

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Sussex County Association of Towns:** Wednesday, June 7, 6:00 PM, Rookery North, Hosted by City of Milford
- ✓ **Delaware League Local Government Day:** Thursday, June 8, 12:00 PM, Legislative Hall
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, June 9, 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, June 14, 6:45 PM Public Hearing; 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of June 2, the Town has collected \$862,407 (95%) of the April 2017 Utility Billing (\$905,762)
- As of June 2, the Town has collected \$938,372 (60%) of the FY 2018 Property Tax billing (\$1,556,860).
- Records Management (paperwork sorting, filing, and disposition) for the Delaware Archives completed by Finance Department (Kristen Dabrowski, Laura Givens, Olga Holm)

Wastewater

- Lagoon depths: Large Lagoon is 13.50 feet and Small Lagoon is 7.00 feet
- Replaced 7 diffusers in the bio-lac (see photo 1)
- Farmer has started cutting the short side of the Town's hay field

Public Works

- Street sweeper out town-wide
- Tree grate (Georgetown Family Restaurant) repaired
- Light pole on Layton Avenue completely removed
- Grass cutting ongoing

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Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Departmental Press Releases issued as warranted

Planning

- Final site plan re-submittal for Shops of College Park Out-pads (hotel & retain) received May 31
- Telamon office (142 East Market Street) received CO on May 30
- Building Permit Summary (May 2017)

Building Activity	May 2017	April 2017	May 2016
Permits Issued	37	16	18
Value of Improvements	\$231,550	\$324,861	\$854,632
Permit Revenue	\$1,793	\$1,556	\$3,260

TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
- Assisted with 2017 Memorial Day Service (see photo 2)
- Researched Lee Avenue (formerly Commerce Street) ownership and maintenance question
- Attended Downtown Development District Workshop. Topics covered:
 - ✓ Presentations by Milford, Smyrna, and Seaford – Strategies for Success
 - ✓ Major impacts, challenges, most effective incentive, and key learnings
 - ✓ Local Program Reports (Dover, Georgetown, Harrington, Laurel, and Wilmington)
 - ✓ Annual Report requirements
- Fire damage to 11 Layton Avenue resulted in issuance of Condemnation Order – Met with property owner to review options (Gene Dvornick, Mike Picarello)
- Answered property owner questions regarding rumored office relocation
- Provided Town Council with PLUS information for CleanBay Sussex I and CleanBay Sussex II – electrical generation and nutrient recovery
- Teleconference call with Severn Companies (Dunbarton) regarding Lee Avenue ownership and maintenance requirements (Gene Dvornick, Laura Givens, Jocelyn Godwin, Mike Picarello)
- Responded to property owner regarding status of a code enforcement case
- Followed up on several Code Enforcement items

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Town Hall & Annex



1st Floor Prep



2nd Floor Framing

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Photo 1 – Diffuser Replacement



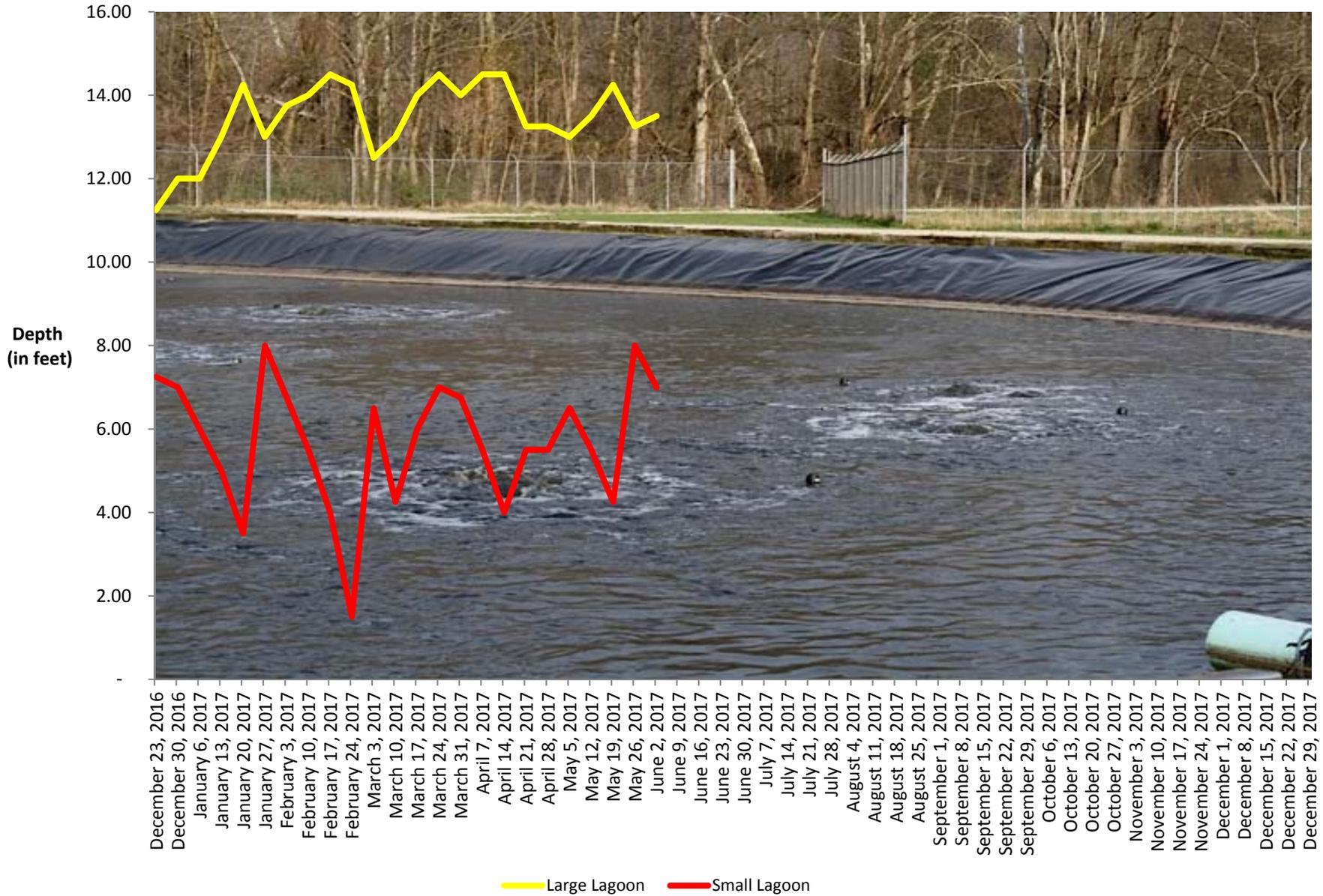
Photo 2 – Memorial Day Wreaths

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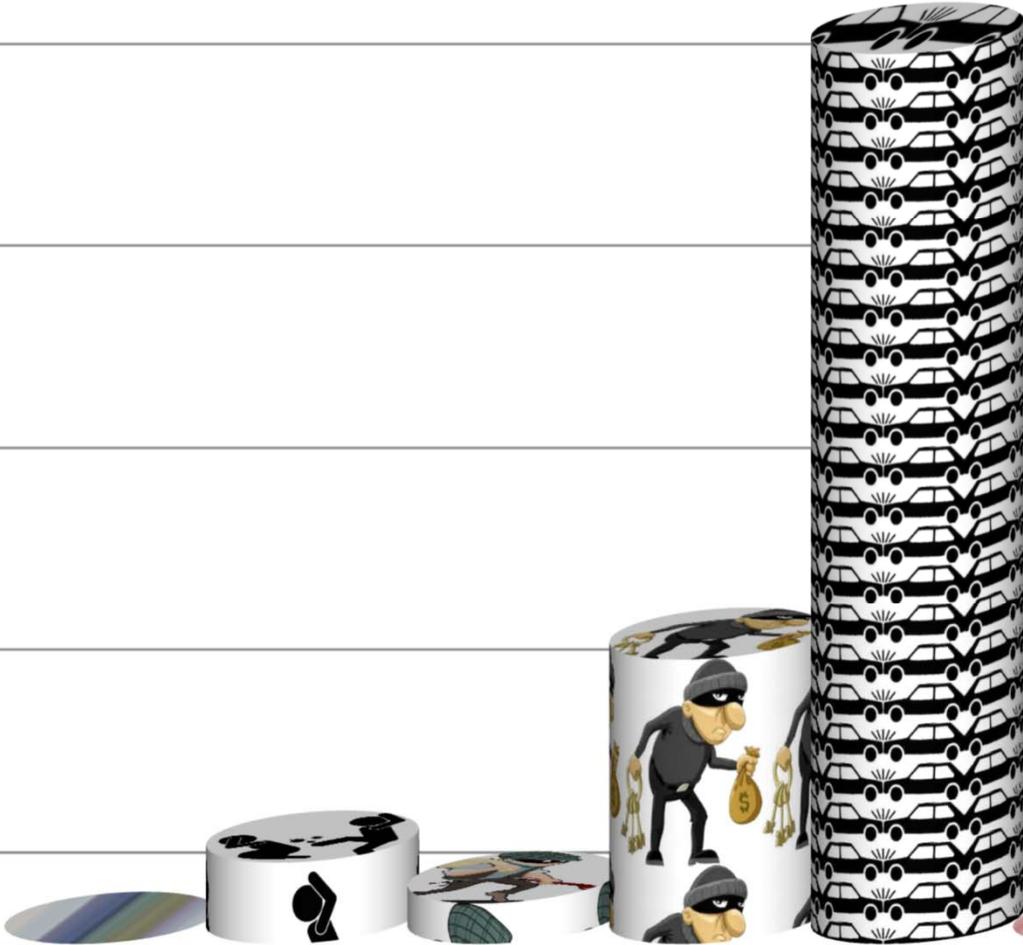
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

WWTF Lagoon Depths



May 31, 2017

25
20
15
10
5
0

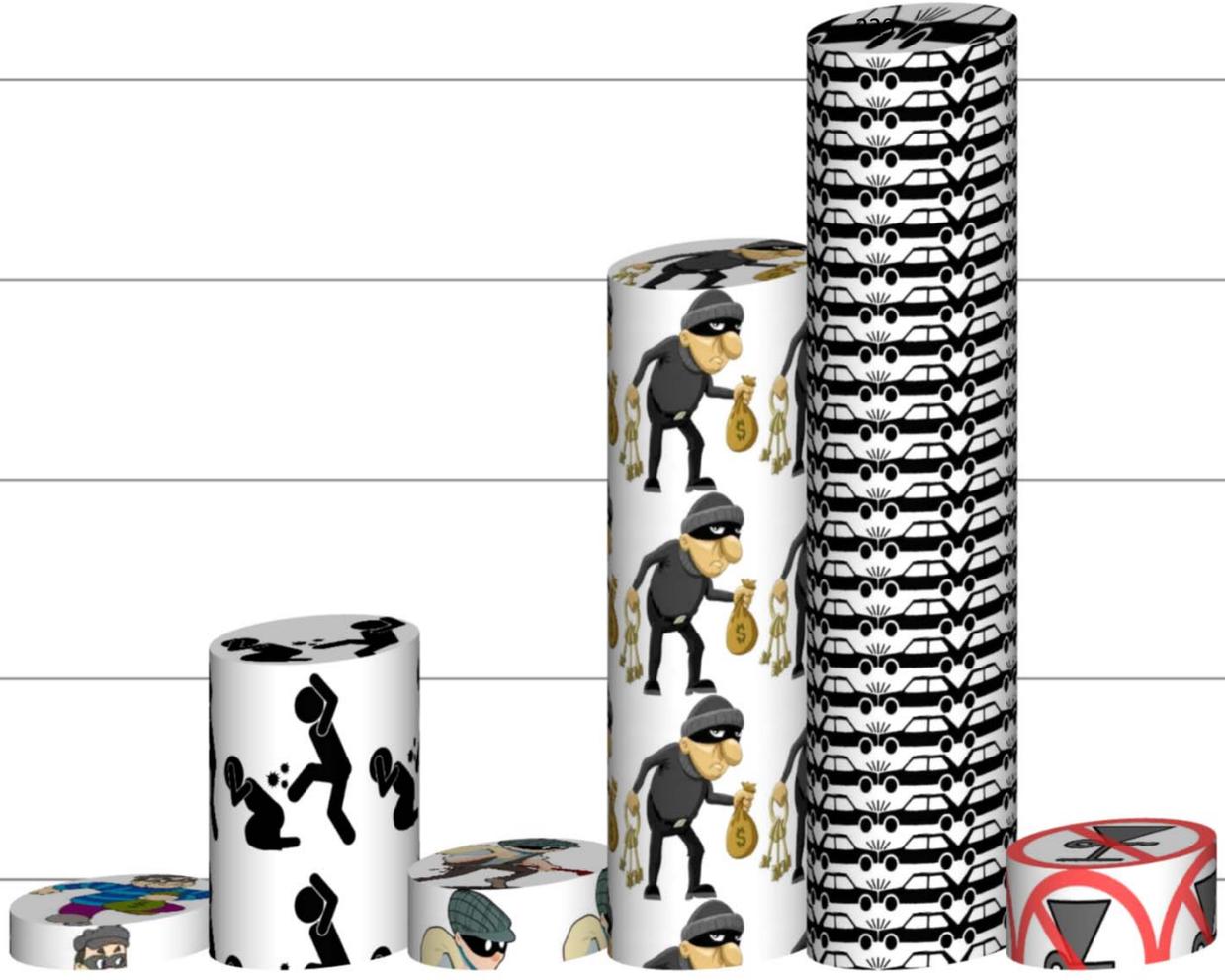


Weekly

Robbery Assault Buglary Thefts Collision DUI

May 31, 2017

250
200
150
100
50
0



Year to Date

Robbery Assault Burglary Thefts Collision DUI

Building Permit Activity

