

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Senior League World Series Champions – Parade & Closing Ceremony:** Sunday, August 13, 5:00 PM, Parade to Little League Fields
- ✓ **Planning Commission:** Wednesday, August 16, 5:00 PM, Town Hall
 1. Public Hearing
 - Definitions (§230-5)
 - Article XX Off-Street Parking and Loading (§230)
 - Signs Permitted in HD District (§230-173)
 - Signs (§230-135)
 2. Regular Meeting
 - Historic Review – 21 East Market Street (Signs)
 - Architectural Review – Shops of College Park (Hotel)
- ✓ **Town Council Meeting:** Wednesday, August 23, 6:30 PM, Public Hearing; 7:00 PM, Regular Meeting, Town Hall
- ✓ **Sussex County Association of Towns:** Summer Recess
- ✓ **Delaware League of Local Governments:** Summer Recess

UPDATES FROM DEPARTMENTS ...

Finance

- As of August 11, the Town has collected \$822,530 (87%) of the July utility billing (\$944,635.58) – Due date is August 9
- As of August 11, the Town has collected \$ 1,492,990 (95.9%) of the FY 2018 Property Tax billing (\$1,556,860)
- Monthly Key Revenue Items Report (July 2017) – Copy Attached
- Participated in Plan-It CIP Software Demo (Bill Bradley, Laura Givens, Eric Rust)

Wastewater

- Lagoon depths: Large Lagoon is 7.25 feet and Small Lagoon is 6.25 feet
- Replaced drive and guide cables on the traveling bridge at Cedar Lane
- Pulled supernatant pump and removed blockage
- Replaced fuel pump on generator at Big Park pump station

TOWN MANAGER'S WEEKLY REPORT



Police

- Code Enforcement Report – July 2017 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

Public Works

- Planting bed fence caps installed around the fountain
- Fence damage at Wilson Park repaired
- Inspection of catch basin underway – especially in areas with flooding
- Staff has been getting estimates on street repairs (Lea Boulevard, South Railroad Avenue, South King Street)

Planning

- Village of Cinderberry Site Plan amendment approved by Town Engineer
- The Little Gym (21500 Carmean Way) passed their C of O inspection on August 10
- 301 Pepper Street – Predevelopment Meeting held on August 8 for a proposed daycare

TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
- Provided tour of King Street and South Railroad Avenue Water Plants for Office of Drinking Water
- Update eGrants system for Domestic Violence and Cadet Program Grants
- Handled FOIA request regarding municipal elections and results
- Addressed property owner concern over stormwater drain and backing up of water onto their property
- Contacted Wm V. Sipple & Sons to order the addition of a name on the World War II Memorial plaque (front of Sussex County Courthouse)
- Followed up with Town Solicitor on Master Lease Agreement and vehicle leases through Fulton Bank
- Participated in Level of Service meeting for Asset Management (Water & Wastewater) (Bill Bradley, Gene Dvornick, Laura Givens, Rick Hudson, Eric Rust)
- Contacted Joe Hughes (DLLG Homeland Security Grant Program Consultant) inquiring about grants and/or funding for our mobile generator
- Provided local municipality with information and contact information for our Town Solicitor
- Requested six (6) spaces for Town use at 2017 Hispanic Festival (September 17)

TOWN MANAGER'S WEEKLY REPORT



Town Hall & Annex



1st Floor Insulation & Drywall



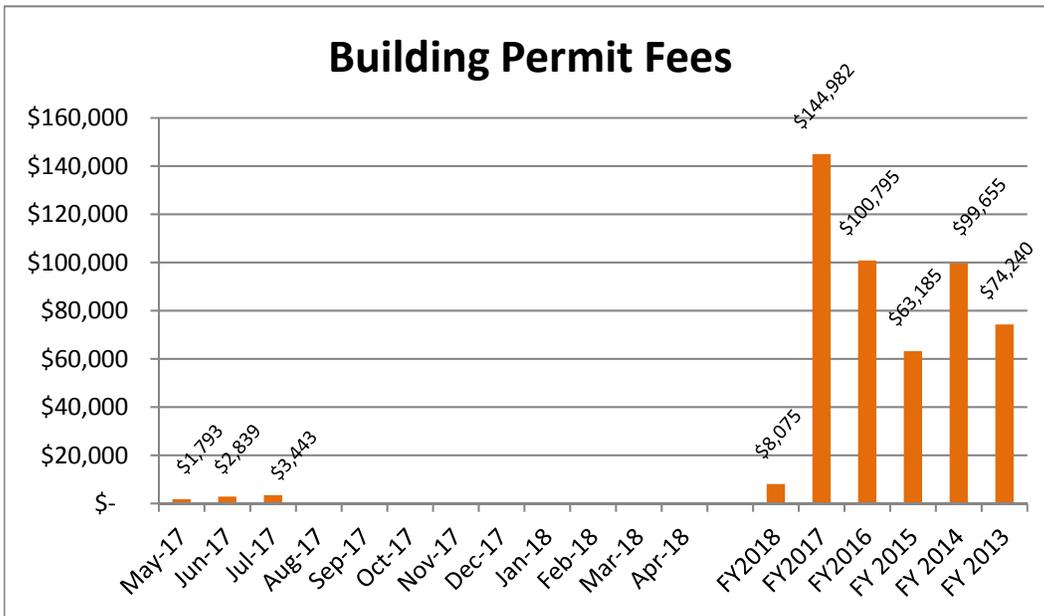
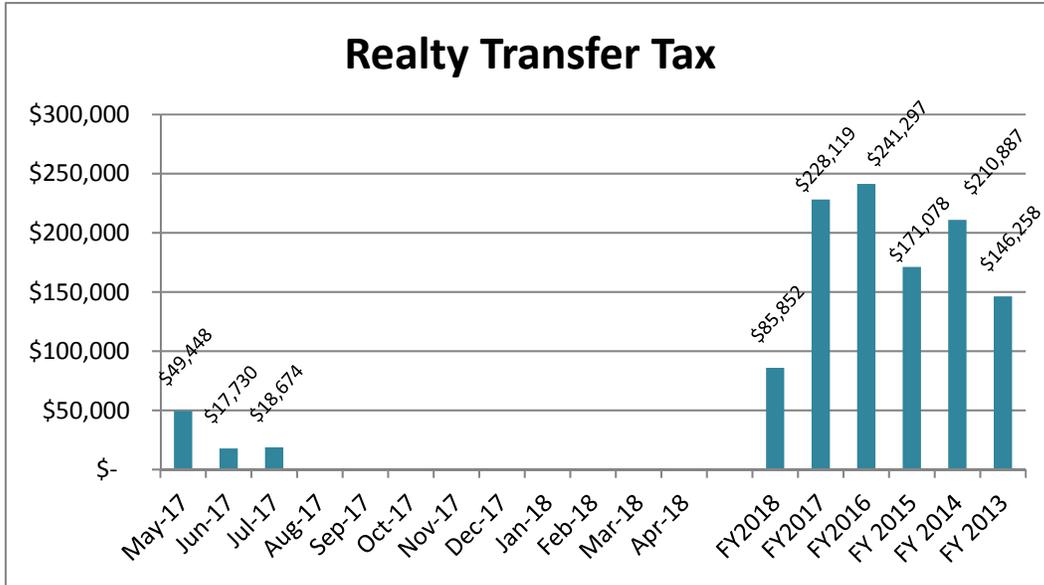
2nd Floor Insulation & Drywall

TOWN MANAGER'S
WEEKLY REPORT

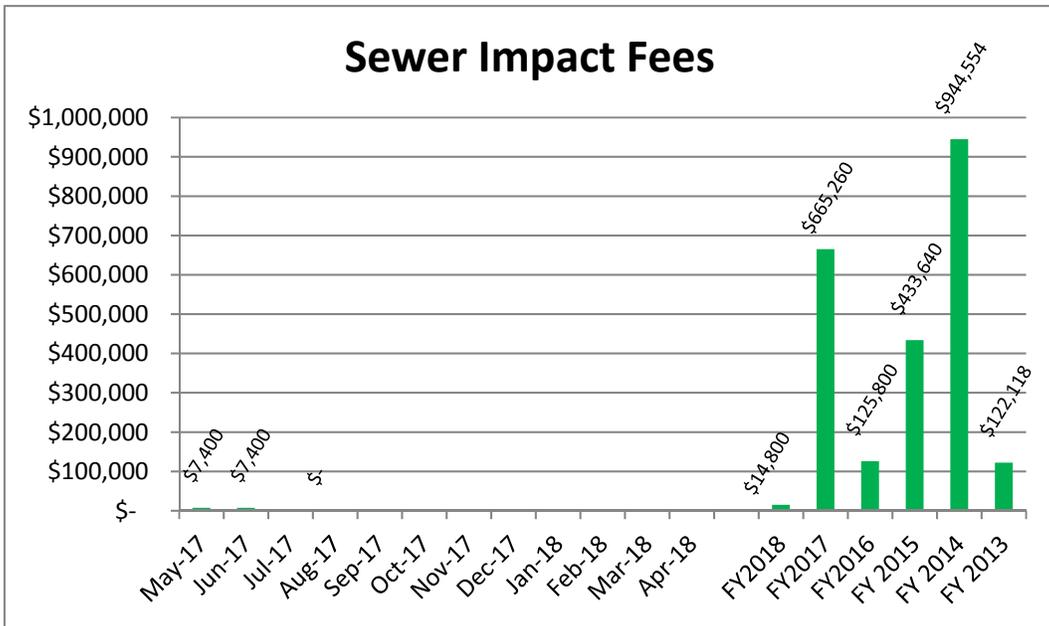
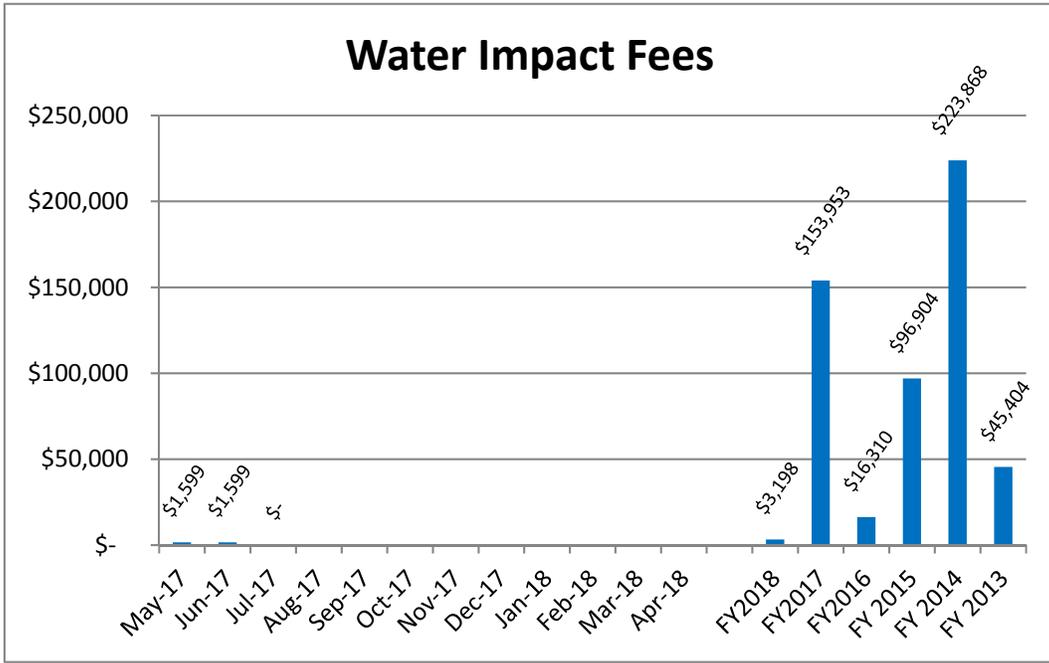


*THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED*

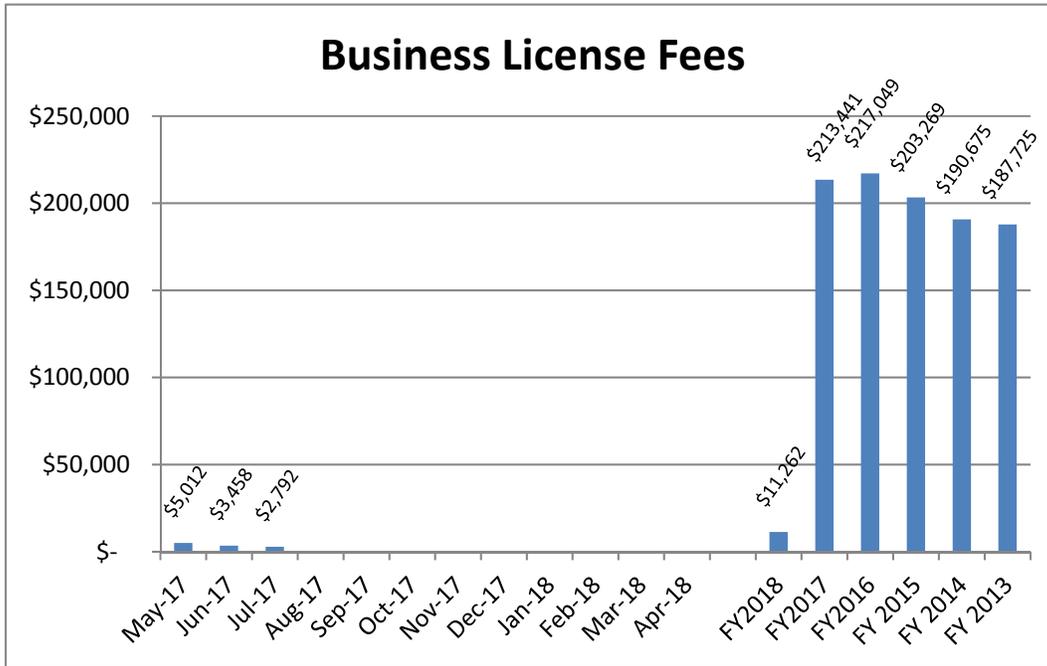
Key Revenue Items



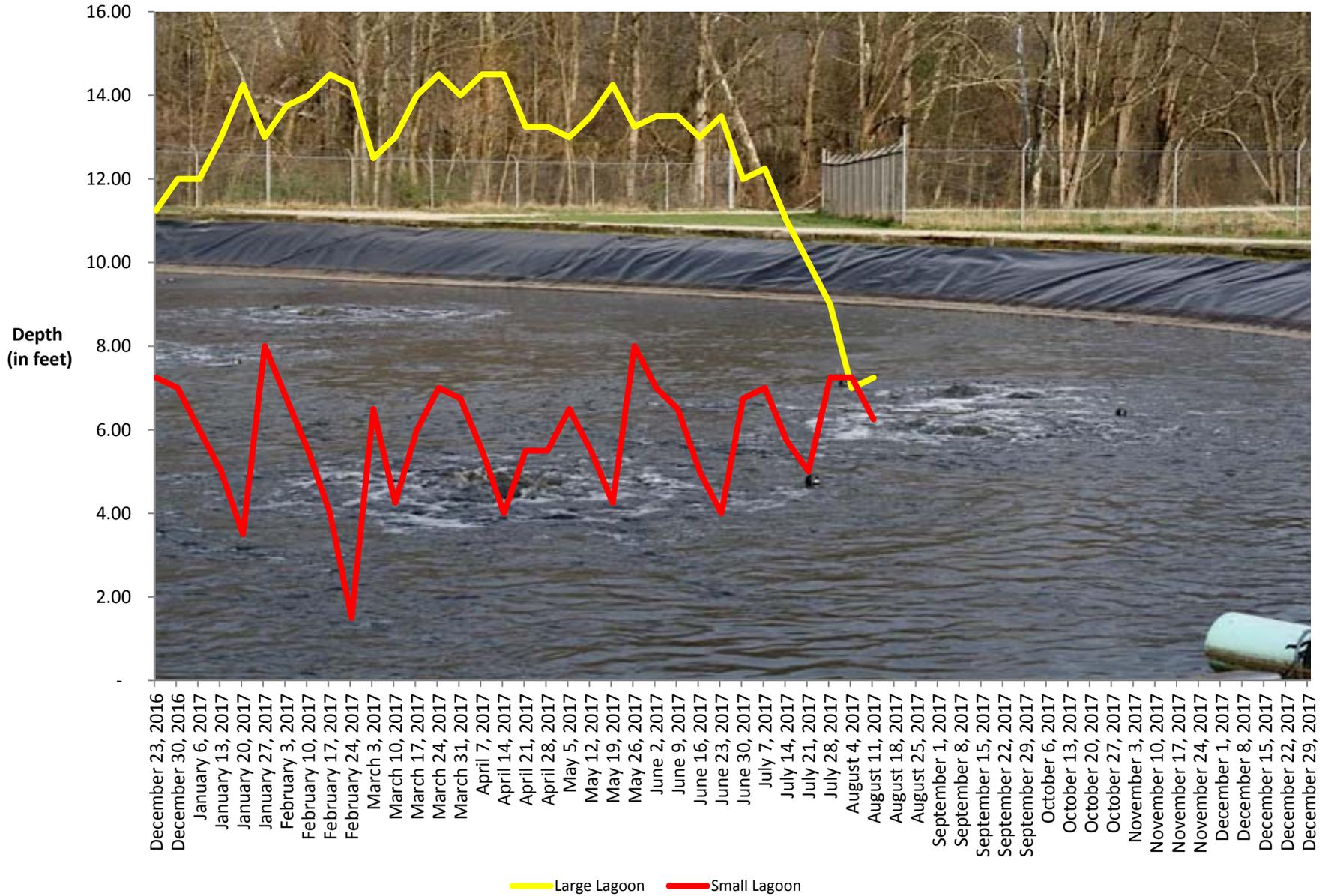
Key Revenue Items



Key Revenue Items



WWTF Lagoon Depths



**Code Enforcement Activity Report****Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	All	07/01/2017	07/31/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		82	82
Closed Cases		64	64
Open Cases at start of period	5	39	44
Open Cases at end of period	5	57	62

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
225-7 Violations and penalties (Yard Sales)		1	1
Animals not allowed to be kept		1	1
Deposit and accumulation of grass clippings		4	4
Depositing garbage prohibited		4	4
Detrimental Objects		14	14
Exterior Structures		1	1
Exterior Surfaces		2	2
Fire safety		1	1
Growth of bushes		3	3
Growth of weeds		4	4
Height limit of other vegetation		1	1
Height of Grass		13	13
Indoor Furniture/Outside		3	3
Maintenance of trees and other vegetation.		26	26
Notice deemed effective for remainder of year.		1	1
Parking - Certain other parking prohibited		2	2
Permit for construction required		1	1
Rental/Business License		2	2
Scrap Tire Management - General		1	1
Stairs & Porches		1	1
Trash, Collection		4	4

Vacant structures and land	2	2
Vehicles abandoned on public property	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	7	7
Violations and penalties (Animals)	2	2
Yard Waste	3	3
Totals	105	105



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	07/01/2017	07/31/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		12	12
Closed Cases		8	8
Open Cases at start of period	2	5	7
Open Cases at end of period	2	9	11

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Deposit and accumulation of grass clippings		1	1
Detrimental Objects		3	3
Height of Grass		2	2
Indoor Furniture/Outside		1	1
Maintenance of trees and other vegetation.		2	2
Parking - Certain other parking prohibited		1	1
Rental/Business License		1	1
Vacant structures and land		2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Totals		15	15



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	07/01/2017	07/31/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			37
Closed Cases			31
Open Cases at start of period	3	17	20
Open Cases at end of period	3	23	26

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
225-7 Violations and penalties (Yard Sales)			1
Animals not allowed to be kept			1
Deposit and accumulation of grass clippings			1
Depositing garbage prohibited			4
Detrimental Objects			7
Exterior Surfaces			1
Fire safety			1
Growth of bushes			1
Growth of weeds			2
Height of Grass			5
Indoor Furniture/Outside			2
Maintenance of trees and other vegetation.			14
Stairs & Porches			1
Trash, Collection			3
Vehicles wrecked, dismantled, inoperable or unregistered on private property			3
Violations and penalties (Animals)			1
Yard Waste			1
Totals			49



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	07/01/2017	07/31/2017

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	16	16
Closed Cases	14	14
Open Cases at start of period	14	14
Open Cases at end of period	16	16

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Deposit and accumulation of grass clippings	1	1
Detrimental Objects	1	1
Exterior Structures	1	1
Exterior Surfaces	1	1
Growth of bushes	2	2
Growth of weeds	2	2
Height of Grass	3	3
Maintenance of trees and other vegetation.	4	4
Notice deemed effective for remainder of year.	1	1
Permit for construction required	1	1
Rental/Business License	1	1
Trash, Collection	1	1
Violations and penalties (Animals)	1	1
Yard Waste	2	2
Totals	22	22



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	07/01/2017	07/31/2017

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	17	17
Closed Cases	11	11
Open Cases at start of period	3	3
Open Cases at end of period	9	9

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Deposit and accumulation of grass clippings	1	1
Detrimental Objects	3	3
Height limit of other vegetation	1	1
Height of Grass	3	3
Maintenance of trees and other vegetation.	6	6
Parking - Certain other parking prohibited	1	1
Scrap Tire Management - General	1	1
Vehicles abandoned on public property	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2
Totals	19	19

VIOLATION ACTIVITY

