

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Sussex County Association of Towns:** Wednesday, March 5<sup>th</sup>, at 6:00 PM, hosted by Millsboro at the Millsboro Town Center
- ✓ **Board of Adjustment:** Wednesday, March 5<sup>th</sup>, at 5:00 PM, Town Hall
  1. Special Exceptions – 827 East Market Street (New Chamber Office)
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, March 7<sup>th</sup>, at 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, March 12<sup>th</sup>, 7:00 PM, Town Hall

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- No report this week

### **Planning**

- Sign Ordinance Revision – final draft received on February 26<sup>th</sup>, 2014; distributed to Planning Commission & Town Council
- DNREC Community Assistance Visit regarding floodplains, scheduled for March 17<sup>th</sup>, 2014
- Historic District Design Standards Steering Committee start up meeting scheduled for March 18<sup>th</sup>, 2014

### **Police**

- Significant Incident Reports distributed as received

### **Public Works**

- Street sweeping has begun – current focus is main roads
- Construction on the Event Stage continues
- Water main leak – Park Avenue repaired

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## Wastewater

- Large Lagoon depth is 18 feet and Small Lagoon depth is 6 ¾ feet
- Spray totals for the month of February:
  - 6.3034 million gallons at the plant
  - 2.8943 million gallons at Baxter's
  - 14.5589 million gallons at Pettyjohn Woods
- Some additional split piping has been found and repaired

## TOWN MANAGER'S UPDATE ...

- Webinar with Delaware.net to review upcoming enhancement opportunities for Town website (Jamie Craddock, Gene Dvornick, Laura Givens, Angie Townsend)
- Facilitated 2<sup>nd</sup> FY 2015 Budget Workshop (Town Council and Department Heads)
- Worked with Heritage Consulting (Donna Harris) regarding Historic District Design Standards and Steering Committee formation (Linda Dennis, Gene Dvornick, Jocelyn Godwin)
- Met with an individual to discuss possibilities with 123 West Market Street
- Met with insurance carrier to review documentation needed for renewal quote (being completed for both the Insurance Market and Williams Agency) (Gene Dvornick, Laura Givens)
- Worked to finalize Public Works Agreement with the Commons at Georgetown regarding improvements required for the Wyndham Hotel site
- Addressed, with the Town Engineer, generator review for the College Park Regional Pump Station

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