

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission Meeting:** Wednesday, July 15 – TBD
 - 1. Public Hearing
 - 108 Cedar Street – Zoning amendment public hearing
 - 211 West Market Street – Conditional use public hearing
 - 2. Regular Meeting
 - 108 Cedar Street – Zoning amendment public hearing
 - 211 West Market Street – Conditional use public hearing
 - 26 The Circle – Storage building addition
- ✓ **Special Election (Referendum):** Monday, July 20, Polls open 12:00 Noon to 7:00 PM
- ✓ **Town Council Meeting:** Wednesday, July 22, – TBD
- ✓ **Delaware League of Local Governments:** Cancelled until further notice
- ✓ **Sussex County Association of Towns:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- On July 1, the Town mailed the July quarterly utility billing
 - July Take Note Newsletter
 - Municipal Election Flyer
 - Special Election Information Session Flyer
- As of July 10, the Town has collected:
 - \$1,558,234 (93%) of the annual property tax billing (\$1,674,899)
 - \$21,488 (3%) of the July quarterly utility billing (\$971,701)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Provided Tax and Utility Information to settlement lawyers
- Completed E-grants fiscal detail for a new Police Department Grant application (VW-2478)
- Submitted Quarterly Fiscal Reports for Victim Services and Domestic Violence Investigator grants

Police

- Departmental Press Releases issued as warranted

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Public Works

- Stage relocated for events at Marvel Museum
- Grass cutting town-wide continues
- Water meter replacements ongoing

Construction Coordinator

- No report this week

Wastewater

- Lagoon depths: Large Lagoon is 8.75 feet and Small Lagoon is 3.75 feet
- Rain reported at Cedar Lane was 1.25" (Tuesday evening)
- Hooked up Godwin Pump at the Main Station for bypass pumping during TS Fay
- Pulled chlorine pump at the plant and installed a new section of stainless steel pipe and reinstalled
- Addressed high level alarm at the Meadows Pump Station

Planning

- Projects:
 - Wagamon Professional Building – Resubmittal of preliminary site plan on July 9
- Predevelopment Meetings:
 - Inpatient Rehabilitation Facility (Dupont Boulevard – next to Microtel) held on July 9
- Building Permit Summary (June 2020)

Building Activity	June 2020	May 2020	June 2019
Permits Issued	27	11	31
Value of Improvements	\$637,185	\$77,556	\$1,177,695
Permit Revenue	\$3,665	\$600	\$6,243

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TOWN MANAGER'S UPDATE ...

- Conference call held on July 2 with Revelation Craft Brewery to discuss discharge of production water into Town sanitary sewer system (Gene Dvornick, Laura Givens, Jocelyn Godwin, Eric Rust, Jeff Ward). Topics covered:
 - ✓ Short-term solution of separation and haul (using existing storage or new tanks)
 - ✓ Medium-term solution of discharge to the Town when interconnected with Sussex County
 - ✓ Long-term solution of onsite pretreatment
 - ✓ Potential impact fees
 - ✓ Billing based on the strength of the waste being discharged
- Followed up with Splash Laundromat on Certificate of Occupancy outstanding items
- Participated on a call with representatives of Hardee's Restaurant regarding DelDOT plans relating to the Grade Separated Intersection and impact on their location
- Answered local non-profit questions relating to bid requirements, solicitation, and acceptance
- Contacted Municipal & Financial Services regarding proposal for utility rate and fee study (Gene Dvornick, Laura Givens)
- Presented Special Election (Referendum) Information Session – Presentation and video recording posted to Town website (Kristen Dabrowski, Gene Dvornick, Laura Givens) (copy attached)
- Participated in weekly call with DHSS, DPH, Sussex County, local nonprofits, and Office of the Governor regarding Coronavirus and activities in Sussex County
- Followed up on several code enforcement issues

LIVE SAFELY



**PLEASE STAY
HOME IF YOU
ARE SICK.**



de.gov/coronavirus

TOWN MANAGER'S WEEKLY REPORT



TOWN MANAGER'S WEEKLY REPORT



***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have comments, questions or suggestions regarding the Town Manager's Weekly Report, please contact Town Manager.

Town of Georgetown Take Note



Important Phone Numbers:

Town Hall: (302) 856-7391

Fax: (302) 856-6348

Planning Department:
(302) 853-0104

Public Works:
(302) 856-6045

Sewer Department:
(302) 856-7377

Sewer Emergency
Beeper: (302) 441-7377
Cell: (302) 381-5642

Water Department:
(302) 856-9529

Water Emergency:
Cell: (302) 236-2647

Non-Emergency Police
Dept. (302) 856-6613

Code Enforcement:
(302) 448-5027

Fire, Ambulance, Police:
911

Waste Industries: Trash
(302) 934-1364

Sussex County:
(302) 855-7700

Georgetown State Service
Center: (302) 856-5574

Town Office Hours:

Monday through Friday
8:00 a.m. to 4:30 p.m.

Visit us on the Town of Georgetown's Website located at www.georgetowndel.com

Hello Georgetown!

What a challenge the first half of 2020 has been. We have learned how to stay home, cook dinners, get take-out, practice social distancing, and wear a mask. Similar to the impacts you are experiencing, these have been a learning experience for Town Council. We have done Zoom meetings to ensure proper distancing and continue to manage the many aspects of the Town, including the finalization and adoption of our Fiscal Year 2021 budget.

During these times, I have tried to share our restaurant menus and specials, encouraging residents and visitors to help keep them open and operating. Early on, the Town relaxed sign regulations and requirements to give local businesses more visibility. The Town created an outside dining area and encouraged outside seating to help increase the capacity for customers through each phase of the reopening. I am pleased to report, that as of June 17th, we have not lost a business.

Throughout the year, Town Council has made decisions that do not always agree with everybody, but I can assure you that Town Council has your and the Town's best interest in mind. This being said, we are continually looking at ways to grow our tax base, ensure quality development, enact robust ordinances, and avoid legal challenges which are always costly both in terms of time and financial resources. If this upsets you, I am sorry. We must balance the impact on all people in this town and how large tax increases will affect them. I would rather opt for a tax increase to complete infrastructure projects than spending our tax dollars on unnecessary legal challenges.

I am proud to announce the return of our Summer Concert Series at the Marvel Museum. The Coronavirus postponed our start date but we are now back to a weekly schedule through late August. This is our seventh year and a huge thank you goes to the local organizations who provide sponsorship and the entire Georgetown community for your support.

The Arts and Flowers Organization has done a wonderful job of planting flowers in Wilson Park, The Circle, the Old Courthouse, and the new planters on East Market Street. Thank you for your continuing support to beautify our community.

A special thank you goes out to all Town employees. During this time of uncertainty, they have continued to work addressing public safety, water, sewer, finances, licensing, and permits. Thank you for your hard work and ongoing commitment and dedication.

Being on Council is what you make it and unfortunately, there comes a time to say goodbye. Councilwoman Chris Lecates has reached that time. I just want to say a personal thank you to Chris for everything you have done for this town. You took charge of many initiatives and have made the Town a better place to live. You served as Vice Mayor and helped me in making a positive difference. You will be missed, however, I know you won't be shy about offering input. Thank you for your most dedicated service.

Bill West

Mayor

Town of Georgetown Take Note

Meetings

Town Council Meetings

Second & Fourth
Wednesdays of each month
at 7:00 p.m.

Planning Commission Meetings

Third Wednesday of each
month at 6:00 p.m.

Board of Adjustment

First Wednesday of each
month at 5:00 p.m.

Looking for information on
what is happening in
Georgetown?

Follow us on Twitter or
Facebook in order to get
current events and notices!



Online Payments!

Please visit our website
www.georgetowndel.com
to pay your water/sewer/
trash, and taxes online. The
Town does not accept phone
payments



Questions or concerns?

Please feel free to contact
Town Hall, (302) 856-7391
or email your local
councilmember.

Mayor—Bill West
bwest@georgetowndel.com

Ward 1—Steve Hartstein
shartstein@georgetowndel.com

Ward 2—Rebecca Johnson-
Dennis
rjdennis@georgetowndel.com

Ward 3—Chris Lecates
clecates@georgetowndel.com

Ward 4—Robert Holston
rholston@georgetowndel.com



Holiday Closing

Friday, July 3, 2020

Independence Day

Monday, September 7, 2020

Labor Day

**No change in the trash
schedule due to the holiday**



The Water Consumer Confidence
Report is now available on the
Town's website at

www.georgetowndel.com/2020WaterQualityReport

or pick up a copy at
Town Administrative Office
37 The Circle, Georgetown, DE 19947

Keep Georgetown Beautiful



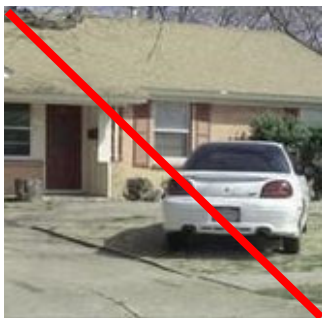
Overflowing Trash Cans
& Debris



Tall Grass



Detrimental Objects



Parking in Front Yard



Wrecked or Abandoned
Vehicles



Prohibited Animals

To report code violations, please contact our Code Enforcement Officer
Michael Picarello at (302) 856-6613 or (302) 448-5027



Town of Georgetown Municipal Election

Date: Saturday, August 15, 2020
Time: 8:00 AM – 6:00 PM
Location: Town Hall, 39 The Circle
Georgetown, DE 19947

Uncontested

Mayor
William E. West

Councilperson Ward 3
Angela Townsend

Councilperson Ward 4

Penuel Barrett
Robert Holston

Voter Registration

Register to vote before Friday, August 14th with the Sussex County Department of Elections:
119 North Race Street, Georgetown, DE 19947, (302) 856-5367.

Absentee Voting

Any registered voter of the Town of Georgetown who wishes to vote by absentee voting, may do so by obtaining an “Affidavit for Absentee Voting” at the Town Administrative Office. Absentee ballots will be available Monday, July 20, 2020. Absentee ballots can either be picked up at the Town Administrative Office or mailed. The deadline for voting by absentee ballot in person is Friday, August 14, 2020 (noon).



Town of Georgetown Special Election (Referendum) Information Session

When: Thursday, July 9th ~ 2:00 PM
Where: Zoom Meeting
Zoom Meeting ID: 921-590-91707
Follow Onscreen Instructions

*The Town of Georgetown will hold a Special Election (Referendum)
Monday, July 20, 2020 from 12:00 PM until 7:00 PM at
Town Hall, 39 The Circle*

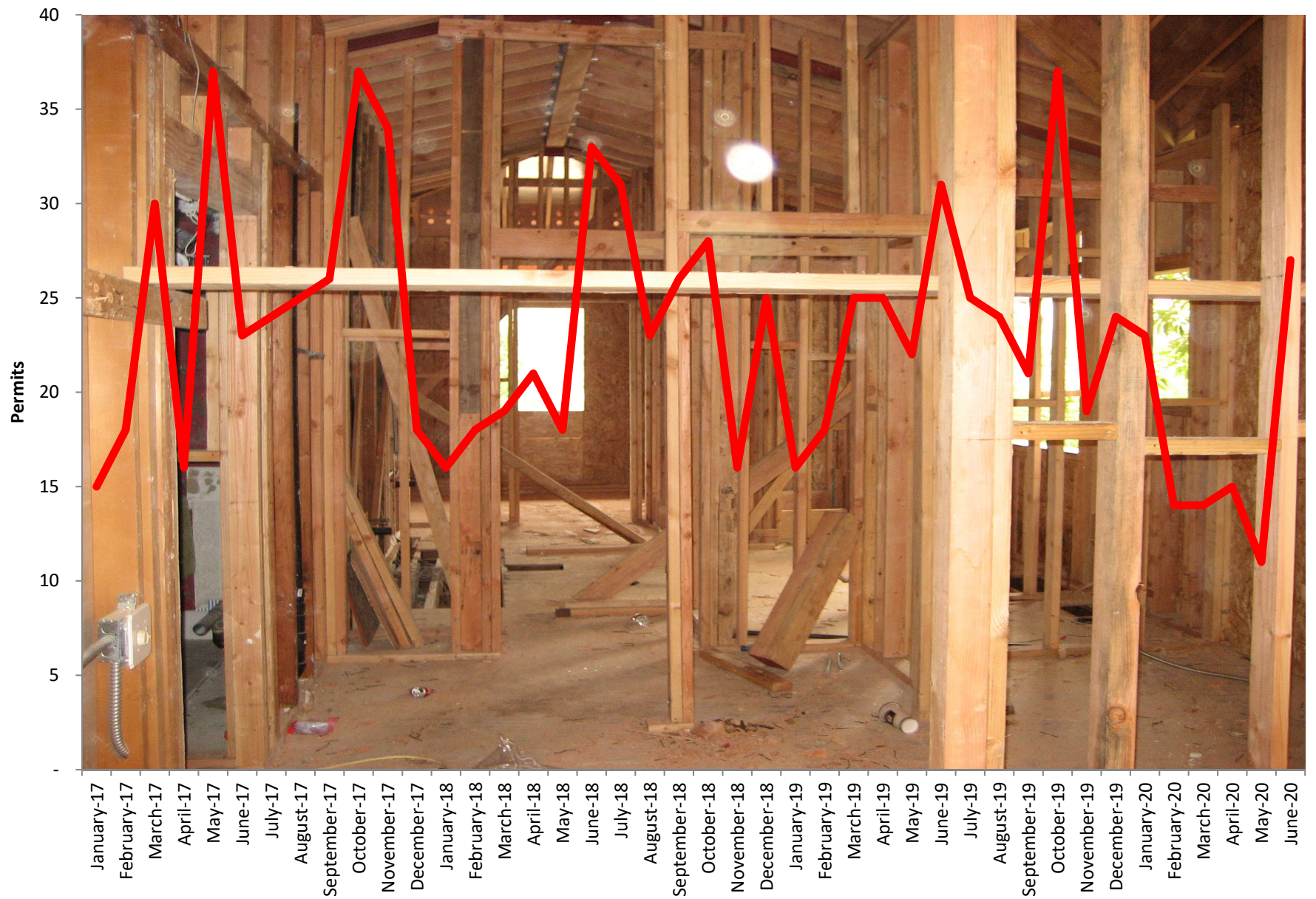
Funding source: Delaware Drinking Water Revolving Fund (DWSRF)
Principal forgiveness amount at successful completion \$1,255,000
Interest Rate During Construction 1.3375%

At the said Special Election, every bona fide resident of the Town of Georgetown shall have one vote and, in addition, every person, partnership or corporation owning property within the corporate limits of the Town of Georgetown shall also have one vote and the said votes may be cast either in person or by absentee ballot.

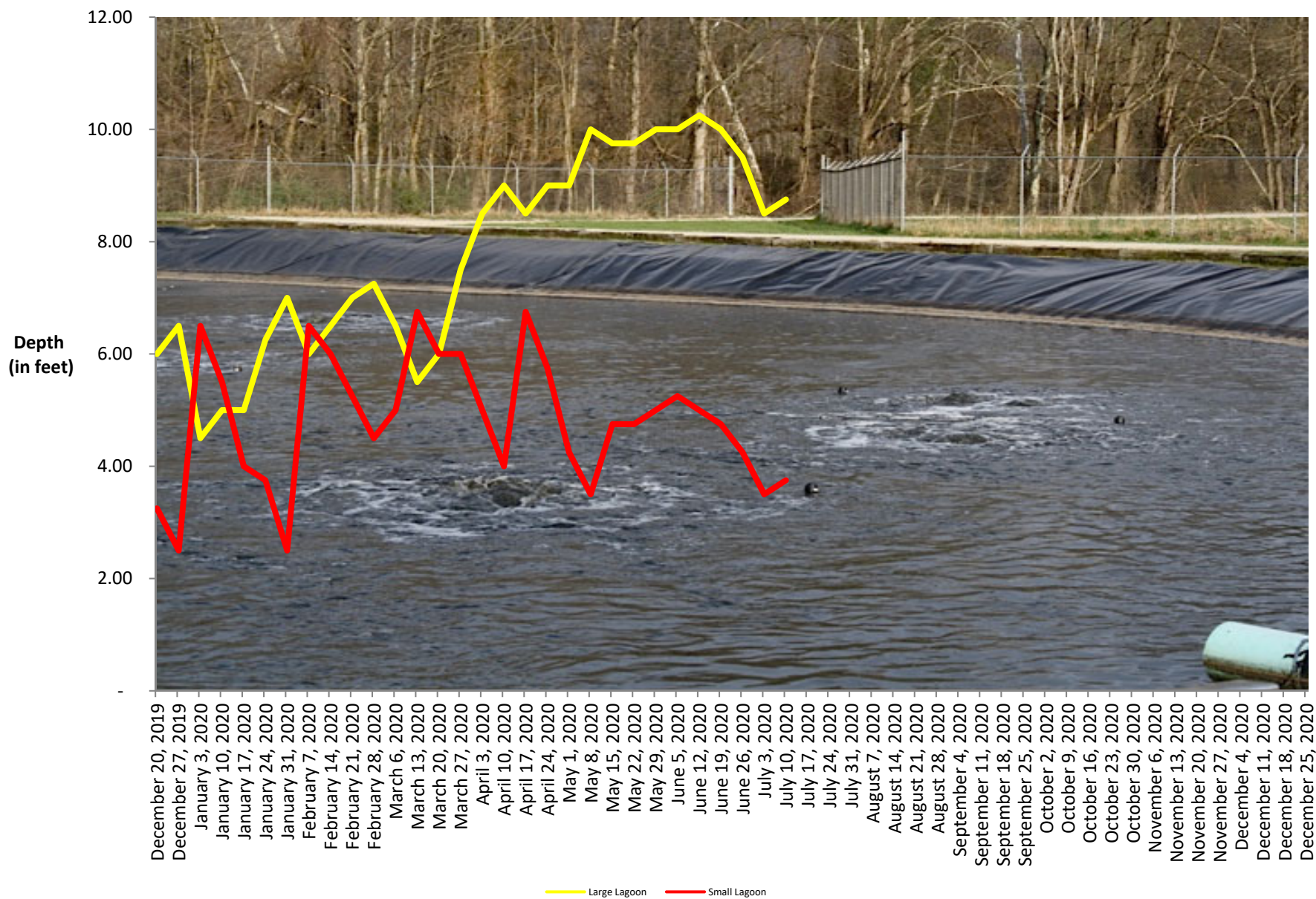
By Absentee Ballot Voting

Any bona fide resident of the Town of Georgetown, who wishes to vote by absentee voting, may do so by obtaining an "Affidavit for Absentee Voting" at the Town Hall. Absentee ballots will be available Monday, June 15, 2020. Absentee ballots can either be picked up at the Town Administrative Offices or mailed. The deadline for voting by absentee ballot in person is Friday, July 17, 2020 at 12:00 (noon).

Building Permit Activity



WWTF Lagoon Depths



Town of Georgetown

2020 Referendum Information Session
Water Main & Service Line Projects
July 9, 2020

What are we voting on?

- ▶ To enable the Town of Georgetown to borrow up to \$1,255,000 to fund two major public works projects:
 1. 1,225 Linear Feet Water Main Replacement
 2. 82 Water Service Lines, Meter Pits, and Meter Replacement

Water Main & Service Line Project Funding

Total Project Cost	\$1,255,000.00
Principal Forgiveness Amount	\$1,255,000.00
Loan Amount	0
Interest Rate During Construction	1.3375%
Semi-Annual Interest Only Required during project construction	\$12,980.55
Total Cost (Estimated)	\$12,980.55

Water Main Replacement Project

- ▶ This project is to address the aging water main along Market Street
- ▶ Replacement of approximately 1,225 linear feet of 8" water main with 8" PVC pipe
- ▶ New waterline includes new service connections, meters and meter pits



Service Line Replacement

► What is the need for this project?

- In 2010 and 2011 the Town replaced service connections throughout Town that were installed over 50 years ago using galvanized steel piping with lead soldered joints.
- The project did not include DeIDOT maintained streets and were not completed at the time due to permitting, construction requirements and available funding.
- DeIDOT is looking at the rehabilitation of Market and Bedford Streets. Prior to their work the Town wants to replace service lines in order to reduce water leaks and the cutting into the newly paved roads.



Service Line Replacement

► What will this project involve?

- The Town is proposing to replace 82 water services, including meters and meter pits on DeIDOT maintained streets.
- Replacing these services will require cutting through the road and excavating down to the water main to expose the piping and service connection for removal and replacement.
- Estimated Construction Schedule to be late Summer, early Fall 2020



Why are we voting?

The Town of Georgetown's Charter outlines the steps the Town Council must follow in order to borrow money

Charter Article V – 5.9 Power To Borrow Money and Issue Bonds

1. The Town Council by Resolution shall propose to the residents and property owners of the Town that the Town Council proposes to borrow a certain sum of money.
2. Notice of the time and place of the hearing on the Resolution authorizing said loan shall be printed in a newspaper having a general circulation.
3. Second Resolution shall then be passed by the Town Council ordering a Special Election to be held not less than thirty (30) days nor more than sixty (60) days after the said public hearing to borrow the said money.
4. At the said Special Election, every bona fide resident of the Town of Georgetown shall have one vote and, in addition, every person, partnership or corporation owning property within the corporate limits of the Town of Georgetown shall also have one vote and the said votes may be cast either in person or by the absentee ballot.

When is the vote?

- ▶ Monday, July 20, 2020
- ▶ Polls open 12:00 Noon to 7:00 PM

- ▶ Absentee Ballots are available
 - If in person – due by Friday, July 17 at Noon
 - If mailed – due by Monday, July 20

- ▶ Special Considerations
 - Appropriate Social Distancing
 - Face Mask Required

Where do we vote?

Town Hall
39 The Circle
Georgetown, DE

Questions?

Town of Georgetown

2020 Referendum Information Session
Water Main & Service Line Projects
July 9, 2020