

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, March 26th, at 6:30 PM: Executive Session; 6:45 PM: Public Hearing; 7:00 PM: Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, March 27th, 6:00 PM, Dover Downs
- ✓ **SCAT Annual Legislative Breakfast:** Friday, March 28th, 9:00 AM, The Brick Hotel Restaurant & Tavern
- ✓ **Sussex County Association of Towns:** Wednesday, April 2nd, at 6:00 PM, hosted by Bridgeville at the Bridgeville Fire House
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, April 4th, at 9:00 AM, Arena's at the Airport

UPDATES FROM DEPARTMENTS ...

Finance

- Since online credit card payment was introduced, approximately 100 customers have used this functionality
- Water cut-offs were on March 20th, 2014, a total of nine (9) properties were shut-off due to non-payment. As of today, six (6) properties have paid their bills and had the water turned-on
- Town received \$103,460.00 in Community Development Block Grant (CDBG) Reimbursement for the Margaret Street Project

Planning

- Planning Commission:
 - Public Hearing
 1. Conditional Use – 827 East Market Street (Chamber Office) – ***Approved***
 - Regular Meeting
 1. Site Plan Review – 502 South Bedford Street (Marvel Museum) – ***Approved***
 2. Historic Review – 128 East Market Street (Signage) – ***Withdrawn***
 3. Historic Review – 26 The Circle (Exterior Renovations) – ***Approved***

Police

- Significant Incident Reports distributed as received

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Public Works

- New sewer line to Microtel installation started
- Finished reading meters for April Utility Billing
- Attended the South Railroad Avenue Well & Treatment Facility Pre-bid meeting

Wastewater

- Large Lagoon depth is 17 ½ feet and Small Lagoon depth is 6 ½ feet
- Sludge samples taken by Synagro in preparation for sludge removal
- Investigating the use of mushroom drain valves for Pettyjohn Woods (see photo 1)

TOWN MANAGER'S UPDATE ...

- Represented the Town at the American Legion – Sussex Post 8 – Ambulance 93 Annual Dinner
- Met with Donna Harris (Heritage Consulting) regarding the development of Design Standards for the Downtown District: East Market Street from The Circle to Layton Avenue. (Linda Dennis, Gene Dvornick, Jocelyn Godwin, Rick Greenberg, Chris Lecates)
- Met with local business owner to discuss signage and associated issues
- Worked with the SCAT Legislative Committee to finalize the presentation for the legislative breakfast
- Attended the DeLea Founders Insurance Trust (DFIT) General Membership and Trustee Meeting. As the FY 2011 policy year has now closed, there is a significant return of premium for the DFIT
- Mandatory Pre-Bid Meeting for the South Railroad Avenue Water Treatment Plant was held. All four qualified bidders attended (Bearing Construction, George & Lynch, Layne Christensen & Teal Construction) – Sealed bids are due April 4th, 2014 by 2:00 PM. Award is anticipated to be made at the April 9th Town Council Meeting
- Attended the 2014 Heels and Wheels: Delaware Walking and Biking Summit. Topics included: Biking & Trail Economics, Tools for Decision Making, Traffic Calming & Complete Streets, Livable Streets, Economics of Streets (see photo 2 & 3) (Gene Dvornick, Jocelyn Godwin)

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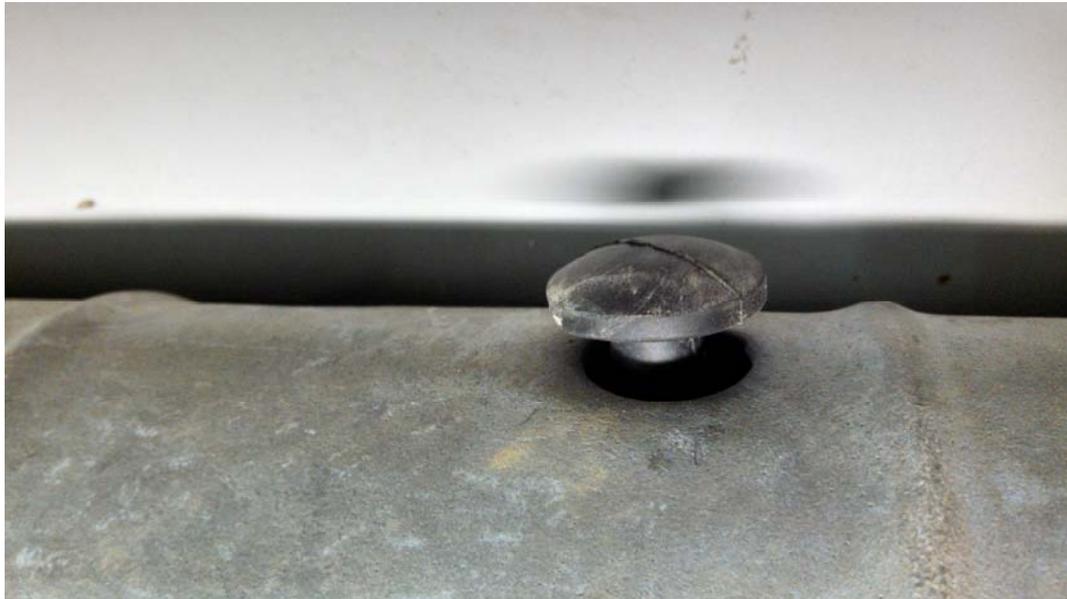


Photo 1 - Mushroom Drain Valve



Photo 2 - "Street Improvement"

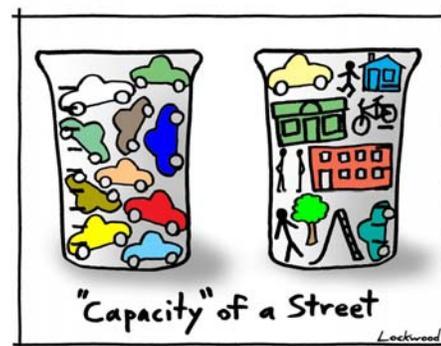


Photo 3 - Alternative Street Measures

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