

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, January 19th, in observation of Martin Luther King Day
- ✓ **Planning Commission:** Wednesday, January 21st, 6:00 PM, Town Hall
 1. 20545 DuPont Boulevard, seeking reduction in the required 40' front yard setback to 15'
 2. Historic Review – 136 East Market Street (Sign)
 3. Site Plan Review – 203 Edward Street, St. Michael the Archangel Catholic Church
- ✓ **Delaware League of Local Governments:** Thursday, January 22nd, 6:00 PM, Duncan Center (Dover)
- ✓ **Town Council Meeting:** Wednesday, January 28th, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- 2014 W-2's distributed to employees, Internal Revenue Service, and Social Security Office
- 4th Quarter 2014 tax reports sent to Delaware Department of Labor and Internal Revenue Service
- Sussex County payment in lieu of taxes received, totaling \$6,715
- As of January 15th, the Town has collected \$47,997 (5%) of the January Utility Billing (\$814,807)
- Real Estate Transfer Tax Summary (December 2014)

	December 2014		December 2013	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$17,167	\$146,808	\$67,985	\$163,308

Wastewater

- Large Lagoon depth is 10 ½ feet and Small Lagoon depth is 1 ½ feet
- Sewer line back up at Acorn Acres, line jetted, everything back to normal
- Repair to traveling rake on Biolac completed on January 15th
- Replaced starter on Big Park pump station generator

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Police

- Significant Incident Reports and Press Releases distributed as prepared
- Code Enforcement Officer Jamie Burk was the guest speaker at Habitat for Humanity Homeownership class – topic was Basic Property Maintenance (copy attached)

Planning

- Tenant fit-out permit issued for Pizza King on January 12th
- Tenant fit-out permit application received for Pet Valu (Shops of College Park)
- Microtel Final C of O issued on January 15th
- 2015 Business License renewal update. As of January 13th, the following has been renewed:
 - In-Town Business: 77% (\$25,224.00)
 - Out of Town Business: 55% (\$42,960.00)
 - Rentals: 86% (\$69,665.00)

Public Works

- Well pump S1 (South Railroad Avenue) has been installed and blown off for testing – upon receipt of BAC results, it will be reincorporated into the water system
- Town-wide water demand, from all wells combined, is averaging 720,000 gpd
- Cold patch has been received and patching of pot holes is in process

TOWN MANAGER'S UPDATE ...

- Held meeting with local residents and concerned citizens providing an update on the railroad crossing at South King Street and Ingramtown Road
- Reviewed, with Town Engineer and Insurance Agent, Contractual Liability Insurance requirements as called for in the Inflow & Infiltration contract documentation
- Met with Larry Schmidt to discuss the possibility of, and requirements for, a BMX track at the Layton-Thompson Park
- Met with Enterprise Fleet Management to discuss opportunities for fleet management – will be discussed during FY 2016 budget workshops
- Provided 2014 crime statistics for the proposed Downtown Development District boundaries – will be included as part of our Neighborhood Building Blocks grant application
- Addressed resident concerns over local business expansion and noise/light pollution

***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
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Property Maintenance Basics



Homeownership is an exciting and rewarding experience. Studies show that homeownership provides: stability, health benefits, higher student test scores, financial gain, increased political involvement, and an overall greater connection to the community.

Cities, towns, and communities around the United States have adopted property maintenance codes and ordinances as guidelines to protect the public health, safety and general welfare of the property owners and residents. These guidelines are enforced by municipal code enforcement officials.

The Town of Georgetown has property maintenance codes in place to help deter blight and foster a positive experience for homeowners and residents alike. The most frequent residential code violations in The Town of Georgetown are: high grass, detrimental objects, construction without proper permitting, unregistered vehicles, parking on lawns, and trash.

High Grass – The Town of Georgetown requires that all grass and weeds remain below 8 inches in height. **A good rule of thumb is if the grass is higher than the width of this handout, it is too high.** If the code enforcement officer observes grass above 8 inches in height, a photograph will be taken and a notice of violation will be mailed to the property owner via certified mail. The grass must be cut within 5 days of receipt of this notice. If the grass is not cut within that timeframe, the Town will hire a contractor to cut the grass. The cost of the cut plus a \$100 fee will be billed to the property owner. The

initial notice remains in effect until October 31st and if the grass exceeds 8 inches again, no notice will be sent and the grass will be immediately cut by the contractor.

Detrimental Objects – The Town of Georgetown definition of detrimental objects as follows:

Shall include but not be limited to old tires, motor vehicle parts or related equipment, rubbish, garbage, trash, organic waste, inorganic waste, household furniture, appliances and other obvious junk or salvage, which can endanger the public safety, fire safety, and/or create an environment for rodent infestation.



When the code enforcement officer observes detrimental objects on a property, contact is made with the property owner via telephone or US mail. The property owner is provided a deadline to have the items removed. Should the items not be removed, the Town of Georgetown will hire a contractor to remove the items. The cost of removal plus a \$100 fee will be billed to the property owner. It is always cheaper for the property owner to remove these items themselves within the time frame ordered.

Construction Permits – Homeowners looking to renovate or perform construction on their properties must obtain a building permit from Town Hall. Town Code states:

Before the construction, alteration, repair, placement, removal or demolition of any building or structure or addition thereto or any part or parts thereof shall be commenced or undertaken, the person or persons, firm or corporation being the owner or ownership or having charge of said building or structure or the lands upon which such building or structure is located or to be located, or the duly authorized agent or agents of such owner or owners, shall first secure from the Town Council a written permit approved by said Town Council and signed by the Mayor and Secretary of said Town Council, for the erection, construction, alteration, repair, placement, removal, demolition, use or occupancy of the building or structure to be erected, constructed, altered, repaired, removed, demolished, used or occupied.

A **Stop Work Order** will be issued should work be observed without a permit.



Unregistered and Abandoned Vehicles – Vehicles that are unregistered, display expired registration, are inoperable, dismantled, wrecked, or abandoned are prohibited. Should the code official observe any of the above, a neon green sticker will be placed in on the vehicle. The vehicle’s registration number or the VIN number will be recorded and searched to identify the owner. The vehicle’s owner and or the property owner will be notified of the violation in writing. The vehicle must be registered, repaired, or removed within 15 days of the written notice or the Town will have the vehicle removed. The cost of removal and storage is the responsibility of the owner of the vehicle.

Prohibited Parking - No vehicle shall be parked upon any sidewalk, crosswalk, street intersection, public or private lawn, curb or drainage course. Please keep vehicles within driveways and permitted parking areas.

Trash – All trash and recycling must be stored within the trash tans provided by the Town of Georgetown. Depositing trash in the yard, porch, driveway, and other areas is prohibited. The trash and recycling cans must be stored at the rear of the property between collections. Cans may be placed out at the approved pickup area starting at 6pm on the day preceding the day of collection and must be returned to the rear of the property by 9pm on the day collection is scheduled. Any questions about trash collection may be directed to the provider or Town Hall.

Any questions about Property Maintenance Codes or code violations may be directed to the Code Enforcement officer between 8am and 4:30pm by calling (302)856-6613. The telephone number for Town Hall is (302)856-7391.

Congratulations on becoming homeowners in the Town of Georgetown!