

**TOWN OF GEORGETOWN  
TOWN COUNCIL & PLANNING COMMISSION JOINT MEETING MINUTES**

**Meeting Date:** Wednesday, June 9, 2021  
**Location:** 39 The Circle, Georgetown, DE 19947  
Dial-In (Toll Free): 1-855-332-4182  
Access Code: 8567391  
Zoom Meeting ID: 956 5718 5830  
Zoom.us/join  
Follow Onscreen Instructions  
**Time:** 6:30 PM Town Council Executive Session  
Joint Meeting to Convene at 7:00pm or Immediately Following  
Executive Session

**TOWN COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Eugene S. Dvornick Jr., Town Manager  
Stephani J. Ballard, Town Solicitor  
Kristen Dabrowski, Finance Department  
Jocelyn Huff, Planning Department  
Jamie Craddock, Planning Department

**PLANNING COMMISSION PRESENT:**

Linda Dennis  
Lance Mears  
Larry Rohlfig

**1. CALL TO ORDER – TOWN COUNCIL**

Mayor West called the meeting to order at 6:30pm.

**2. EXECUTIVE SESSION – TOWN COUNCIL**

Entered Executive Session at 6:30pm

Exited Executive Session at 7:06pm.

**3. CALL TO ORDER – JOINT MEETING**

Mayor West called the Joint meeting to order at 7:09pm.

**4. PLEDGE OF ALLEGIANCE**

Mayor West led the Pledge of Allegiance.

**5. INVOCATION**

Mayor West led the invocation.

**6. ADOPTION OF AGENDA**

Motion by Councilman Barrett, seconded by Councilwoman Townsend to adopt the agenda as presented. **Motion Carried (unanimous)**

**7. APPROVAL OF MINUTES**

**A. MAY 12, 2021 TOWN COUNCIL MINUTES**

Motion by Councilwoman Townsend, seconded by Councilwoman Diaz-Malone to approve the May 12, 2021 Town Council Minutes as presented. **Motion Carried (unanimous)**

**B. MAY 26, 2021 TOWN COUNCIL MINUTES**

Request from Councilwoman Diaz-Malone to amend May 26, 2021 minutes to reflect both nominations for secretary.

Motion by Councilwoman Townsend, seconded by Councilwoman Barlow to approve the May 26, 2021 Town Council Minutes with suggested changes.

**Motion Carried (unanimous)**

**8. REVIEW AND APPROVE PLUS COMMENTS TO DRAFT COMPREHESIVE PLAN**

Lauren Good, Wallace Montgomery, presented a PowerPoint and discussed the PLUS comments to the draft comprehensive plan.

Questions/Comments<sup>1</sup>:

- Linda Dennis
  - Suggested the Town have a workshop for Code Enforcement concerns with the high volume of housing units.
- Councilwoman Townsend
  - Is there a need for the electric car charging stations?
    - Councilman Barrett: Yes, they are becoming very popular
- Councilwoman Diaz-Malone
  - Agree that we need a workshop to discuss how Code Enforcement will be handled with the high volume of housing units
- Mayor West
  - Explained that he had discussed with Builder why they were building more multi-family homes instead of single family homes and they explained there is a need for multi-family housing for the workforce.

**9. PRESENTATION – SUSSEX COUNTY FAMILY COURT FACILITY**

Bill Lenihan, Tevebaugh Architecture, Chief Judge Michael Newell, Family Court, and Rick Macia presented to Mayor and Council the proposed new Sussex County Family Court Facility.

Questions/Comments:

- Councilwoman Barlow
  - Expressed concern that the building was not historic and does not fit in our Town. Very disappointed in this presentation.
- Councilwoman Diaz-Malone
  - What has Council done to welcome any kind of new building here?
  - Agree that this design does not fit with any surrounding buildings.
  - Request to see a copy of what was presented tonight because presentation was very hard to see.
- Councilman Barrett
  - What is the plan for the existing Family Court?
    - Bill Lenihan: JP Court and Offices
- Councilwoman Townsend

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<sup>1</sup> Questions and Comments listed in minutes are for summary purposes and not meant to be a complete record of all discussion. Complete audio and/or video of meetings are available.

- How was the location determined?
  - Bill Lenihan: We didn't want to be too far from the Circle and the other Court facilities.

## **10. PRESENTATION – OVERVIEW OF TOWN OPERATIONS AND PROJECTS**

Town Manager Dvornick presented an overview of Town Operations and Projects to Mayor and Council.

## **11. PLANNING COMMISSION APPOINTMENTS**

There were three (3) letters of interest submitted for the planning commission vacancy:

- Eric Evans
- Melissandra Barrera
- Michael DiGiacoma

Councilwoman Townsend nominated Eric Evans to fill the planning commission vacancy.

Motion by Councilwoman Townsend, seconded by Councilwoman Barlow to appoint Eric Evans to the Planning Commission.

### **Vote**

<b>Ward 1, Councilwoman Diaz-Malone:</b>	<b>No</b>
<b>Ward 2, Councilwoman Barlow:</b>	<b>Yes</b>
<b>Ward 3, Councilwoman Townsend:</b>	<b>Yes</b>
<b>Ward 4, Councilman Barrett:</b>	<b>Yes</b>

**Motion Carried (3 yea's, 1 nay)**

## **12. 1<sup>ST</sup> READING OF ORDINANCE**

### **A. ORDINANCE #2021-03 ADOPTION OF THE 2021 TOWN OF GEORGETOWN COMPREHENSIVE PLAN**

Town Manager Dvornick read an overview of Ordinance #2021-03 Adoption of the 2021 Town of Georgetown Comprehensive Plan.

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

### **B. ORDINANCE #2021-04 FINES**

Town Manager Dvornick read an overview of Ordinance #2021-04 Fines.

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

### **C. ORDINANCE #2021-05 WINDOWS AND SCREENS**

Town Manager Dvornick read an overview of Ordinance #2021-05 Windows and Screens.

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

## **13. DEPARTMENTAL REPORTS**

### **A. GENE DVORNICK – TOWN MANAGER**

#### **Abandonment Request**

The Town has received a formal request from Sussex County for the abandonment of a section of Harris Alley, situated in the area extending from South Race Street to South Bedford Street (approximately +/- 125 feet). It is anticipated we will be scheduling a public hearing regarding the abandonment request for the 2<sup>nd</sup> meeting in June 2021. A copy of the formal request is included in your packets

#### **Project Grey Fox**

State Auditor Kathy McGuinness is working with county and local governments to help the transparently show how they spend their federal American Rescue Plan (ARP) funds. Named Project Grey Fox, the Treasurer's Office will host a secure online portal that will allow government official to enter their ARP spending quickly and efficiently each week. The website will then provide easy-to-read graphics for the public to review and compare the expenditures. We would be joining Dewey Beach, Lewes, Newark, Rehoboth Beach and Wilmington by participating.

*Motion by Councilwoman Diaz-Malone, seconded by Councilwoman Townsend to move forward with participating in Project Grey Fox. **Motion Carried (unanimous)***

#### **FY 2021 Audit Work**

The Town has received and reviewed the Audit Proposal from Jefferson, Urian, Doane & Sterner, P.A. for completion of the FY 2021 audit. The total estimated cost is \$26,500 and was included in our budget as approved. Finance Staff and I recommend approval.

*Motion by Councilwoman Barlow, seconded by Councilman Barrett to approve the Audit proposal from Jefferson, Urian, Doane & Sterner, P.A. for completion of the FY 2021 Audit in an amount not to exceed \$26,500.00. **Motion Carried (unanimous)***

#### **GFL Contract Extension**

The Town contract with GFL, out solid waste, yard waste, recycling, and bulk item removal service is nearing the end of the initial term. As part of the contract, we are able to execute two additional, one-year extensions. After review by the Finance Staff and myself, we recommend exercising the first, one-year extension.

*Motion by Councilman Barrett, seconded by Councilwoman Barlow to approve exercising the first, one-year extension with GFL. **Motion Carried (unanimous)***

#### **American Rescue Plan Act of 2021**

The Town has received notification from the Office of the State Treasurer that our Nonentitlement Units of Local Government (NEUs), American Rescue Plan Act of 2021 total allocation will be \$4,083,125 (estimate was \$3.86 million). First distribution of one-half is anticipated before June 30, 2021 and the second half approximately 12 months later.

#### **Project Updates:**

- Water Main & Service Line Replacement Project
  - Per DBF, water main replacement to start in mid-June due to materials on back-order
- Georgetown East Gateway Project
  - Airport Road closure to begin June 12 and continue until August 27

- Brittingham Lane
  - Will be meeting with Del-Mar-Va Paving on June 10

#### **Miscellaneous**

- Legislative Update
- Reminders:
  - Juneteenth Celebration: Saturday, June 19, 11:00 AM, Richard Allen School
  - Community Clean Up: Saturday, June 26, 8:00 AM, Town-wide
  - End of Legislative Session: Wednesday, June 30, 11:59 PM

#### **14. PUBLIC COMMENT**

Councilwoman Townsend

- Request for monthly reports with every budget line item to see where we stand each month
- Request for a monthly mailer to residents with Town events

Linda Dennis, 2 Huckleberry Drive

- Request to advertise more Town events on Electronic Message Board

Councilwoman Barlow

- Request for more details on Minutes

Judson Malone, 216 South Race Street

- Happy that the meeting was in person
- Strongly suggest improve technology for Zoom. Hard to hear

Jon Peterson, 304 North Bedford Street

- Improve technology with Zoom – hard to hear
- Town officials need to apologize to the presenters of the Family Court presentation for calling their design ugly.

#### **15. ADJOURNMENT**


Motion by Councilman Barrett, seconded by Councilwoman Townsend to adjourn at 9:22 p.m.

**Motion Carried (unanimous)**

APPROVED:

  
Angela Townsend, Secretary

ATTEST:

  
Eugene S. Dvornick Jr., Town Manager