

Posted: 5/15/19 @ 12:00pm



Georgetown

Town Council Meeting Agenda

Meeting Date: Wednesday, May 22, 2019

Location: First State Community Action Agency, 308 North Railroad Avenue

Time: 7:00 PM Regular Meeting

1. PLEDGE OF ALLEGIANCE

2. INVOCATION

3. ADOPTION OF AGENDA

4. APPROVAL OF MAY 8, 2019 TOWN COUNCIL MINUTES

A.

5. OATH OF OFFICE

6. ORGANIZATION OF COUNCIL

3 [Organization of Council](#)

A. Vice-Mayor

A. Secretary

B. Affirmation of the Code of Ethics

7. PROCLAMATION - NATIONAL COMMUNITY ACTION MONTH

4 [National Community Action Month Proclamation](#)

8. ANNUAL PRESENTATION OF FUNDING

A. Georgetown Ambulance Service - Station 93

B. Georgetown Volunteer Fire Department - Station 77

9. GREAT FUND REQUEST - GEORGETOWN LITTLE LEAGUE

5 - 7 A. Request and Disbursement Information

[Georgetown Little League Request \(2019-05-22\)](#)

[Georgetown Little League Request - May 9, 2019](#)

10. DISCUSSION OF CODE PROVISIONS FOR TOWN HOLIDAYS

- 8 - 9 A. Current Code Language
[Chapter 29 - Personnel, Article IX Holidays, Benefits, and Leave - Section 29-54 Holidays](#)

11. 1ST READING OF ORDINANCES

- 10 - A. Ordinance #2019-03 Tuition Reimbursement
11 [Ordinance 2019-03 Education Reimbursement \(FINAL\)](#)

12. 2ND READING & ADOPTION OF ORDINANCES

- 12 - A. Ordinance #2019-02 Vacant Building Registration
14 [Ordinance 2019-02 Vacant Building Registration \(FINAL\)](#)

13. DEPARTMENTAL REPORTS

- 15 - A. Town Manager - Gene Dvornick
19 [Town Manager Report - 2019-05-22](#)
[Delaware General Assembly Legislative Report \(150 GA - 1st Session\) \(2019-05-22\)](#)
- 20 - B. Chief of Police - RL Hughes II
32 [Police Department Report 05.22.19](#)

14. PUBLIC COMMENT

15. ADJOURNMENT

The agenda items as listed may not be considered in sequence. This agenda is subject to change, at or before the meeting, to include the addition or deletion of items, including executive sessions. Persons requiring special accommodations to attend this meeting should contact the Town Office in writing 72 hours in advance of the meeting, stating their needs in order to have them addressed under the requirements of the American with Disabilities Act (ADA).

TOWN COUNCIL
AGENDA ITEM INFORMATION SHEET

Item: Organization of Council

Item No: 6A – Vice Mayor
6B – Secretary
6C – Affirmation of the Code of Ethics

Date: May 22, 2019

Per the Charter, Sections 2.5 and 2.1

At the annual meeting, **the Town Council shall organize and elect a Vice-Mayor**, who shall hold office for the term of one (1) year or until his/her successor shall be duly elected.

The **Town Council shall likewise select a Secretary** from their own number to serve until the organization meeting after the next Annual Municipal Election.

Annually, **Town Council members shall sign an Affirmation of the Code of Ethics** as presented by the Town of Georgetown at the Council Meeting in May each year when the Town Council elects the Secretary and Vice Mayor, as an acknowledgement of each Council member's continuing commitment to abide by the principles of this Code.



**PROCLAMATION
FOR
NATIONAL COMMUNITY ACTION MONTH**

Whereas, First State Community Action Agency eliminates the root causes of poverty while making less severe the effects of poverty on low income people and communities; and

Whereas, First State Community Action pride themselves on: trained staff with an outstanding capacity to help people become self-sufficient, a commitment to diversity, sponsor programs that promote self-reliance, inventive approaches to complicated problems that baffle others, and follow a belief that people need to get back to the basics of honesty, responsibility, hard work, and concern for the welfare of others not just their self; and

Whereas, First State Community Action is governed by a multi-talented Board of Directors that represent the banking industry, the teaching profession, real estate, government, and housing arrangement. First State's many programs are implemented by a trained staff that go the "extra mile" for the people served; and

Now Therefore, I, William E. West, by virtue of the authority vested in me as Mayor of the Town of Georgetown do hereby proclaim May 2019 as:

National Community Action Month

And urge all citizens to join in supporting First State Community Action Agency and the programs and services provided by the staff.

In Witness Whereof, I have hereunto set my hand and caused the seal of this Town to be affixed this 22nd day of May, 2019.

William E. West, Mayor

TOWN OF GEORGETOWN MEMORANDUM

TO: Mayor and Council
FROM: Gene Dvornick, Town Manager
RE: Georgetown Little League – Grant Request (G.R.E.A.T. Fund)
DATE: May 22, 2019

The Georgetown Little League is seeking assistance from the Georgetown Recreation Education and Arts Trust (G.R.E.A.T.) Fund to help offset the costs associated with field maintenance and repair totaling \$5,000.00.

This type of assistance is exactly the purpose the GREAT Fund was established and is consistent with prior grant fund distributions.

The current Fund Balance is \$312,462.12.

Requested Action

1. Approval of the request by the Mayor and Council

May 9, 2019

Eugene S. Dvornick, Jr.
Town Manager
Town of Georgetown
37 The Circle
Georgetown, DE 19947

Dear Gene,

On behalf of the Georgetown Little League (GTLL), I would like to request funding from the Town of Georgetown in the amount of \$5,000 for field maintenance and repairs.

GTLL assists children with learning and building upon qualities of physical fitness, teamwork, leadership and discipline while edifying their character, courage and loyalty. Little League is more about developing well-round athletes than it is about superior athletes. We operate through registration income, concession profits, sign and team sponsorships, donations and fundraisers. GTLL is an official charter member of the Little League Organization.

We appreciate your consideration of our request.

Sincerely,



Dennis Swain
President
Georgetown Little League

Disbursement from G.R.E.A.T. Fund

Date	Payee	Check	Amount
6/4/2008	Library (FY09 Donation 2006-4 Resolution)	45991	\$ 6,966.75
6/4/2008	Library (FY09 Donation 2006-4 Resolution)	45991	\$ 7,177.86
4/27/2011	Library Donation Request FY10	49319	\$ 3,760.00
6/4/2008	Library (FY09 Donation 2006-4 Resolution)	45991	\$ 6,966.75
5/15/2013	Georgetown Arts & Flowers	1680	\$ 440.00
7/10/2013	World Series Championship	1838	\$ 6,000.00
7/31/2014	The Cruzers(Concert In the Park	1918	\$ 600.00
8/14/2014	Terry Stuchlik (Concert In the Park)	1978	\$ 1,000.00
8/14/2014	Lankford Advertising, LLC	1968	\$ 300.00
9/24/2014	Jon Fletcher (Concert In the Park)	2082	\$ 600.00
4/23/2014	Arts & Flowers Grant Disb	2746	\$ 257.95
5/21/2014	Georgetown Little League	2837	\$ 5,200.00
12/9/2014	Georgetown Arts & Flowers	3511	\$ 4,000.00
11/10/2015	Georgetown Arts & Flowers	4494	\$ 2,500.00
6/28/2016	Georgetown Playground & Park	5221	\$ 2,300.00
10/26/2016	World War One Monument Fund	5604	\$ 500.00
4/26/2017	Robotics Competition Donation	6166	\$ 300.00
3/14/2018	Georgetown Little League	7195	\$ 3,000.00
3/28/2018	Georgetown Elementary School	7236	\$ 300.00
2/12/2019	David G. Horsey & Sons, Inc.	100	\$ 46,956.95

Total Collected

Amount Distributed

\$ 99,126.26

Chapter 29. Personnel

Article IX. Holidays, Benefits, and Leave

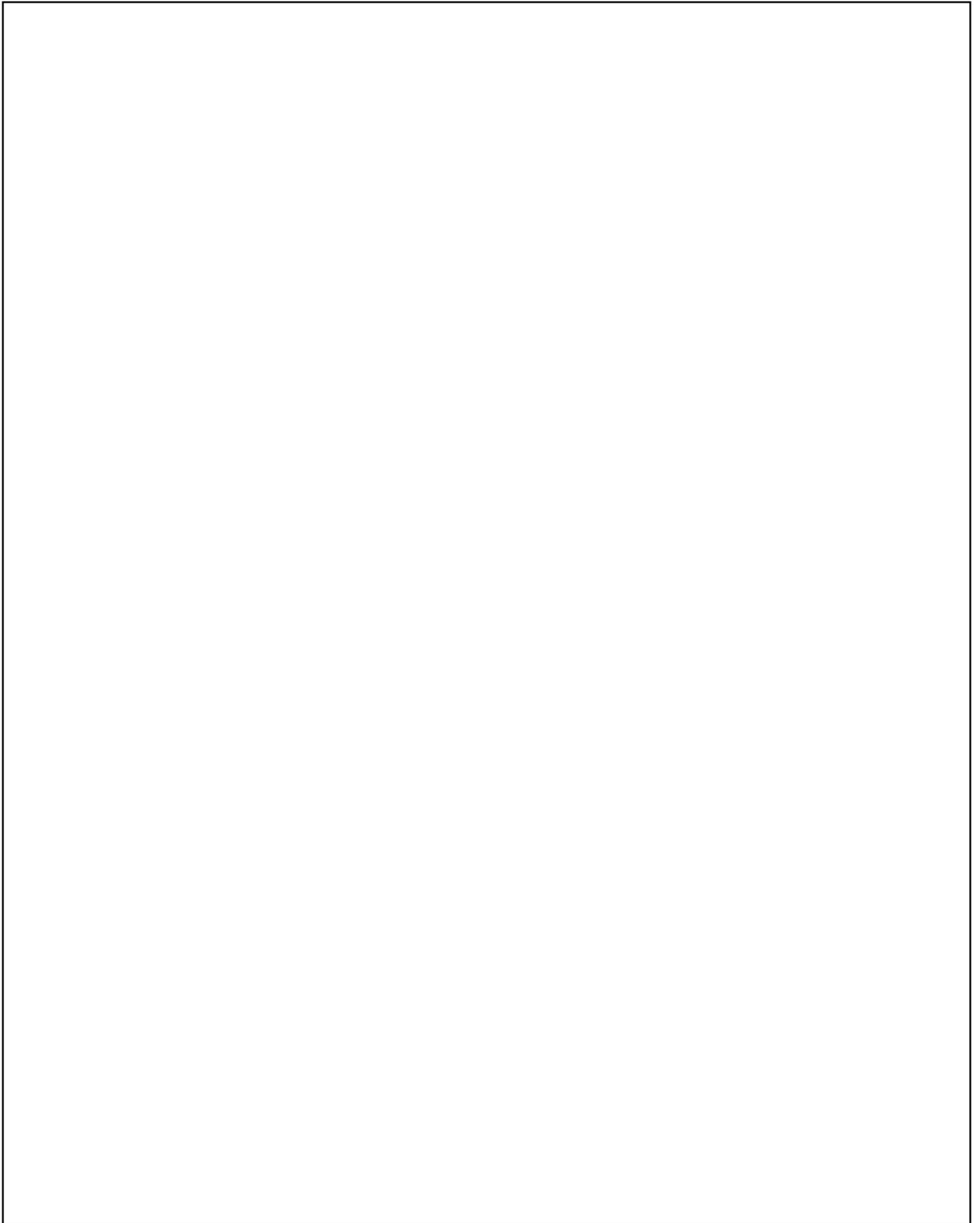
§ 29-54. Holidays.

- A. The following days and such other days as Town Council may designate are holidays with pay for full-time regular employees:
[Amended 10-25-2007 by Ord. No. 2007-16]

New Year's Day	Election Day
Martin Luther King Day	Return Day, 1/2 Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve, 1/2 Day*
Labor Day	Christmas Day
Columbus Day	

Notes: *Christmas Eve is only recognized as a Town holiday when Christmas Day falls on a Tuesday through Saturday.

- B. The actual date of the holiday shall be determined annually by a resolution of the Town Council. Generally, holidays will be observed the same day on which the state and county observe them.
- C. When a paid holiday falls on a Saturday, a paid holiday is granted on Friday. When a paid holiday falls on a Sunday, a paid holiday is granted on Monday.
- D. Recognized Town holidays are subject to employee labor agreements.
- E. Part-time regular employees working 20 hours or more per week shall receive a half-day, four hours, with pay for each holiday designated above. If an employee in this classification works fewer than 20 hours, he/she is not eligible.
- F. To receive holiday pay an employee must have received pay for his or her entire regularly scheduled work day before and after the holiday. Employees who are receiving worker's compensation from the Town's worker's compensation carrier are not entitled to holiday pay.
- G. Temporary employees are not eligible for any type of holiday pay. If they are required to work on a holiday they will be paid at their regular hourly rate.





ORDINANCE 2019-03

**AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN,
CHAPTER 29 THEREOF, ENTITLED PERSONNEL**

THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET AND
HEREBY ORDAINS:

Section 1. Chapter 29, Article XIV. Educational Assistance, § 29-94. Educational assistance
is modified as follows:

§ 29-94. Educational assistance.

D. Reimbursement.

1) Employees receiving educational assistance are eligible for reimbursement of tuition and fees
in accordance with the following schedule:

Achievement	Letter Grade	Grade	Reimbursement Percentage
Excellent	A	90 to 100	100%
Good	B	80 to 89 90	90%
Passing	C	70 to 79	80%
Failing	D and F	69 or under	0%

2) Receipts must be provided for reimbursement.

Section 2. This Ordinance shall become effective following its adoption by a majority vote of
all members elected to the Town Council.

BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the
_____ day of _____ A.D., 2019.

William E. West, Mayor

Robert L. Holston, Jr., Secretary

Synopsis

This ordinance corrects a typographical error in the Tuition Reimbursement language.

1st Reading: May 22, 2019

2nd Reading: June 12, 2019

Adoption: June 12, 2019

DRAFT



ORDINANCE 2019-02

**AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF GEORGETOWN,
CHAPTER 116 THEREOF, ENTITLED HOUSING STANDARDS**

THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN IN COUNCIL MET AND
HEREBY ORDAINS:

Section 1. Chapter 116, § 116-23 Vacant structures and land is modified as follows:

§ 116-23. Vacant structures and land.

All vacant structures and premises thereon or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided by this chapter so as to not cause blight or adversely affect the public health or safety of the community.

§ 116-23.1. Vacancy criteria.

A building or dwelling or any other structure shall be deemed vacant if no person actually or currently conducts a lawfully licensed business, or lawfully resides in any part of the building as the legal or equitable owner or tenant on a permanent, nontransient basis. Rental buildings or dwellings which are actively seeking a tenant shall not be subject to this chapter for a period of 180 days from the time the building(s) become vacant, as described in this section.

§ 116-23.2. Applicability.

The requirements of this section shall be applicable to each owner of any building or property containing one or more buildings that shall have been vacant for more than 120 consecutive days.

§ 116-23.3. Registration of vacant buildings required.

A Vacant Building Registration Statement shall be required for all buildings which meet the vacancy criteria, whether vacant and secure, vacant and open or vacant and boarded, and shall be required whenever any building has remained vacant for 120 consecutive days or more. Once a building has met the vacancy criteria, a Registration Statement shall be filed, on a form supplied by the Town, and the appropriate registration fee shall be paid no later than 30 days thereafter. One Registration Statement may be filed to include all vacant buildings belonging to a single owner; however separate registration fee(s), as required by § 116-23.4 of this chapter, must be paid for each vacant property.

§ 116-23.4. Registration fee required.

The vacant building registration fee shall be set at \$500 for the first calendar year in which the building is deemed vacant. The registration fee shall be set at \$750 per year for years two (2) through five (5) that a building remains vacant. All buildings or dwellings that remain vacant for more than five (5) years shall pay an annual registration fee of \$1,000 for each calendar year thereafter. Vacant building registration fees shall be nonrefundable. Should any owner of a vacant building fail to pay the amount due, said amount(s) shall constitute a debt due and owing to the Town, and the Town may commence a civil action, or any other available legal remedy, to collect such unpaid debt.

§ 116-23.5. Permit.

Upon proper registration and payment of the prescribed fee, a vacant building permit, signed by the Town Manager or his/her designee, shall be issued to each vacant building. The permit shall be mailed to the owner of record. Each permit shall be effective for the calendar year (January through December) in which it is issued.

§ 116-23.6. Violations and penalties.

In no instance shall the registration of a vacant building and the payment of a registration fee be construed to excuse the owner, agent or responsible party from responsibility for compliance with any other law, ordinance, building code, housing code or property maintenance requirement.

Any person who violates or permits the violation of any provision of this chapter, upon conviction thereof, shall pay such fines as set out in Chapter 1, General Provisions, Article III, Penalties.

Section 2. This Ordinance shall become effective following its adoption by a majority vote of all members elected to the Town Council.

BE IT ENACTED by the Town Council of the Town of Georgetown, Delaware on the _____ day of _____ A.D., 2019.

William E. West, Mayor

Robert L. Holston, Jr., Secretary

Synopsis

This ordinance outlines the registration of and fees for vacant structures.

1st Reading: May 8, 2019

2nd Reading: May 22, 2019

Adoption: May 22, 2019

DRAFT

TOWN MANAGER REPORT May 22, 2019

Service Line Replacement Application

The Town is finalizing the funding application to the Department of Public Health, Office of Drinking Water, Drinking Water State Revolving Loan Fund for \$1,255,000 for service line replacements along North and South Bedford Street and East and West Market Street. As part of the application process, formal action authorizing the preparation and submission of an application is required. This is being requested at this time.

Request Authorization to move forward with an Application to the Drinking Water State Revolving Loan Fund in the amount of \$1,255,000

Keep DE Litter Free

Earlier today a conference call was held with the Office of the Governor regarding participation Delaware Anti-Litter Alliance. A formal Press Conference is being held on Thursday in Wilmington announcing the alliance. Our participation in the alliance requires us to encourage residents to not litter, pursue litter prevention policies, and organizing at least one litter clean-up each year. At a future Town Council Meeting, a formal Resolution will be acted upon.

Project Updates

A few updates on current projects:

- 39 The Circle
 - Drywall finishing is completed and painting is in process. Electrical items will be next – completion is anticipated end of June 2019
- West Market Street Pedestrian Signal
 - Work is nearing completion – the mast arm has been installed and the signal is functioning

Miscellaneous

- Legislative Update
- Reminders:
 - **Memorial Day Service:** Sunday, May 26, 1:30 PM, The Circle
 - **Town Offices Closed:** Monday, May 27, in observance of Memorial Day
 - **Sussex County Association of Towns:** Wednesday, June 5, 6:00 PM, hosted by Ocean View
 - **Sussex County Association of Towns Steering Committee:** Friday, June 7, 9:00 AM, Arena's at the Airport



Town of Georgetown

First Session, 150th Delaware General Assembly

Legislative Report

Prepared By:
Eugene S. Dvornick, Jr., Town Manager
May 22, 2019

Bill	Description	Position	Status	
HB 17	Tax Intercept Priority – Municipal and School Taxes	Support	Out of Committee (03/06/19)	
HB 32	Decreasing the Realty Transfer Tax	Neutral	Tabled in Committee (03/06/19)	
HB 36	Liens on Real Estate Assessment Taxes	Support	Stricken (03/05/19)	
HB 38 w/ HA 1	In Person Early Voting	Neutral	PASSED (03/19/19)	PASSED (04/11/19)
HB 39 w/ HA 1	Election Day Registration	Neutral	Out of Committee (03/13/19)	
HB 41	Primary Elections – 4 th Tuesday in April	Neutral	PASSED (01/24/19)	Elections/Government & Community Affairs (01/25/19)
HB 47	Minimum Wage	Neutral	Economic Development/Banking/ Insurance and Commerce (01/24/19)	

HB 50	Budget (Governor's Recommended)	Under Review	Appropriations (01/24/19)	
HB 51	One-Time Supplemental Appropriation to OMB	Neutral	Appropriations (01/24/19)	
HB 54	DELJIS Fund (Ongoing Funding)	Support	Out of Committee (03/06/19)	
HB 60	Community College Infrastructure Fund	Under Review	Administration (02/28/19)	
HB 65	Solar Panels and Restrictive Covenants	Neutral	Housing & Community Affairs (03/05/19)	
HB 66	Biennial Capital Transportation Plan	Support	Signed by Governor (05/06/19)	
HB 85	Resignation of Elected Officials Seeking Office	Under Review	Administration (03/13/19)	
HB 110	Marijuana Control Act (Recreational Use)	Under Review	Revenue & Finance (05/16/19)	
HB 111	School Bus Safety Cameras	Support	Out of Committee (04/10/19)	
HB 129	Local School Taxes	Oppose	Education (05/02/19)	

HB 130 w/ HA1	Single-use Plastic Bags	Support	PASSED (05/14/19)	Environmental & Natural Resources (05/15/19)
HB 147	Municipal Lodging Tax (Title 22)	Under Review	Housing & Community Affairs (05/09/19)	
SB 7 w/ SA 1	Use of Population Consortium for Projection	Support	Signed by Governor (05/14/19)	
SB 9	Bond and Capital Improvements (Mini-Bond)	Support		Capital Improvement (01/15/19)
SS 1 for SB 9	Bond and Capital Improvements (Mini-Bond)	Support	Signed by Governor (01/28/19)	
SB 11	Compensatory Payment for Certain Properties Exempt Owned by the State (PILOT)	Under Review		Out of Committee (03/06/19)
SB 20	Bond and Capital Improvements (Governor's Recommended)	Under Review		Capital Improvement (01/24/19)
SB 28	Parking in Handicapped Space (Increase in Fines)	Under Review	PASSED (05/07/19)	PASSED (03/27/19)
SB 29	Parking in Handicapped Space (Increase in Imprisonment)	Under Review		Transportation (03/06/19)
SB 48	Apprentice Training for Large Contracts	Under Review		Labor (03/20/19)

SS 1 for SB 48	Apprentice Training for Large Contracts	Under Review	Out of Committee (04/10/19)	PASSED (03/26/19)
SB 50	Community College Infrastructure Fund	Oppose		Out of Committee (01/23/19)
SS 1 for SB 50	Community College Infrastructure Fund	Under Review		
SS 2 for SB 50	Community College Infrastructure Fund	Under Review	Signed by Governor (05/16/19)	
SB 56	Liquor Store – Minimum Distances (Municipal 1,200' to ½ Mile)	Neutral	Out of Committee (05/08/19)	PASSED (04/16/19)
SB 64	Charter Amendment – Town of Georgetown (Lodging Tax)	Support	Out of Committee (05/15/19)	PASSED (04/18/19)
Watch List:	Minimum Wage Net Energy Metering Renewable Energy Portfolio			

Honor

Courage



Transparency

Community

Guardians of Georgetown

The Georgetown Police Department will strive to provide quality police services to the residents and visitors of the Town of Georgetown by promoting a safe environment through a police-citizen partnership, with an emphasis on mutual trust, integrity, fairness, and professionalism.



Guardians of Georgetown



- Team GPD Core Values
 - ***Honor***
 - Respecting individuality while preserving the collective fabric of our charge
 - ***Courage***
 - Physical, emotional, and intellectual strength to uphold the highest standards of compassion, integrity, and fairness
 - ***Transparency***
 - Honest, thorough, and timely communication
 - ***Community***
 - Professional and contemporary service to all

Guardians of Georgetown

- 21st Century Policing
 - Building Trust and Legitimacy
 - Policy and Oversight
 - Technology and Social Media
 - Community Policing and Crime Reduction
 - Training and Education
 - Officer Wellness and Safety



People of Georgetown
Mayor and Council

Chief of Police
R.L. Hughes

Deputy Chief
Ralph Holm

Administrative Lieutenant
Tommy Tyndall

Victim Services
Mayra Reyes

Code Enforcement
Officer
Mike Picarello

Recruit
Elizabeth Nunez

Platoon A

Platoon B

Support Services

Recruit
Matthew Donahue
3/15/19

Sgt
Mark Rogers

Sgt
Matt Barlow

Sgt
Joel Diaz

Cadet
Jessica Rivera

Pfc
Tykee Perry

Sr/Pfc
Troy Bean

Cpl
Bart Wilson

Detective
Brad Cordrey

Cadet
Beatriz Perez-
Vasquez

**Assistant to the
Chief**
Linda Zelo

Sr/Pfc
Noah Glaeser

Sr/Pfc
Derrick Calloway

Detective
Rick Arnold

Pfc
Mike Goins

Pfc
Washington Alava

Detective
Katie Couchman

Pfc
Edgar Verde

Detective
Joey Melvin



Guardians of Georgetown

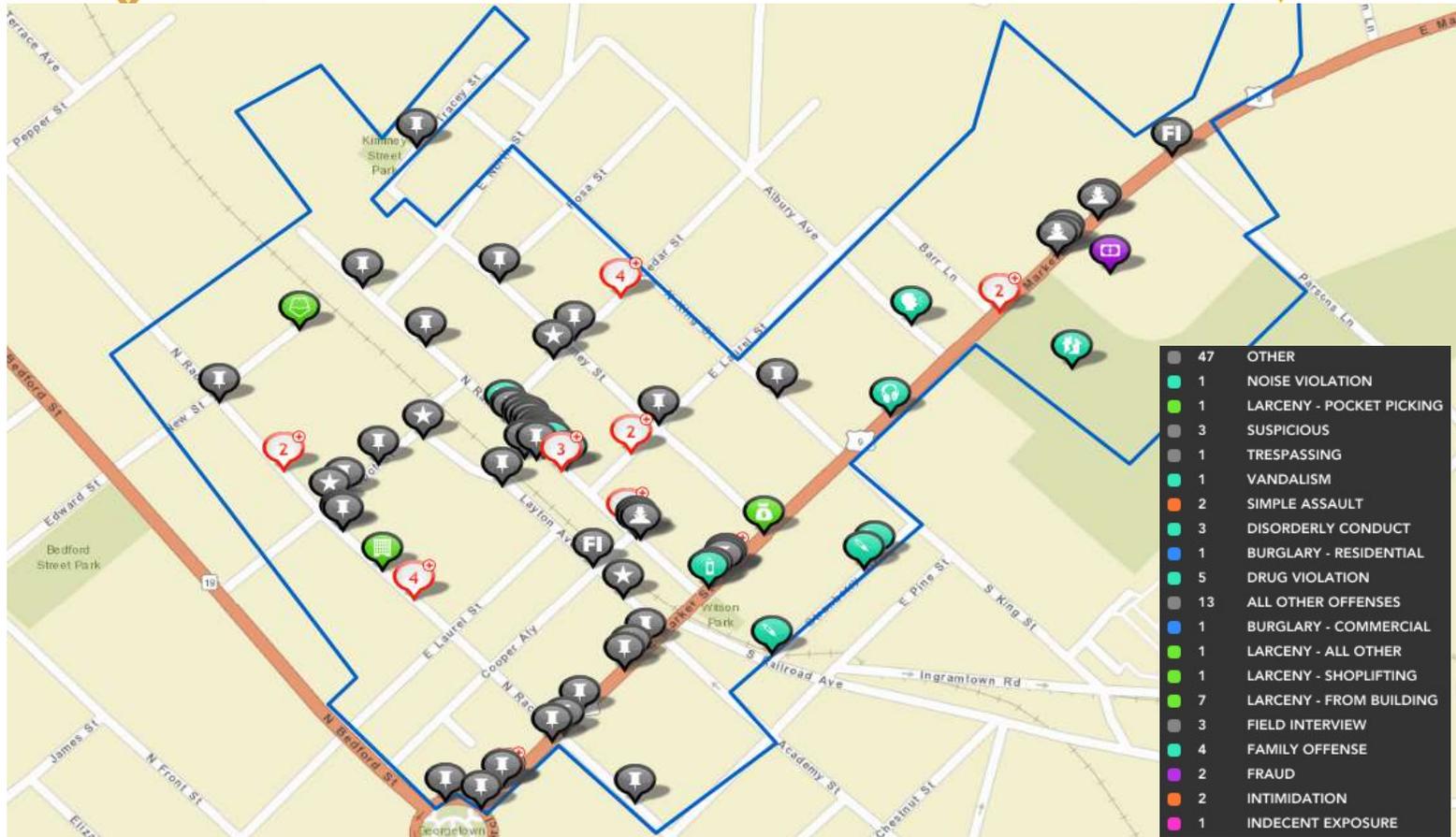
- Conducted Crisis Intervention Training for all police officers
- Continuation of policy review
- Active Participation with HTICC, DFSC, SCPC, DPCC, OSCC, BHC
- Submitted Concept Paper for Mental Health Clinician
- DEA Task Force participation
- Continuation of DV Investigator
- Continuation of Cadet program
- Continuation of SRO (Grant Increase)
- Continuation of Victim Services (Grant Extension)
- MVR replacement project underway





Downtown Development District

March 1, 2019– May 20, 2019
100 Records



Guardians of Georgetown

2019 YTD Property Crimes

- 134 incidents (34% decrease)
- 42 cleared by arrest
- 31% clearance rate

2018 YTD Property Crimes

- 205 incidents
- 90 cleared by arrest
- 44% clearance rate



Guardians of Georgetown

2019 YTD Crimes Against Person

- 80 incidents (37.5% decrease)
- 69 cleared/case closed
- 86% clearance rate

2018 YTD Crimes Against Person

- 128 incidents
- 107 cleared/case closed
- 83.5% clearance rate



Guardians of Georgetown

2018 Crash Data

- 196 crashes (**19% increase**)
- 85 E-Ticket issued
- 43.5% summons issued

2017 Crash Data

- 243 crashes
- 127 E-Ticket issued
- 52% summons issued



Guardians of Georgetown

2019 E-ticket citations

- 830 (39% decrease)

2018 E-ticket citations

- 1363



Guardians of Georgetown

2019 Calls for Service

- 1631 CFS (27% decrease)

2018 Calls for Service

- 2240 CFS



