

**TOWN OF GEORGETOWN  
TOWN COUNCIL MEETING MINUTES**

**Meeting Date:** Monday, January 8, 2024  
**Location:** 39 The Circle, Georgetown, DE 19947

Live Stream Can be Found at the Following Link:  
Website: <https://www.georgetowndel.com/live-stream.htm>

Zoom.us/join  
Zoom Meeting ID: 886 0519 3008

**Time:** 7:00 PM Regular Meeting

**TOWN COUNCIL PRESENT:**

Bill West, Mayor  
Christina Diaz-Malone, Ward One  
Anthony Neal, Ward Two  
Angela Townsend, Ward Three  
Penuel Barrett, Ward Four

**STAFF PRESENT:**

Eugene S. Dvornick Jr., Town Manager  
Stephani J. Ballard, Town Solicitor

**7:00 PM REGULAR MEETING**

**1. PLEDGE OF ALLEGIANCE**

Town Manager Dvornick led the Pledge of Allegiance.

**2. INVOCATION**

Mayor West led the Invocation.

**3. ADOPTION OF AGENDA**

Motion by Councilwoman Townsend, seconded by Councilwoman Diaz-Malone to adopt the agenda as presented. **Motion Carried (unanimous)**

**4. APPROVAL OF DECEMBER 11, 2023 TOWN COUNCIL MINUTES**

Motion by Councilman Barrett, seconded by Councilman Neal to approve the December 11, 2023 Town Council Minutes as presented. **Motion Carried (unanimous)**

**5. COUNCILMEMBERS COMMENTS**

Councilman Neal, Ward 2

- Continuing to pray for our Community

Councilwoman Townsend, Ward 3

- 2024 St. Patrick's Day event update
- Still noticing drivers cutting across the highway at the Edward Street intersection

Councilman Barrett, Ward 4

- No Comment

Councilwoman Diaz-Malone, Ward 1

- Busy with items I pledged to do when I first got elected as Councilwoman

**6. DBF PROPOSAL – ROSA STREET DRAINAGE AND ROAD REHABILITATION - \$134,500**

Town Manager Dvornick presented an overview of the proposal to Council.

- Questions/Comments posed from Council

Motion by Councilwoman Townsend, seconded by Councilwoman Diaz-Malone to approve the Rosa Street Drainage and Road Rehabilitation proposal, submitted by DBF, at an amount not to exceed \$134,500.00. **Motion Carried (unanimous)**

**7. 1<sup>ST</sup> READING OF ORDINANCES**

**A. ORDINANCE #2024-02 COMPREHENSIVE PLAN FUTURE LAND USE MAP AMENDMENT AND ZONING AMENDMENT FROM UR1 TO HC 135-19.07-36.00**

Town Manager Dvornick read an overview of Ordinance #2024-02 into the record.

This is the first reading. No action at this time.

**8. DEPARTMENTAL REPORTS**

**A. TOWN MANAGER – GENE DVORNICK**

- Municipal Regulation of Marijuana Update
  - Status in other municipalities
  - Questions/Comments posed from Council

**Project Updates**

- Sussex County Family Court Facility
  - Concrete floor pours
  - Slab on grade prep continues
  - Under slab MEP installation
  - Exterior wall mockup
- Bedford & Market Street Rehabilitation
  - Final punch list developed
- Kimmey Street & Pepper Street
  - Anticipate out for bid in early February
- Cinder Way & Mulberry Street Traffic Calming
  - Internal review meeting on January 10
- Park Avenue Relocation – Phase 1
  - Original Completion Date – December 30, 2023
  - Anticipated Completion Date – March 11, 2024
- Grade Separated Intersection – US 113 at 18/SR 404
  - Construction Start Date – Fall 2024 (October – December)

### **Employee Compensation**

- Response to Claim at December 11, 2023 Meeting that Code Enforcement employee was working on a Saturday and “they are not compensated for their time.”
- Facts
  - All employees are compensated for hours worked – verified with Department Head
  - Code Enforcement officers work random evenings and weekends to check on and follow up on code violations
  - Hours are explained during their interview
  - Addressed in Town Code – Chapter 29 Personnel

### **Rental Property Inspections**

- Per Town Code, Chapter 167 – Residential Rental Properties:
  - Biennial Inspections are required
  - Wards 2 and 4 are done in even years
- Status as of December 31, 2023
  - 91 Completed successfully
  - 61 require re-inspection
  - 65 are scheduled
  - 57 remain unscheduled

### **2023 Departmental Accomplishments**

- Administration
  - Successful FY 2023 Audit
  - On boarded 9 employees (5 left)
  - Provided expertise to other municipalities (hands-on & technical)
  - Efficient support for live streaming, iCompass, and technology
- Planning & Zoning
  - Implemented and completed biennial inspections of residential rental properties
  - Created and implemented checklists for development project submittals
  - Configuration and training in process for implementation of electronic plan review
- Police
  - Graduations
    - 3 from the Dover Academy
    - 1 from the Delaware State Police Leadership Development Program
  - Awards
    - MADD Award for DUI Enforcement
    - Phoenix Award for Life Saving actions
  - School Resource Officer back in our schools
- Public Works

- Traffic calming Wagamon Avenue
- Street sweeper repaired – without purchase of a new one
- New hires bringing knowledge, assets, and strong work ethic
- Water
  - Water meter registers changed out (less manual rereads)
  - Providing safe drinking water with no violations (several years)
  - All water valves exercised all 4 wards
  - Started new lead and copper rule and back flow programs
- Wastewater
  - Rebuild of Parkson screen at wastewater plant
  - Design and bid process of pump station upgrades
  - All mechanical work done for reverse connection to the County

#### ARPA Encumbrances

Project	Obligated	Vendor	Description	TC Approved
Biolac	\$171,875.00	Parkson Corporation	Biolac Repairs/Nozzles/Biofuser Replacement, Barge Purchase	September 8, 2021
SCI Elevated Storage	\$88,500.00	Davis, Bowen & Friedel Inc	Preliminary Engineering	September 22, 2021
PS Rehabilitation	\$51,000.00	Beacon Engineering	Preliminary Engineering	September 22, 2021
Pooled Lawyer	\$16,332.50	Barnes \$ Thornberg	Lawyer	October 13, 2021
Flygt Pump (Wastewater)	\$15,427.00	Xylem	Submersible Pump (Cedar Lane)	October 27, 2021
Springboard Collaborative	\$500,000.00	Sub-recipient	Pallet Shelters	May 9, 2022
AMI Proposal	\$31,000.00	Davis, Bowen & Friedel Inc	Engineering Services	July 25, 2022
Main Station Upgrade	\$57,500.00	Davis, Bowen & Friedel Inc	Engineering Services	October 24, 2022
AMI Equipment Purchase	\$500,000.00	Core & Main	Initial Equipment Purchase	June 12, 2023
<b>Total Encumbered</b>	<b>\$1,431,634.50</b>			

#### General Items

- Upcoming Events
  - Dog Park Committee Meeting – January 11, 7:00 PM, Town Hall

- Town Offices Closed Monday, January 15, in observation of Martin Luther King, Jr. Day
- Legislative Update
  - Both chambers return on January 9
  - State of the State Address on January 18
  - Governor's Recommended Budget & Bond Bill on January 25
- Questions/Comments posed from Council.

## 9. PUBLIC COMMENT

Jane Hovington, 204 South Railroad Avenue

- Thank you to Gene Dvornick for fixing the sidewalk problem in front of Richard Allan School
- Upset with the marijuana regulation discussion
- Discussed flooding at certain properties in Town
- Spoke in opposition of closing Race Street due to the traffic concerns it causes

Clayton Townsend, 20293 Ennis Road

- Commented on the marijuana regulation

Jon Peterson, 304 North Bedford Street

- Commented on the marijuana regulation

## 10. EXECUTIVE SESSION

Town Council entered into Executive Session at 7:57pm.

## 11. POTENTIAL ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

Motion by Councilwoman Diaz-Malone, seconded by Councilwoman Townsend to move forward with items as discussed in Executive Session. **Motion Carried (unanimous)**

## 12. ADJOURNMENT

Motion by Councilwoman Townsend, seconded by Councilman Barrett to adjourn at 8:47pm.  
**Motion Carried (unanimous)**

APPROVED:

  
Angela Townsend, Secretary

ATTEST:

  
Eugene S. Dvornick Jr., Town Manager

*\*These minutes are a summary of the meeting. Complete audio and visual recordings are available upon request\**