PDF link list

Incentives

Self-update general text editor with PDF link list

Resources

Self-update general text editor

Self-update sections with 3 static categories; add/edit fields:

Documents (list)

PDF link list with link name for each

Websites (list)

URL link list with link name for each

Contacts (list)

List of contacts with se

Name of Organization

Contact Name

Email

Phone

Downtown Development District Plan

Self-update general text editor with PDF link list

Presentations

Self-update general text editor with PDF link list_with link name for each

Downtown Development District News

Self-update general text editor with PDF link list_with link name for each

Archives

Self-update general text editor with PDF link list with link name for each

Community

(drop-down menu only, no direct page)

RELOCATING

Self-update list style page with the following fields for each section

Section title

General text editor

PDF (or) URL link list with link name for each

CIVIC ORGANIZATIONS (replaces business directory)

Self-update accordion style list section with the following fields for each

Organization name

General text editor for contact information

Url link button "Learn More"

PUBLIC TRANSPORTATION

Self-update general text editor with PDF link list with link name for each

HISTORY

Self-update general text editor with URL link to Georgetown Historical Society "time line" page?

BRANDING

Self-update software section with embedded youtube video

Self-update general text editor with PDF/URL link list with link name for each

TOWN MAPS

Self-update general text editor with PDF link list with link name for each

Election Information

(drop-down menu only, no direct page)

OVERVIEW

Self-update general text editor

VOTER REGISTRATION

Self-update general text editor with PDF link list with link name for each

WARD LIMITS

Self-update general text editor with PDF with link name

MAYOR/COUNCIL QUALIFICATIONS

Self-update general text editor

MAKING NOMINATIONS
Self-update general text editor

MANOR OF HOLDING ELECTIONS
Self-update general text editor

CANDIDATE SERVICES
Self-update general text editor with PDF link list with link name for each

ABSENTEE VOTING
Self-update general text editor with PDF link list with link name for each

Notices & Information (drop-down menu only, no direct page)

PUBLIC NOTICES
Self-update list section with the following fields for each Notice
Title
General text editor for contact information
Url/URL link button with link name

IMPORTANT NOTICES
Self-update list section with the following fields for each Notice
Title
General text editor for contact information
Url/URL link button with link name

INVITATION TO BID
Self-update general text editor with PDF link list with link name for each

LODGING TAX INFORMATION
Self-update general text editor with PDF link list with link name for each

PARKING TICKETS
Self-update general text editor with PDF link list with link name for each

POLICE REPORTS (Delete?)

TRASH-RECYCLE CALENDAR

Self-update general text editor with PDF link list with link name for each

TURN THE CIRCLE A COLOR

Self-update general text editor with font color select

VACANT STRUCTURES

Self-update general text editor with PDF link list with link name for each

CIRCLE/SQUARE/PARADE PERMITS

Self-update general text editor with PDF link list with link name for each

ARMED FORCES SERVICE RECOGNITION

Self-update section with general explanation text editor

'Click here to download Submission form'

(Self-update software)

Self-update grid style display section will include

Name of Service (US AirForce, Army, etc.)

Flag graphic

Self-update list of names with rank

CONTACT US

(constant tab on header with drop down menu)

Self-update contact information with general text editor and include Address, phone numbers, and ADD embedded google map beside contact information

Phone Directory with self-update software list section includes:

Name, Title and Extension for each

Contact Us (Form)

First Name

Last Name

Email

Phone

Street Address

City, St, Zip

Comments

Who would you like to contact?

(Drop down with name & title with admin edit)

(Examples may include)

Town Manager
Human Resources
Office Manager
Clerk of Council
Community Development Coordinator
Code Enforcement Officer
Etc...

Each Name has email address admin edited field; emails will be held in admin panel AND a 'notify' full copy will be sent to:

Person selected
One additional email address

Database functionality:

Hold Contact forms in database
Add admin "notes" field for each comment (after submitted)
Status "new" and "processed" or delete

EMPLOYEE PORTAL

(OPTIONAL) Private Employee Portal

(Admin assigned password - user name is based on email address)
Admin can view and edit all employee passwords; employees will have forgot password software feature, and can edit passwords
After login, display the following page tabs:

Entry '**Home Page**' design with

- Icons for easy access to all sections
- (Admin) Self-update '**Notices & Announcements**' section will display up to 5 most recent notices with link to "View All Notices"

Self-update fields include:

Title
Date (auto filled when submitted)
Notice text
Links list with link name and url - optional

CHANGE MY PASSWORD (Employee Account fields)

Employee Database fields include: (ONLY password field can be changed) "All other fields are View Only"

First name - view only
Last name - view only
Email (username) all employees must use email address
Password (must be eight char, combination of letters and numbers)
Cell phone number (for emergency alerts)
- Cell phone carrier (drop-down select)
ATT, Verizon, etc.

NOTICES & ANNOUNCEMENTS

Full section (see description above)

Self-update section with the following fields for each news item:

Title

Text (with text editor)

Links list with link name and url (OR) pdf

Display: every other item is very slightly shaded

GENERAL DOCUMENTS & RESOURCES

(ie. Benefits documents & forms)

Admin Self-update software section with the following fields

Category (with drop-down list)

Document name and actual pdf or word file linked

Description text (optional)

REQUIRED DOCUMENTS

(ie. Employee Manual, etc)

Admin Self-update software section with the following fields

Category (with drop-down list)

Document name and actual pdf file linked

Description text (optional)

Added software features for "Required Document" section will include:

- (View Required Documents) Employee can click 'check box' for each document that states "As of this date, I have read this document in it's entirety"

- (View Report) Admin Only - can select any document from list of required documents and view report list of all employees by "read" and "did not read"

- (View Report History) Admin Only - can review document read status in a chart style document, or search by employee

- Report Export in pdf feature by date range

**Delmarva Digital's Recommendation: Modify Handbook to state that employees are responsible for maintaining the confidentiality and security of their own password, and passwords must be letters and numbers, at least six characters long.*

REQUIRED VIDEOS

(ie. Employee training, compliance, etc)

Admin Self-update software section with the following fields

Category (with drop-down list)

Video name and actual embedded vidoe

Description text (optional)

Added software features for "Required Video" section will include:

- (View Required Videos) Employee can click 'check box' for each document that states "As of this date, I have read this document in it's entirety"
- (View Report) Admin Only - can select any Video from list of required videos and view report list of all employees by "read" and "did not read"
- (View Report History) Admin Only - can review video viewed status in a chart style document, or search by employee
- Export Report in pdf - feature

TEAM GALLERY

Self-update photo gallery software; gallery intro page will display default category thumbnail photos in horizontal rows of 5-7 per row; each photo links to dynamically generated individual page with enlarged photo and caption, using Light Box technology; fields include:

- Category (expandable)
- Thumbnail photo (max width 125 pixels)
- Large photo (550 pixel enlargement of thumbnail)
- Title/caption (Display on enlarged photo only)
- Description text up to 250 words (Display on enlarged photo only)

EMPLOYEE CALENDAR

Self-update linear display calendar software w/ auto delete; fields include
Display current 12 months at a time; organized by year and month

- Text date
- Location text
- Actual sort date (for programing)
- Event title (bold)
- Description text
 - PDF brochure upload with text title (optional)
 - Web link url with text title (optional)

TOWN DOCUMENTS (SHARED)

After Employee login, this section is only viewed by _____

- Category List
(Select Category from list, and then View Documents List for each Category)
- PDF & Word docs

- View Document List and Date for each
- uploaded by admin or employee

Admin Navigation will include the following sections & functionality
(Admin-only Tabs)

- MANAGE Categories (admin)

Set-up (Create/Edit)

- Document Title
- Category

Create / Edit Category

Choose Category (drop-down)

MANAGE DOCUMENTS

(Add/Edit/Delete function for each Category)

View Documents List for each Category

View Title of Document and Date uploaded for each
- view documents by Category

Admin Management

- System will auto-generate passwords and allow administrators to override those passwords. Passwords are recommended to be at least 8 characters long with at least 2 numeric. System will include a forgotten password retrieval system utilizing a confidential question and answer.

There will be no password retrieval system for administrators for over-all security reasons

File Management

- No individual file size limits (file size may effect download time based on internet connection) At some point, archiving years of large files may effect hosting costs

MY PERSONAL DOCUMENTS (private per employee)

After Employee login, this section is only viewed by Employee logged in and Admin

Document List

(View single Documents List) PDF & Word docs

View Document and Date for each

- uploaded by admin or employee

Admin Navigation will include the following sections & functionality

(Admin-only Tabs)

Set-up (Create/Edit)

- Document Title

View Documents List for each Category

View Title of Document and Date uploaded for each
- view documents by Category

Admin Management

- System will auto-generate passwords and allow administrators to override those passwords. Passwords are recommended to be at least 8 characters long with at least 2 numeric. System will include a forgotten password retrieval system utilizing a confidential question and answer.

There will be no password retrieval system for administrators for over-all security reasons

File Management

- No individual file size limits (file size may effect download time based on internet connection) At some point, archiving years of large files may effect hosting costs

EMPLOYEE NEWSLETTER

Self-update Employee newsletter link with archive list; fields include:
(Most recent first)
Newsletter title & PDF

ADMIN ONLY SECTIONS

EMPLOYEE EMAIL AUTO-BLAST SYSTEM

Automated emails to notify staff of special events including anniversaries, work anniversaries, birthdays, etc”

Emails will auto-blast to all employees in the database who have a username and password login

Text only Email messages will be sent out through back-end login;
Message fields include:

Subject
Text
URL link with text name (optional)

Special Admin feature:

Automated Email Blast System with “Special Event” per employee
Individual event(s) per employee; fields include:

First Name
Last Name
Email
Type of Event (drop-down admin select list)
Select from list of Events (with admin edit)
Birthday
Wedding Anniversary
Work Anniversary
Original Date of event (month / day / year) ie. Birth date (optional)
If this field is not filled in, then system will still function

Template email message to be sent for each type of Event
reminder including subject and message which can be edited by

administrator; fields include:

- Subject (ie. Happy Birthday!)
- MessageText (Please wish name a happy 45th birthday today) Auto populate number field based on "Original Date of Event"
- Recurring Annual date to send auto blast (admin display)

Multiple entries per person

Generate list of employee events for admin edit; search by last name, etc

SSL: THIS SITE WILL BE 100% SSL

Notes:

All text, database data and graphics, are the property of Town of Georgetown, which will be referred to from this point forward as the client. All text and photos will be provided to Delmarva Digital by client. All text will be provided in a standard text format such as Word or WordPerfect.

As always, all web application software developed by Delmarva Digital / IBPC is licensed for use on ddmg.net servers only and it may be purchased for other purposes including resale, distribution or transfer from ddmg.net servers, for an additional fee. Although Delmarva Digital strives to maintain the highest possible standards in server uptime, Delmarva Digital will not be responsible or liable for any losses incurred due to outages or site downtime. The total aggregate liability of Delmarva Digital to the customer shall be limited to the amount of one year of the Annual Web Hosting Contract. In no event shall Delmarva Digital be liable for any indirect, special, exemplary, punitive, incidental or consequential damages, loss of profits or loss of business, regardless of whether or not Delmarva Digital has been advised of the possibility of such damages.

The client agrees to indemnify, defend, and hold Delmarva Digital/IBPC, its officers, directors, employees, agents, licensors, and suppliers, harmless from and against any claims, actions or demands, liabilities and settlements including without limitation, reasonable legal and accounting fees, resulting from, or alleged to result from, your violation of these Notes, Terms and Conditions.

This contract supercedes previous discussions and email communication and does not include new additions to the project outside the scope of this contract outline, new development ideas or programming changes. This price quote includes one initial basic design concept without flash or stock photography. Additional design and functionality changes and ideas beyond one initial basic design concept, or, changes to the scope of this contract, are welcome and Delmarva Digital will gladly provide another quote upon request. All pages will have a graphic design template in common for the purpose of maintaining continuity of navigation throughout the site. Updates to the web site are not included. All sections are static unless "self-update" is mentioned. Search Engine ad expenditures are not included in this contract. Although it is not a common practice, Delmarva Digital may increase future hosting fees based on factors that have not been calculated in this contract such as heavy server usage, or unusual monetary price inflation.

Additional page design concepts will incur a fee of \$295 each which will be added to final payment due. Domain purchase is not included. Additional Client revisions to this contract after client signature, will delay completion of this project and, in many cases, will add additional cost.

Future changes and scope additions will be billed at \$95/hour, and estimated in advance per client request

Electronic Security Certificate

If a security certificate will be needed to engage in the secure transfer of information over the Internet at some point in the future, Delmarva Digital will be glad to assist in the process of applying for this. An independent security company will charge an annual fee for this certificate and it's renewal.

Delmarva Digital strongly recommends that ssl be used on all forms due to the sensitive nature of the potential contact information being provided. All state, local and federal health care privacy and information security compliance is solely the responsibility of the client. Additional information security protocols may be added as requested by the client, for an additional fee, and can be quoted by Delmarva Digital per request.

Email Blast & Text Blast Hosting

Email notifications regarding orders (and email in general) can be interrupted by circumstances beyond the control of Delmarva Digital such as, but not limited to, spam filtering equipment on other networks. Email blast traffic can be interrupted at any time with out notice, by major internet providers, or other internet issues outside of the control of Delmarva Digital, as corporate security and spam filtration protocols may change and evolve over time. If text blasting features are a part of this contract, text messaging (MMS) can also be effected by these same circumstances.

It is a violation of federal anti-spam law to use this email blast system to send email messages to anyone who has not specifically requested to be on the email list. Delmarva Digital reserves the right to disable email blast capabilities without refund, if the client, or any one else, misuses this system, or is abusive to email recipients in any way.

When the web-based email blast database list grows beyond 2500 email addresses, including active and inactive email addresses, the client will incur and additional hosting fee billed annually as a separate fee as follows: \$20 per month after 2500 email addresses are reached, \$40 per month after 5000 email addresses are reached, and an additional \$20 per month for every increment of 2500 email addresses reached beyond that.

Text Blast System Software: Cell phone company select options include many primary area carriers. Option select list will not be all-inclusive for carriers outside of the Delmarva region. This feature is intended for local clients.

Your Responsibility to Protect Your Domain & Administrator (Admin) Passwords

As this web-based project is being completed and is live on the internet, the client will be asked to create various levels of administrator login passwords. The client is entirely responsible for maintaining the confidentiality of all passwords. And the client is entirely responsible for all activity made by the client or anyone the client allows to use this web-based site or project. The client agrees to safeguard all account passwords from access by others. The client agrees to indemnify and hold harmless Delmarva Digital/IBPC for losses incurred by Delmarva Digital or another party due to someone else using the clients account or password as a result of client failure to use reasonable care to safeguard the clients account.

The client is solely responsible for future domain renewals. Delmarva Digital/IBPC strongly recommends that the client keep track of renewal anniversaries to avoid missing a renewal and potentially losing rights of use, and control, of their domains. In no event shall Delmarva Digital/IBPC be liable for domain registration errors, or, domains not being renewed.

Investment:

Web Site Design & Development with Custom Content Management Software	\$28,240
<i>Less Local Client Discount</i>	<i>-10,000</i>
DEVELOPMENT	18,240

___ Employee Portal (optional) <i>(Discounted from \$10,250)</i>	4,950
SSL Municipal Web Software Application Hosting with Content Management System (Discounted from \$495 month)	239 / month
Email Blast Hosting (up to 2500 email blast list) <i>(regular price 59/mo.)</i>	49 / month
<i>Emergency Alert eGov Text Blast System (regular price 59/mo.)</i>	49 / month

THIS DISCOUNTED HOSTING RATE IS BILLED 6 MONTHS AT A TIME, BEGINNING WHEN THE SITE GOES LIVE.
(MONTHLY CC BILLING IS ALSO AVAILABLE AT A DIFFERENT RATE)

<p>Down Payment <small>(typically 50%)</small> _____</p> <p>Payment Due at "go live" date on test server <small>(hosting billing not included)</small> _____</p>
--

Authorized Signature: _____ Date: ___/___/___
(Please sign this page and initial each previous page)

Monarch City USA (/)

HOME (/)

ABOUT US (/ABOUT-US)

MEMBERS (/MEMBERS)

NEWS (/NEWS)

GET INVOLVED (/GET-INVOLVED)

JOIN US (/MEMBERSHIP)

JOIN MONARCH CITY USA

America has over 19,000 municipalities. Our goal is to get as many as possible in as short of time as possible to become creators/supporters of new monarch milkweed sites within their borders. Membership allows other cities and towns to inquire about who is a member and how close are they to their city or town. We believe in networking for more monarch habitat.

To be a **Monarch City USA member** your mayor and/or local government chief executives must register with us, pay the \$50 lifetime fee, and purchase one or more signs. Signs are \$150 each, but if you order 10 signs we will give you two more signs for free. We call it our "ten for a dozen" program. It pays to buy in bulk. Most cities will purchase many signs. Local garden clubs and other good civic organizations will likely want to purchase the signs for your city. Ask around.

Be sure to call us at 605-691-1074 if you have questions.



(<http://www.wisconsinrapidtribune.com/story/news/2017/0-lady-helps-port-edwards-earn-butterfly-designation/99797084/>)

Port Edwards, Wisconsin displays their "Monarch Village USA" sign on an entrance to the village. (Photo courtesy Pat McGrath)

To be a **member of Monarch City USA**, we ask that you commit to these simple, positive actions:

1. Publicly proclaim that your city is committed to helping the monarch butterflies survive by your immediate and future actions. (A good example is from Brookings, Oregon: <https://or-brookings.civicplus.com/AgendaCenter/ViewFile/Item/6170?fileID=12283> (<https://or-brookings.civicplus.com/AgendaCenter/ViewFile/Item/6170?fileID=12283>))
2. Encourage citizens to plant private milkweed and nectar gardens throughout your city.
3. Work with gardening, landscaping, and/or arboretum clubs in your city.

4. Support the national movement to support monarch butterfly habitat development by purchasing and placing Monarch City USA signs at appropriate sites.
5. Convert abandoned lands to monarch butterfly habitat.
6. Re-establish native milkweed and nectar plants where possible.
7. If possible, host an annual monarch butterfly festival. (Free advice is available from us, Monarch City USA.)
8. Integrate monarch butterfly conservation into the city's future land use planning efforts.
9. Work with the local K-12 school system and educators to promote a better understanding of land use conservation.
10. Investigate possible Monarch Butterfly Sanctuary sites.

POSSIBLE CITY SITES FOR THE STREET SIGNS

You know your city better than anyone else. We suggest that possible sites are along boulevards, streets, and avenues, on school grounds, around city hall, in your parks, etc.

The signs honor your city's commitment to a better habitat for the monarchs. And, it lets your citizens and visitors know of your belief in a better habitat for one of nature's marvels: THE MONARCH BUTTERFLY.

PURCHASE MONARCH CITY USA STREET SIGNS

Each all-weather street sign, 12 inches by 18 inches, costs \$150, which includes mailing costs. The street signs are of city-grade metal and paint, and made in the USA of the highest quality. After payment, your order will be delivered within ten working days to any location in the continental United States.

We offer a choice of three slightly different and yet beautiful street signs. Again, they are all-weather street signs of top-quality metal and paint. See the attractive signs shown below.





Happy Wildlife Gardening!



Need more information?

Here are some places to look:

- <http://dda.delaware.gov/planting/forms/publications/Delaware%20Native%20Plants%20for%20Native%20Bees.pdf>
- <http://www.illinoiswildflowers.info/woodland/plants>
- <http://www.wildflower.org/plants>
- <https://www.ct-botanical-society.org/Plants>
- <https://www.minnesotawildflowers.info/>
- <http://www.gardenswithwings.com/plant/Aster/index.html>



Compiled by Elaine Schmerling, Village of Ardentown, the Arden Forest Committee and Elizabeth Varley. Thanks to Alex Zorath and Sue Barton for their help.



Partridge Pea
Chamaecrista fasciculata
An excellent soil builder, that establishes rapidly and provides erosion control and nitrogen fixation for slower growing perennial forbs. The showy flowers are pollinated primarily by bumble bees, while short-tongued bees, predatory wasps, hover flies and tachinid flies suck nectar from glands on the leaf petioles.

Blooms July to September.

Common Black Snakeroot

Sanicula odorata

Attracts small bees. Seeds are spread by mammals. Blooms May to July.



Beggar Tick or Devil's beggar Tick

Bidens frondosa

Yellowish-orange flowers turn into seeds that "hitch" a ride on your pets and clothing...however it is highly beneficial to wildlife: food for ducks, muskrats, honeybees and bumble bees; and shelter for various birds and frogs. Provides nectar for some insects and several moth caterpillars eat the foliage. Very vigorous, be careful it doesn't take over. Put it in areas where you are clearing exotic invasives! Blooms July to September.



Goldenrods
Solidago spp.
MOTH HOST PLANT
Goldenrods are attractive sources of nectar for bees, flies, wasps, moths and butterflies. Goldenrods have a number of species, some of which

are a reasonable garden size and not aggressive in their spreading. Goldenrod does NOT have wind-born pollen. Giant ragweed is what triggers sneezing at the time they bloom. Blooms September to October.

Asters

Symphoricaricium spp.

BUTTERFLY HOST PLANT

Many different species, that can establish rapidly on disturbed sites and fallow fields. The numerous blue, white or pink small flowers, are visited by a multitude of bee and hoverfly species. Blooms August to October.



Symphoricaricium pilosum



Clymene halpoo caterpillar on calico aster *Symphoricaricium*

Beneficial Native Plants

...Or is that weed something I should pull out?
While many gardeners know there are invasive, exotic (non-native) weeds they should be diligent about removing from the landscape, not all "weeds" are a problem. Here is a list of some "good weeds" to leave in the wilder spaces of your gardens – and save time weeding!



...Why? As we have discovered with milkweed, these native plants can be critical for our wildlife. Native bees and butterflies are in decline as we lose native plants every day to development, manicured gardens and roadsides, as well as competition from invasive plants.

Common milkweed
Asclepias syriaca
BUTTERFLY HOST PLANT

Several of the "good weeds" listed here are host plants – meaning butterflies or moths lay their eggs on the plants, eggs hatch into caterpillars which then eat the leaves. Caterpillars are a tremendous food source for birds. Plants, insects and birds are all interdependent; we need keep them all healthy and happy.

Jewelweed

Impatiens capensis

A huge magnet for bees of all kinds and hummingbirds. Seeds eaten by birds & mammals. Some deer browse will keep it in check - spreads all over in wet years but easy to pull out where you don't want it. Allow it in wet meadows/wilder areas. Blooms July to September.



Common Blue Violet

Viola sororia

BUTTERFLY HOST PLANT

The flowers are occasionally visited by insects and can attract bees, skippers, Syrphid flies, and other insects. The caterpillars of several Fritillary butterflies feed on the foliage. Various upland gamebirds and small mammals occasionally eat the seeds. Blooms April to June.



Great Yellow Woodsorrel

Oxalis grandis

Nectar & pollen attract bees. Eaten by some birds, deer and mice. Blooms May to June.



Virginia Knotweed or Jumpseed

Persicaria virginiana

Virginia Jumpseed gets its name from its spring-loaded seeds. When ripe seeds are touched, they spring off the stem, jumping up to a few feet away. Flowers on long racemes are attractive to native bees. Blooms July to October.



False Nettle

Boehmeria cylindrica

BUTTERFLY HOST PLANT

Has no stinging hairs like stinging nettle, but is a host plant for several caterpillars like all in the nettle family: Coma, Question Mark and Red Admiral, and one moth. Similar to ***Pilea pumila*** shown below. Blooms July to September.



Daisy Fleabane

Erigeron strigosus

Many bees visit for pollen or nectar. Other insects feed on the foliage. Good for erosion control. Deer, rabbits, groundhogs, sheep, and other livestock occasionally browse on the foliage and flower heads. Blooms June to September.



Clearweed

Pilea pumila

BUTTERFLY HOST PLANT

Translucent foliage. Host plant for several caterpillars of butterflies and moths including: Coma, Question Mark and Red Admiral. Beneficial for a few other insects. Blooms July to September.



Common three-seed mercury

Acalypha rhomboides

Can thrive in disturbed areas and tolerates full sun to light shade. May seed in naturally, seeds are attractive to birds and mammals. Can be a good filler where invasives have been removed. Blooms July to October.



Pennsylvania Bitter

Cress

Cardamine pensylvanica

BUTTERFLY HOST PLANT

Small bees or flower flies visit the flowers. Caterpillars of a moth are known to feed on the foliage and caterpillars of the butterfly Falcate Orange-tip feed on the flowers, buds, and developing seedpods of these plants. Blooms March to July.



Canada Lettuce - Lactuca canadensis

Butterflies, skippers and moths feed on this foliage. Akin to garden lettuce, the young leaves are edible either in salads or cooked; slightly bitter. Blooms July to September.



Virginia creeper

Parthenocissus quinquefolia

MOTH HOST PLANT

The berries provide an important winter food source for birds. Used as an ornamental for its fall coloration. At some stages foliage may be mistaken for poison ivy. Blooms May to July.



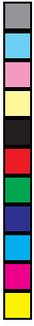
Enchanter's Nightshade

Circaea lutetiana

Feeds small bees and a moth; birds and mammals eat seeds. Birds and mammals help distribute the seeds, as the small bur-like fruits can cling to feathers and fur; these fruits can cling to the clothing of humans as well.



Blooms June to August.



Resources

Support the many fine local nurseries and garden centers that carry a wide selection of native plants. Many will work with you to special order plants you need.

Monarch Watch's milkweed page
www.monarchwatch.org/milkweed

Journey North, a site for the study of wildlife migration
www.journeynorth.org

The Milkweed Farm, information & sales
www.milkweedfarm.com

Prairie Nursery, information & sales
www.prairienursery.com



For More Information Delaware Master Gardeners

New Castle County
302-831-COOP (2667)
garden-line@udel.edu
Kent County
302-730-4000
Sussex County
302-856-7303

Cooperative Extension Education in Agriculture and Home Economics, University of Delaware, Newark, Delaware. Since 1914, the University of Delaware Cooperative Extension System has been cooperating. Distributed in furtherance of Acts of Congress of May 8 and June 30, 1914. It is the policy of the Delaware Cooperative Extension System that no person shall be subjected to discrimination on the grounds of race, color, sex, disability, age, or national origin.
July 2005

7/19/2005, 2:40 PM

A Milkweed Patch for Monarch Butterflies

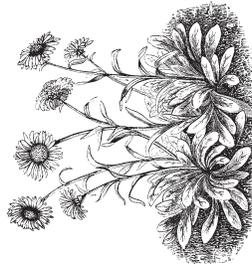
A Step-by-Step Guide to Creating
a Sustainable Monarch Butterfly
Habitat at Your School



Milkweed



Sunflower



Asters



Violets



10milkw&11outlines.indd

1



Recommended Plants for A Milkweed Patch for Monarch Butterflies

A successful milkweed patch contains milkweed, asters and goldenrod. Any other plants from this list will enrich the patch.

Milkweed and other native perennial plants provide larval food and nectar plants to attract and sustain monarch butterflies. A milkweed patch in an outlying area on your school yard will restore the native monarch habitat lost to development and provide a complete ecosystem for an entire community of other insects including milkweed bugs, ladybird beetles, milkweed tiger moths, longhorn beetles and aphids. The patch presents an authentic venue for the standards-based study of insects or ecosystems.

There are approximately 110 kinds of milkweed in North America and some are available in nurseries. In Delaware three species grow especially well:

Common milkweed *Asclepias syriaca*

The most prevalent species is adaptable to many soils. Mature plants may be well over 36 inches tall. The purple-tinged flowers grow in dense round heads. Many pollinators are attracted to their intense fragrance.

Butterfly weed *Asclepias tuberosa*

Grows naturally in drier places. Flowers are orange, red or yellow atop a 12-24" plant.

Swamp milkweed *Asclepias incarnata*

As its name suggests this one likes really wet ground. It will form dense clumps and reach 36-48". The small flowers are usually pink, but white varieties are available, too.

Start the Milkweed Patch

- Secure the support of administration, principal, teachers, custodial staff, and parents. It is especially important to gain the support of the people who mow the grounds.
- Involve students in all stages.
- Obtain funding.
- Schedule work commitments for design, installation, and maintenance (especially long-term maintenance).
- Develop a time line for the project.

Design the Milkweed Patch

- Explore the school grounds for milkweed. If you already have some growing this will be an excellent area for your project.
- Choose a place that can be naturalized.
- Start small, but leave room for expansion.
- Choose a sheltered site with at least 6 hours sun each day.
- Map the site.
- Decide on the design.
- Choose plants.

Install the Milkweed Patch

- Mark out the site.
- Remove large, noxious or invasive weeds.
- Prepare soil in the planting area.
- Plant according to the design.
- Water the plants until established.

Maintain the Milkweed Patch

- Mow the milkweed patch in early spring and again in July.
- Remove unwanted plants in a timely fashion.
- Avoid all pesticides, including weed killers.

For dry to medium soils	
Common milkweed <i>Asclepias syriaca</i>	24 - 36" pink, purple, white
Butterfly weed <i>Asclepias tuberosa</i>	12 - 24" orange, red
Asters Aster spp.	6 - 24" blue-violet, pink whites
Goldenrod <i>Solidago</i> spp.	18 - 24" yellows
Phlox Phlox spp.	6 - 24" purple, white, blue
False sunflowers <i>Helopsis</i> spp.	48 - 60" yellows
Violets <i>Viola</i> spp.	3 - 6" violet, white
Coreopsis <i>Coreopsis</i> spp.	8 - 24" yellows, pinks
Blue vervain <i>Verbena hastata</i>	36-60" lavender-blue
Wild Bergamot <i>Monarda fistulosa</i>	12-36" rose pink
Great blue lobelia <i>Lobelia siphilitica</i>	24-36" violet-purple
Sunflowers <i>Helianthus</i> spp.	36-72" yellow
Purple Coneflower <i>Echinacea purpurea</i>	24-60" pink-deep rose
For moist to medium soils	
Swamp milkweed <i>Asclepias incarnata</i>	36 - 48" pink, white
Liatris <i>Liatris</i> spp.	24 - 36" pink-purple
Ironweed <i>Vernonia fasciculata</i>	36 - 48" deep purple
Spotted Joe Pye Weed <i>Eupatorium maculatum</i>	24-72" pink-purple

TOWN MANAGER REPORT January 22, 2020

FY 2021 Budget

The Town has begun work on our FY 2021 budget. A timeline has been provided to all Department Heads and it is anticipated we will have first draft of the initial Budget in late February or early March. A copy of the schedule has been included with this report.

Washington DC Trip – Delaware League

The DLLG Capitol Hill visit (Washington, DC) will be 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.

Georgetown to Lewes Trail

Town staff met with representatives from DelDOT regarding the Georgetown to Lewes Trail (Parsons Lane to Airport Road). Design completion is anticipated in the Fall of 2020 with construction in the Spring of 2021 (to coincide with the Georgetown East Gateway Project). A presentation on the project will be made to the Town Council at the February 26 Regular Town Council Meeting. A public information session will be scheduled shortly thereafter.

January 2020 SCAT Dinner Meeting

The February 2020 Sussex County Associations of Towns Dinner Meeting (Hosted by Georgetown and Legislative Night) has been rescheduled for February 12, 2020 – this conflicts with our first Town Council Meeting in February. It is suggested that we cancel the February 12 Town Council Meeting.

Pleasure of the Mayor and Council
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International Women's Day Y 2021 Budget

International Women's Day and the Centennial of the 19th Amendment ratification will be celebrated on Sunday, March 8 at 3:00 PM on The Circle. We will be preparing a Proclamation for the event and the organizers are requesting Members of Council, who are available, attend the event.

Planning Commission/Town Council Workshop

The Planning Commission has requested a joint meeting between the Commission and Town Council. I have requested topics for discussion be submitted by the Planning Commission and welcome any topics from Members of Council. Goal is to have a one (1)

Reviewed by Town Solicitor

TOWN MANAGER REPORT

January 22, 2020

hour workshop at a date convenient for all members. A poll will be conducted for possible dates in Late February/early March.

Miscellaneous

- Legislative Update
- Reminders:
 - **Delaware League of Local Governments:** Thursday, January 23, 5:30 PM (Dover)
 - **Sussex County Association of Towns:** Wednesday, February 12, 6:00 PM, hosted by Georgetown (Legislative Night)
 - **Sussex County Association of Towns Steering Committee:** Friday, February 14, 9:00 AM, Arena's at the Airport

Reviewed by Town Solicitor

TOWN OF GEORGETOWN

Budget Schedule for Fiscal Year 2021

January 22, 2020 – Requests to Department Directors

February 5, 2020 – Departmental Budgets submitted to Finance

Budget Adjustments

February 26, 2020 – Presentation of Budget to Town Council

Budget Workshop(s) (1 or more meetings with Council & Staff)

March 25, 2020 or April 8, 2020– Final Budget approved by Town Council

Town of Georgetown Second Session, 150th Delaware General Assembly Legislative Report



Prepared By:
Eugene S. Dvornick, Jr., Town Manager
January 22, 2020

Bill	Description	Position	Status
HS 1 for HB 200	Clean Water for Delaware	Under Review	Natural Resources (01/21/20)
HB 270	Stands Operated by a Child (Lemonade or other)	Support	Economic Development/Banking/Insurance & Commerce (12/12/19)
HB 271	POW/MIA Flag Display (Consistent with Federal Law)	Support	Administration (01/09/20)
HB 275	Leashed Dogs (Outdoor Patios)	Support	HEALTH & SOCIAL SERVICES (01/16/20)
HB 290	Bond Bill Amendment	Support	Capital Infrastructure (01/17/20)
SB 202	Equal Accommodations in Parking	Under Review	Transportation (01/15/20)

Watch List:	Minimum Wage Recreational Marijuana			
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