

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Sussex County Association of Towns:** Wednesday, October 4, 6:00 PM, hosted by Seaford
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, October 6, 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, October 11, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of September 29, the Town has collected \$934,321 (99%) of the July utility billing (\$944,635.58)
- As of September 29, the Town has collected \$1,507,697 (97%) of the FY 2018 Property Tax billing (\$1,556,860)
- Attended the Annex & Town Hall Construction Progress Meeting on September 26 (Gene Dvornick, Laura Givens, Jeff Ward)
- Met with Hans Medlarz on September 27 regarding the Sussex County Industrial Park Sewer Agreement (Gene Dvornick, Laura Givens)
- Met with Dean Rubino, The Insurance Market, regarding our current Insurance Policy (Laura Givens)

Wastewater

- Lagoon depths: Large Lagoon is 6.25 feet and Small Lagoon is 4.75 feet
- Met with representatives of KCI Technologies to begin pump station site visits and data gathering for the asset management program
- Completed the clearing of Zone 2 lateral pipes at the Pettyjohn Woods disposal site
- Cleared areas along the 6" mainline pipes at the Pettyjohn Woods disposal site
- Cleared the chlorine feed pump screen of debris and re-installed

Police

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

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Public Works

- Completed patch work along South Bedford Street
- Placed steel plate over water meter vault at Quality Inn
- Investigating new water meter vendor
- Anticipate water meter replacements to begin the week of October 2

Planning

- Predevelopment Meetings:
 - 313 North Bedford Street – Rezoning for law office
 - 8 Gordy Street – New single family home
- Final plan revised sheets for Georgetown Marketplace received on September 27 – forwarded to DBF for consolidation and signature
- Attended UD IPA Housing Demographic Realignment (Jamie Craddock, Gene Dvornick, Jocelyn Godwin)
- Parking lot site plan submitted for 10 North Bedford Street

TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
- Met with Village of Cinderberry representative to review procedures for use of the Community Center for Town Council, Planning Commission, and Board of Adjustment during renovations to 39 The Circle
- Addressed property owner concern regarding Delmarva Power Right-of-Way
- Participated in meeting with DNREC and local property owner regarding underground storage tanks, brownfield program, and State assistance (Gene Dvornick, Jocelyn Godwin)
- Attended the Annex & Town Hall Construction Progress Meeting with USDA (Gene Dvornick, Laura Givens, Jeff Ward)
- Responded to Facilities Management questions regarding Family Court parking
- Reviewed current Sewer Agreement with Sussex County and potential revisions (Gene Dvornick, Laura Givens)
- Meet with Town auditors to answer questions and supply requested information
- Represented Town at Delaware League of Local Governments Meeting. Speaker was DNREC Secretary Shawn M. Garvin
- Attended UD IPA Housing Demographic Realignment: Solving the Millennial Puzzle in Delaware
- Followed up on several Code Enforcement items

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Town Hall & Annex



1st Floor



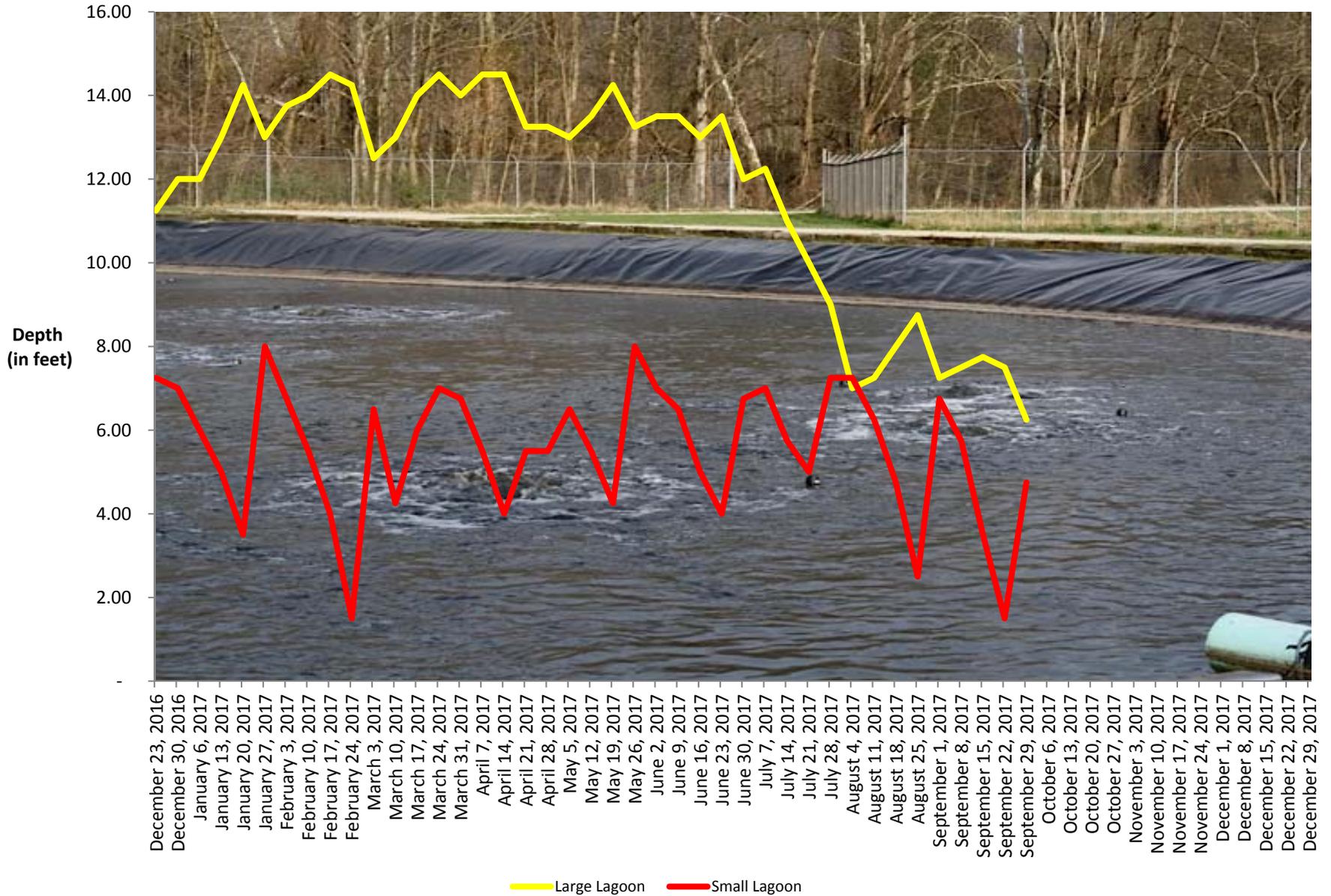
2nd Floor

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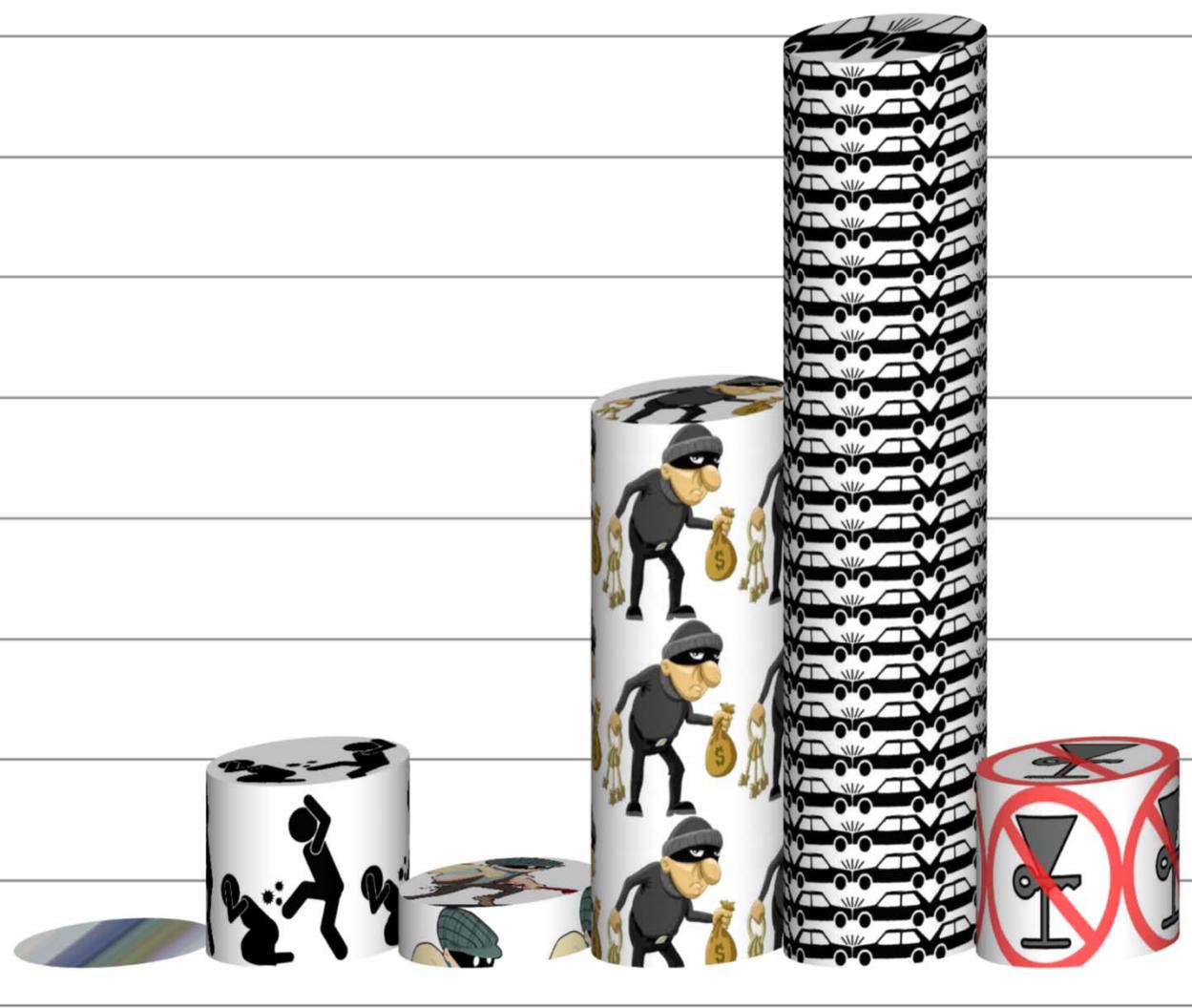
*THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED*

WWTF Lagoon Depths



September 27, 2017

16
14
12
10
8
6
4
2
0

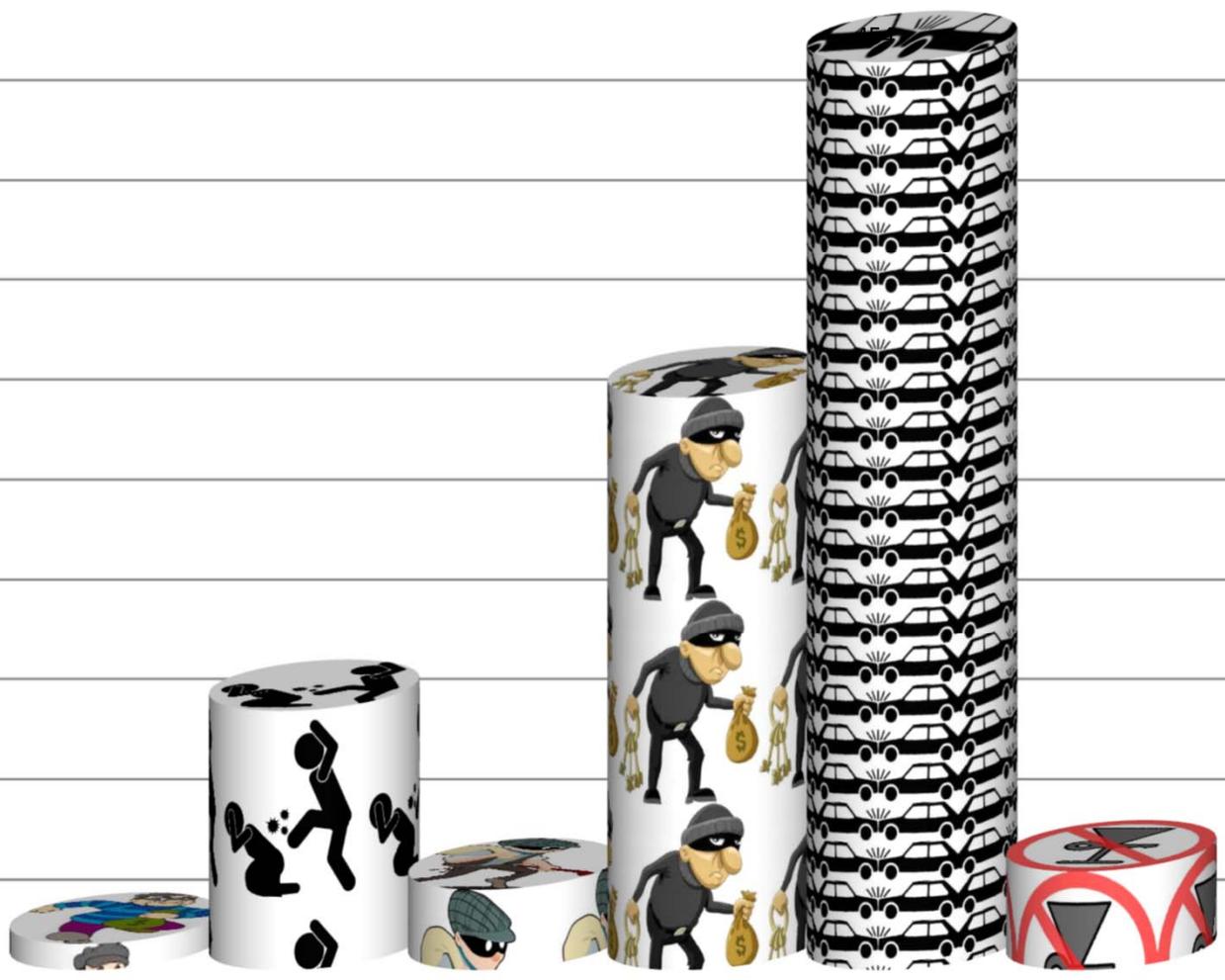


Weekly

Robbery Assault Buglary Thefts Collision DUI

September 27, 2017

500
450
400
350
300
250
200
150
100
50
0



Year to Date

Robbery Assault Burglary Thefts Collision DUI