

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Friday, April 18<sup>th</sup>, in observation of Good Friday
- ✓ **Town Council Meeting:** Wednesday, April 23<sup>rd</sup>, at 7:00 PM: Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, April 24<sup>th</sup>, 6:00 PM, Dover Downs
- ✓ **Sussex County Association of Towns:** Wednesday, May 7<sup>th</sup>, at 6:00 PM, hosted by Dewey Beach
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, May 9<sup>th</sup>, at 9:00 AM, Arena's at the Airport
- ✓ **2014 Municipal Election:** Saturday, May 10<sup>th</sup>, from 1:00 PM to 7:00 PM, Town Hall

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of April 17<sup>th</sup>, we have collected \$290,085 (35%) of the April Utility Billing (829,036) – bills are due May 7<sup>th</sup>, 2014.
- Completed and submitted the State the Local Highway Finance Report (Form 536) to the State. This report is completed every two years.
- April 30<sup>th</sup> will make the end of FY 2014 – we have been preparing for the Fiscal Year end (setting up files, accounting system year rollover, statement reconciliations, etc.).

### **Planning**

- Four (4) tenant fit-out applications received for the Shops of College Park:
  - Dollar Tree; Halpern Eye; ATI Physical Therapy & Chinese Restaurant
- Reviewing draft copy of Historic District Review Committee Report
- Working with FEMA and DNREC regarding NFIP (flood plain) requirements for the Town

### **Police**

- Significant Incident Reports distributed as received
- Code Enforcement ramping up for grass cutting enforcement
- Chief Topping (Chairman, Delaware Police Chiefs Council) awarded Capitol Police their Delaware State Accreditation (see photo 1)

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## Public Works

- Repaired water leak at 312 North Bedford Street
- Continued finishing touches on Event stage
- Obtaining estimates for curb painting (parking restrictions on North & South Bedford Street)

## Wastewater

- Large Lagoon depth is 17 feet and Small Lagoon depth is 5 ¼ feet
- Sludge removal by Synagro pushed back another week due to equipment issues
- Irrigation riser repaired (row 17 – below ground) on our field
- Repaired four (4) defusers, utilizing new boat (see photo 2)

## TOWN MANAGER'S UPDATE ...

- Met with representatives of Georgetown Kiwanis to plan for the 2014 Memorial Day Service (Shirley Dennis, Gene Dvornick)
- Met with Advantech to discuss intrusion, fire and access improvements for Town Hall
- Researched old photographs of East Market Street for Downtown Design Standards Committee
- Reviewed several proposed ordinances with Town Solicitor
- Prepared and submitted a FY 2014 State Homeland Security Grant request relating to water production and treatment (On-Site Generators and Control & Monitoring System Improvements)
- Completed *Water Needs Assessment* with Office of Drinking Water and Delaware Rural Water Association (Bill Bradley, Gene Dvornick, Laura Givens, Jean Holloway, Heather Warren)
- Reviewed Town insurance proposal from Williams Insurance Agency, Inc. (Bud Clark, Gene Dvornick, Laura Givens, Patty Walker)

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**Photo 1 - Capitol Police Accreditation**



**Photo 2 - Wastewater Facility Boat**

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