

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission:** Wednesday, October 18, 6:00 PM, Town Hall
 1. Public Hearing – Conditional Use
 - Georgetown Storage Facility (533 & 535 South Bedford Street)
 2. Regular Meeting
 - Sussex Sport Center Foundation (Soccer Fields – Sand Hill Road)
 - Comprehensive Plan Update
- ✓ **Town Council Meeting:** Wednesday, October 25, 6:45 PM, Public Hearing (Georgetown Storage facility); 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, October 26, 5:30 PM, Duncan Center (Dover)
- ✓ **Board of Adjustment:** Wednesday, November 1, 5:00 PM, Regular Meeting, Town Hall
 1. NAPA Auto Parts – 20601 DuPont Boulevard
 - Additional signage
 2. Sussex Sports Center Foundation – Sand Hill Road
 - Parking space size 9' x 18'
 - Interior roadway width of 24'
- ✓ **Sussex County Association of Towns:** Wednesday, November 1, 6:00 PM, hosted by SCOAR
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, November 3, 9:00 AM, Arena's at the Airport

UPDATES FROM DEPARTMENTS ...

Wastewater

- Lagoon depths: Large Lagoon is 4.25 feet and Small Lagoon is 6.12 feet
- Replaced both ball joints, and tire rod end on the front left side of the John Deere Gator
- Replaced idler pulley on John Deere 757 Zero turn mower
- Hauled 15 loads of millings back to the access road at Pettyjohn woods and filled in holes
- Continue clearing around laterals at Pettyjohn woods in preparation for installation of pipe

TOWN MANAGER'S WEEKLY REPORT



Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – September 2017 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

Finance

- As of October 13, the Town has collected \$87,150 (8%) of the October utility billing (\$1,040,713)
- As of October 13, the Town has collected \$1,507,893 (97%) of the FY 2018 Property Tax billing (\$1,556,860)
- Quarterly Newsletter and Breast Cancer Car Show Flyer attached
- August 2017 Budget vs. Actual Report attached (see attached)
- Attended the Annex & Town Hall Construction Progress Meeting on October 10 (Laura Givens, Jocelyn Godwin, Jeff Ward)
- Census LUCA Training (Kristen Dabrowski, Jocelyn Godwin)
- Dude Solutions Safety Center Meeting Software Demo (Laura Givens, Olga Holm)

Public Works

- Wagamon Avenue and Primary Avenue grading has been completed
- Hydrant replacement on Bramhall Street completed
- Catch basins along West North Street and Front Street cleaned out
- Initiated development of a street sweeper schedule
- Started work on a Parks Maintenance Manual

Planning

- Predevelopment Meetings:
 - 313 North Bedford Street – Rezoning for law office
- Site plan resubmittal – 411 North Bedford Street (Retail)
- Staff attended Sussex County Comprehensive Plan presentation (Jamie Craddock, Jocelyn Godwin)
- Three (3) Board of Adjustment Members attended UD IPA training on October 13
- Census update training on October 12 (Kristen Dabrowski, Jocelyn Godwin)

TOWN MANAGER'S WEEKLY REPORT



TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
- Completed Other Factors letter for FY 2017 Audit
- Met with representatives of the Sussex Sports Complex Foundation to discuss their plans and how the Town can be of assistance (Gene Dvornick, Bill West)
- Meeting held with Town Solicitor and KCI Technologies regarding Comprehensive Plan Land Use issues (Gene Dvornick, Jocelyn Godwin)
- Identified potential participants for the Downtown Road Map activity (Gene Dvornick, Jocelyn Godwin)
- Prepared written Notice of Recently Enacted Ordinance:
 - ✓ Inspection Access (mailed to all rental license holder)
 - ✓ Building Permit Requirement (mailed to all property owners)
- Addressed questions from the Cinderberry Estates HOA
- Met with rental property owner to address tenant issues
- Held information meeting regarding potential sites available along East Market Street with local business owner
- Reviewed development of a Park Maintenance Manual with Public Works (Gene Dvornick, Bobby Fletcher, Laura Givens)
- Provided Public Works with several samples for development of a street sweeper schedule
- Addressed concerns regarding building permit approval process with local business owner
- Met with representatives from Artesian regarding current activities in Town and sewer infrastructure (Gene Dvornick, Eric Rust)
- Followed up on several Code Enforcement items



TOWN MANAGER'S WEEKLY REPORT



Town Hall & Annex



1st Floor



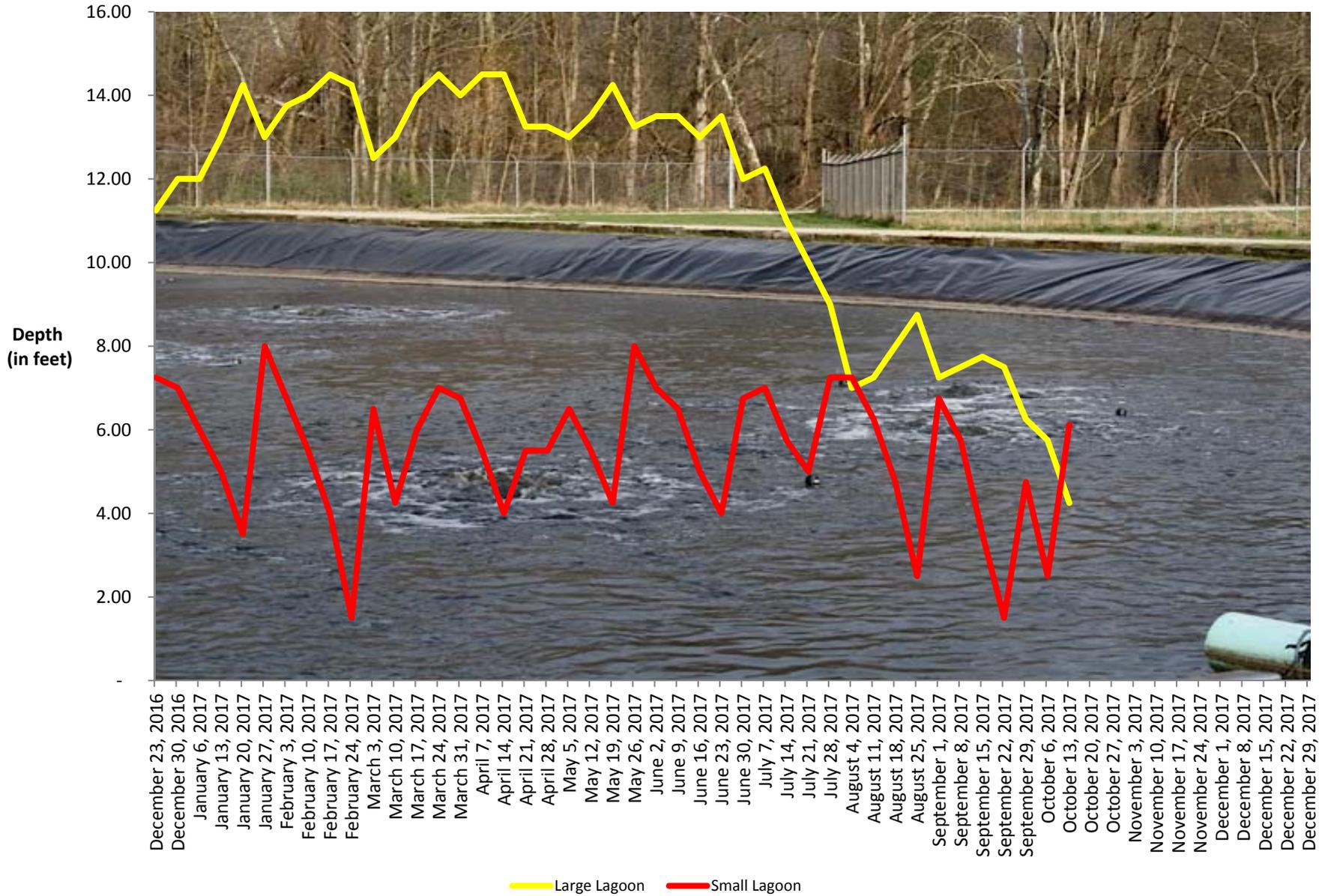
2nd Floor

TOWN MANAGER'S
WEEKLY REPORT



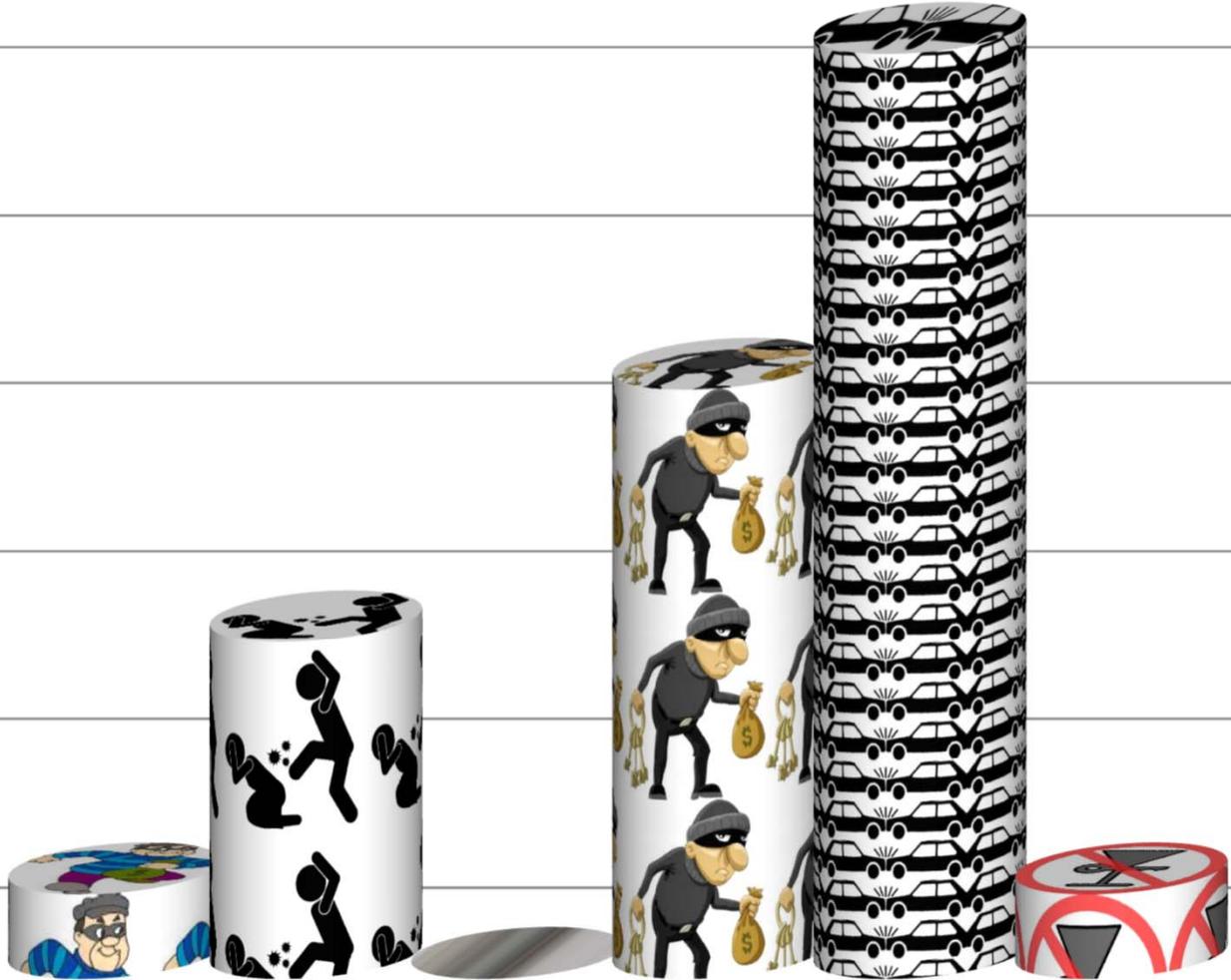
*THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED*

WWTF Lagoon Depths



October 11, 2017

12
10
8
6
4
2
0

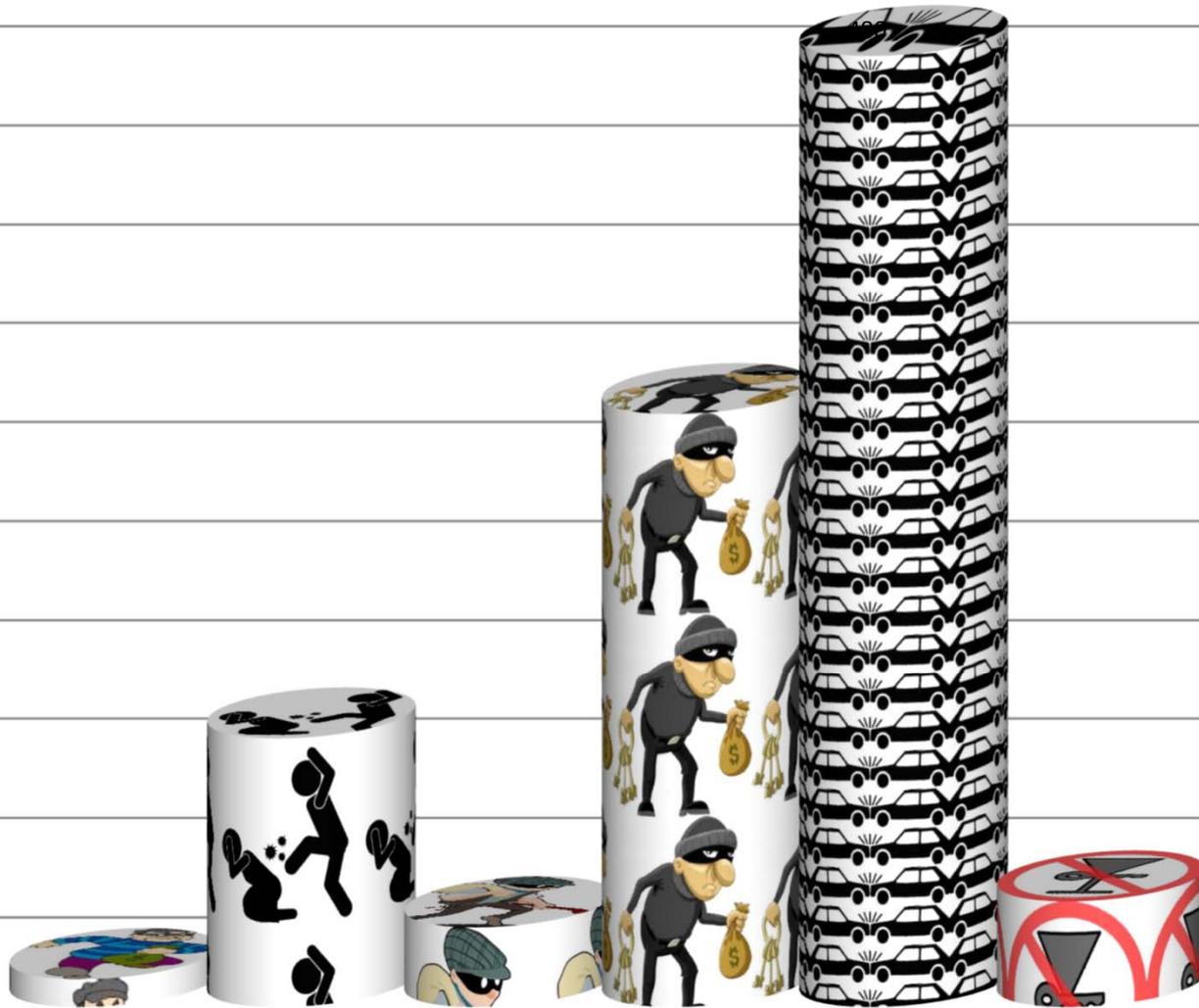


Weekly

Robbery Assault Buglary Thefts Collision DUI

October 11, 2017

500
450
400
350
300
250
200
150
100
50
0



Year to Date

Robbery Assault Buglary Thefts Collision DUI

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

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	All	09/01/2017	09/30/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			79
Closed Cases			87
Open Cases at start of period	4		74
Open Cases at end of period	4		66

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Accessory Structures			1
Additional remedy (Property Maintenance)			1
Certificate of occupancy and compliance			1
Condition of premises.			1
Deposit and accumulation of grass clippings			10
Depositing garbage prohibited			8
Detrimental Objects			17
Dumpsters Screening and Pad			1
Growth of weeds			1
Height limit of other vegetation			3
Height of Grass			18
Maintenance (plumbing stack, waste & sewer lines)			1
Maintenance of trees and other vegetation.			4
Notice deemed effective for remainder of year.			4
Outdoor Burning, Permit Required			1
Owners and custodians responsible for disposal of dog feces			1
Parking - Certain other parking prohibited			2
Parking and occupancy of trailers			2
Permit for construction required			4
Rental/Business License			5
Requirements not specifically covered in chapter			1

Roofs	1	1
Scrap Tire Management - General	2	2
Signs (Historic District)	1	1
Vehicles abandoned on public property	2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property	7	7
Violations and penalties (Outdoor Burning)	1	1
Windows and doors to be weathertight.	1	1
Windows, Doors & Frames	6	6
Totals	108	108



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	09/01/2017	09/30/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			18 18
Closed Cases			19 19
Open Cases at start of period	2		11 13
Open Cases at end of period	2		10 12

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Accessory Structures			1 1
Additional remedy (Property Maintenance)			1 1
Depositing garbage prohibited			3 3
Detrimental Objects			6 6
Height of Grass			4 4
Maintenance of trees and other vegetation.			1 1
Notice deemed effective for remainder of year.			2 2
Parking and occupancy of trailers			1 1
Permit for construction required			2 2
Rental/Business License			2 2
Scrap Tire Management - General			1 1
Signs (Historic District)			1 1
Vehicles wrecked, dismantled, inoperable or unregistered on private property			3 3
Windows and doors to be weathertight.			1 1
Windows, Doors & Frames			2 2
Totals			31 31



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	09/01/2017	09/30/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			35 35
Closed Cases			36 36
Open Cases at start of period	2		28 30
Open Cases at end of period	2		27 29

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Certificate of occupancy and compliance			1 1
Deposit and accumulation of grass clippings			6 6
Depositing garbage prohibited			4 4
Detrimental Objects			9 9
Height limit of other vegetation			2 2
Height of Grass			3 3
Maintenance of trees and other vegetation.			2 2
Notice deemed effective for remainder of year.			1 1
Owners and custodians responsible for disposal of dog feces			1 1
Parking - Certain other parking prohibited			1 1
Parking and occupancy of trailers			1 1
Permit for construction required			1 1
Rental/Business License			1 1
Requirements not specifically covered in chapter			1 1
Roofs			1 1
Scrap Tire Management - General			1 1
Vehicles wrecked, dismantled, inoperable or unregistered on private property			4 4
Windows, Doors & Frames			4 4
Totals			44 44



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	09/01/2017	09/30/2017

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	19	19
Closed Cases	23	23
Open Cases at start of period	28	28
Open Cases at end of period	24	24

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Condition of premises.	1	1
Deposit and accumulation of grass clippings	3	3
Depositing garbage prohibited	1	1
Detrimental Objects	2	2
Dumpsters Screening and Pad	1	1
Height limit of other vegetation	1	1
Height of Grass	7	7
Maintenance of trees and other vegetation.	1	1
Outdoor Burning, Permit Required	1	1
Permit for construction required	1	1
Rental/Business License	1	1
Vehicles abandoned on public property	2	2
Violations and penalties (Outdoor Burning)	1	1
Totals	23	23



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	09/01/2017	09/30/2017

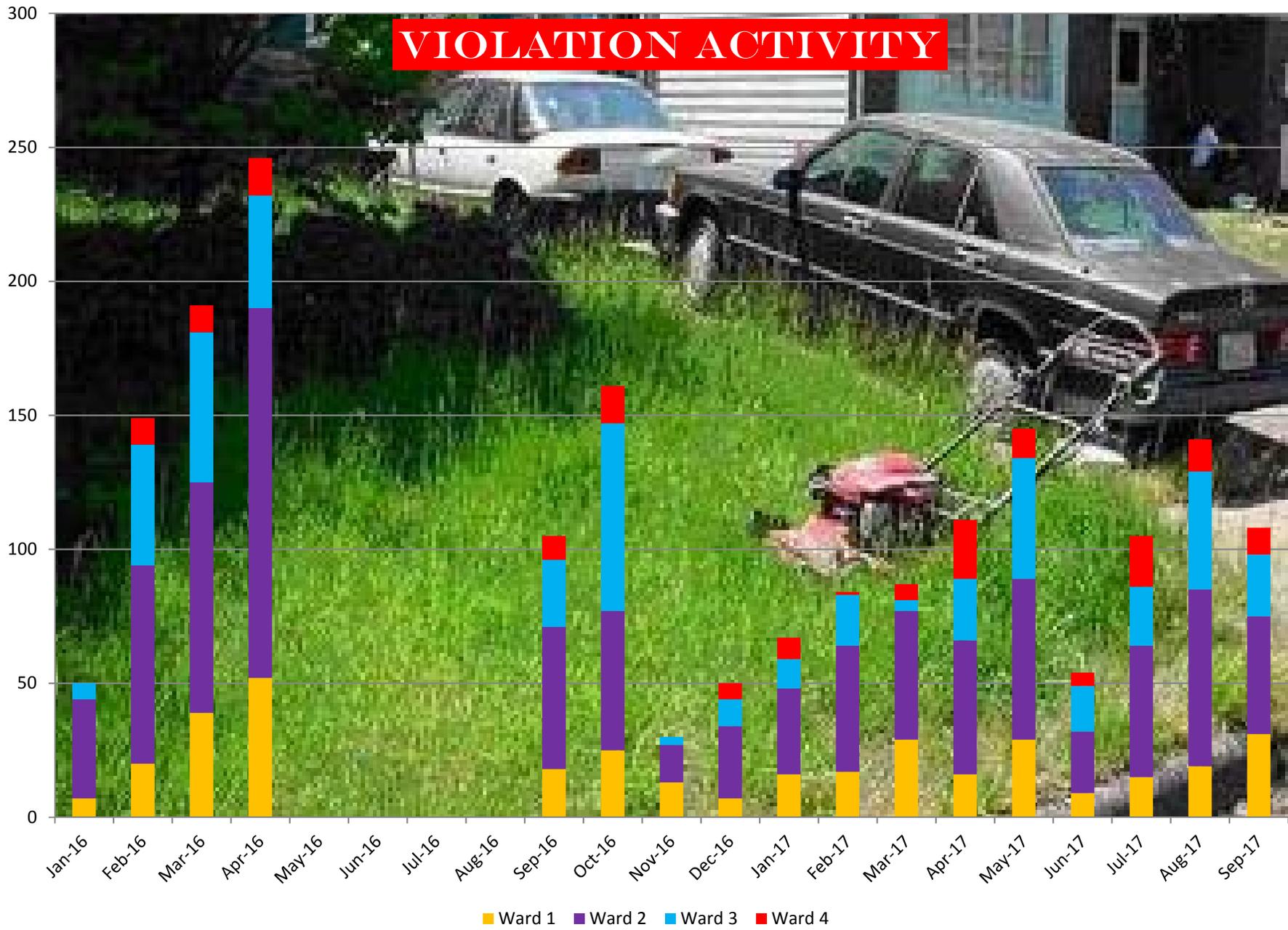
Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	7	7
Closed Cases	9	9
Open Cases at start of period	7	7
Open Cases at end of period	5	5

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Deposit and accumulation of grass clippings	1	1
Growth of weeds	1	1
Height of Grass	4	4
Maintenance (plumbing stack, waste & sewer lines)	1	1
Notice deemed effective for remainder of year.	1	1
Parking - Certain other parking prohibited	1	1
Rental/Business License	1	1
Totals	10	10

VIOLATION ACTIVITY



Town of Georgetown Take Note



Important Phone Numbers:

Town Hall: (302) 856-7391

Fax: (302) 856-6348

Planning Department:
(302) 853-0104

Public Works:
(302) 856-6045

Sewer Department:
(302) 856-7377

Sewer Emergency
Beeper: (302) 441-7377
Cell: (302) 381-5642

Water Department:
(302) 856-9529

Water Emergency:
Cell: (302) 236-2647

Non-Emergency Police
Dept. (302) 856-6613

Code Enforcement:
(302) 448-5027

Fire, Ambulance, Police:
911

Waste Industries: Trash
(302) 934-1364

Sussex County:
(302) 855-7700

Georgetown State Service
Center: (302) 856-5574

Town Hall Office Hours:

Monday through Friday
8:00 a.m. to 4:30 p.m.

Visit us on the Town of Georgetown's Website located at www.georgetowndel.com

Georgetown Residents –

As summer leaves us for another year, the Council and I would like to thank everyone for their support at our summer events. It's very rewarding to see so many from our community having the opportunity to get together for enjoyable events. This is what makes our community great!

Moving into Fall, several activities are taking place. Look for the Scarecrows and cornstalks to be installed along Market Street and South Bedford Street very soon. The many unique looks of these scarecrows make it a very popular event, not only for our town, but also for those that pass through.

Look for the new Town Administrative Offices, located next door to the present Town Hall location, to be open for business late Fall. Ladies and Gentlemen, I have been walking through this building at least once a week throughout the renovations and I want to let you know that this is going to be something great for the people of this town. Many up-to-date features will enhance our ability to serve the public. The Council and I, along with our town employees, will be hosting a Grand Opening Celebration – to be announced in the future.

On a personal note, October is Breast Cancer Awareness Month. I think everybody knows this is dear to my heart this year because of my wife's courageous and successful battle with this disease. She is now cancer free and getting stronger every day! We both want to thank you for your support during not only the past 10 months but throughout the year. There is an event being planned for mid-October, additional information can be found in the enclosed flyer.

We are continuing to work very hard at getting new businesses in Georgetown. We love the excitement generated by the anticipation of new business; unfortunately, the Town is not at liberty to discuss those that have expressed interest without having a signed contract with developers. Once the information can be shared, we will gladly make it public.

Over the last few years, the Town has made significant improvements to our water and sewer infrastructure, this helps to make Georgetown both competitive and attractive to businesses looking to locate or expand in Sussex County.

God Bless Georgetown!

Bill West

Mayor



Town of Georgetown Take Note

Meetings

Town Council Meetings

Second & Fourth Wednesdays of each month at 7:00 p.m.

Planning Commission Meetings

Third Wednesday of each month at 6:00 p.m.

Board of Adjustment

First Wednesday of each month at 5:00 p.m.

Looking for information on what is happening in Georgetown?

Follow us on Twitter or Facebook in order to get current events and notices!



Online Payments!

Please visit our website www.georgetowndel.com to pay your water/sewer/trash, and taxes online. The Town does not accept phone payments



Questions or concerns?

Please feel free to contact Town Hall, (302) 856-7391 or email your local councilmember.

Mayor—Bill West
bwest@georgetowndel.com

Ward 1—Steve Hartstein
shartstein@georgetowndel.com

Ward 2—Rebecca Johnson-Dennis
rjdennis@georgetowndel.com

Ward 3—Chris Lecates
clecates@georgetowndel.com

Ward 4—Robert Holston
rholston@georgetowndel.com

Holiday Closing & Upcoming Events

Halloween - Tuesday, October 31, 2017 (6:00 p.m. - 8:00 p.m.)

Veteran's Day - Friday, November 10, 2017 (Town Offices Closed)

***Thanksgiving Day** - Thursday, November 23, 2017 (Town Offices Closed)

Day after Thanksgiving - Friday, November 24, 2017 (Town Offices Closed)

***Trash/Recycle is delayed one day** - pick up will be on Sat., November 25, 2017

Caroling on the Circle - Monday, December 4, 2017 at 6:30 p.m. on The Circle

Georgetown Christmas Parade - Thursday, December 7, 2017 at 7:00 p.m.

***Christmas Day** - Monday, December 25, 2017 (Town Offices Closed)

Day after Christmas - Tuesday, December 26, 2017 (Town Offices Closed)

***Trash is delayed one day** - pick up will be on Saturday, December 30, 2017

New Year's Eve Celebration - Sunday, December 31, 2017 (9:00 p.m. - 12:30 a.m.)

***New Year's Day** - Monday, January 1, 2018 (Town Offices Closed)

***Trash/Recycle is delayed one day** - pick up will be on Sat, January 6, 2017

New Ordinances

Over the last few months, the Mayor and Council have passed several ordinances to help improve our Town. Below is a summary of these new laws:

- Simplified Plan Review Process – reduced the steps necessary for approval
- Streamlined Code Enforcement Fines – introduced fixed amounts for failure to comply
- Penalty for performing work without a building permit – established a \$750 fine
- Outdoor burning – updated to reflect current trends
- Rental property access for inspections – provides for Town officials to inspect



For additional information on any of these, or existing ordinances, please contact Town Hall.

2018 Business/Rental License Renewals

Business/Rental License Renewals will be mailed in December. In order to renew a business license, the applicant must be current on all Town obligations. The Town of Georgetown has a "Clean Hands Ordinance", §89-2, that requires applicants to be current on all of their obligations (such as, but not limited to, taxes and utilities) owed to the Town prior to receiving any approvals, permits, licenses (renewals), and/or the use, receipt, or provision of Town services.

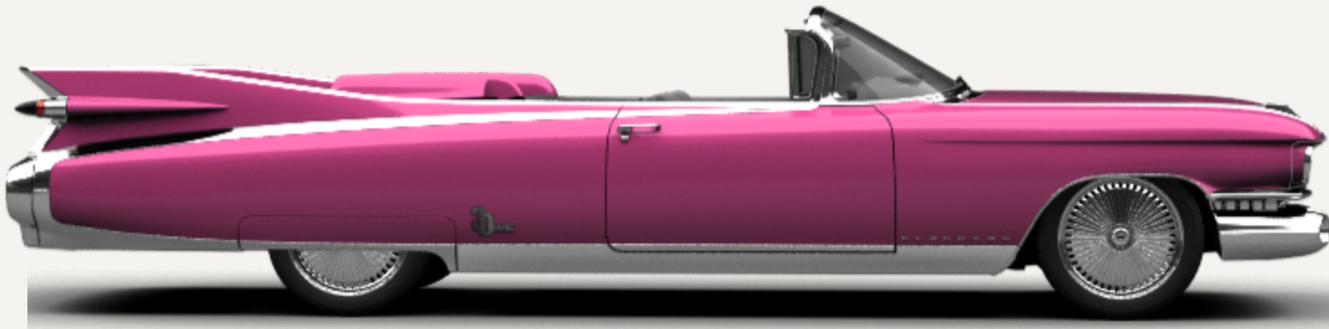


BREAST CANCER CAR SHOW

Saturday, October 21st
Location: 16 Mile Brewery
Cars start arriving at 8:00am

~ 200 Classic Cars, Tractors and Motorcycles ~

Vendors, State Police K-9 Demonstration,
Mounted Patrols from DSP, Helicopter Rides, Live
Auction



~ Special Guest ~
Harry Gant, retired
NASCAR driver

Live Music by
Glass Onion
at 5:00pm

**Town of Georgetown
Budget Versus Actual (Operating)
As of August 31, 2017**

0.33%

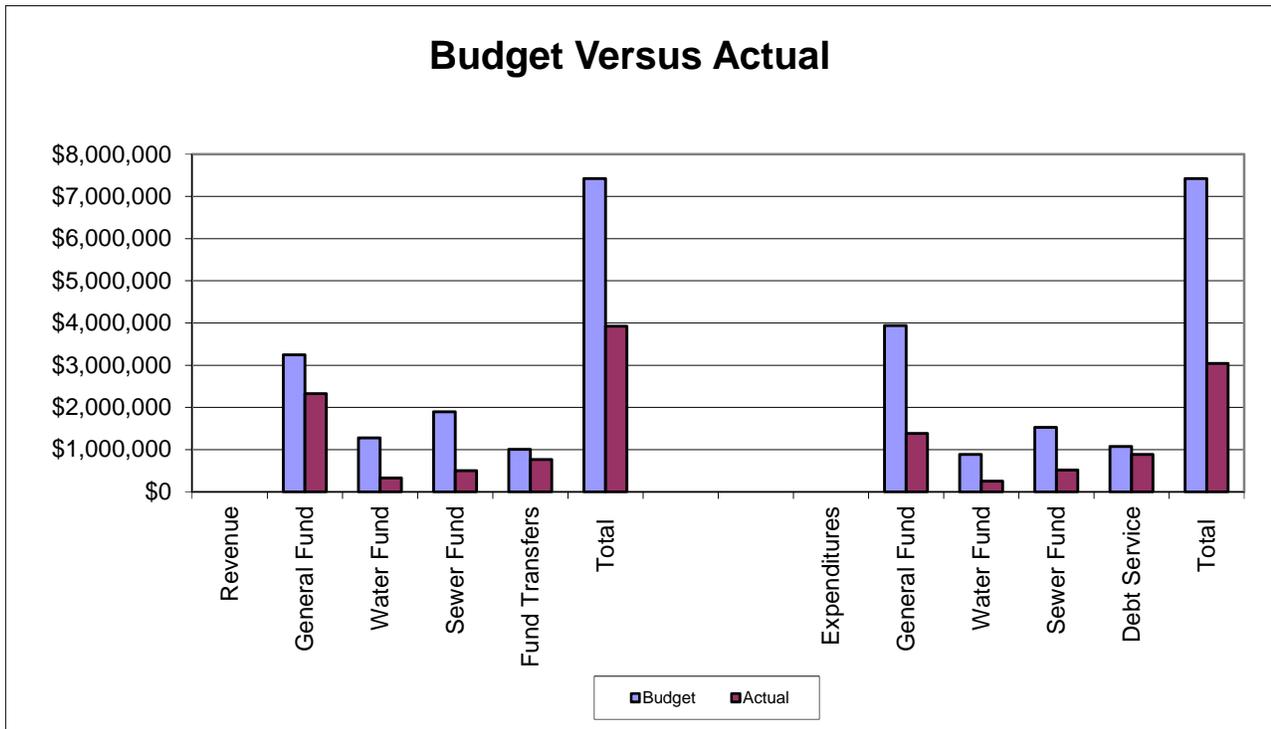
Percent

of Budget

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,245,814	\$2,329,579	\$916,235	72%
Water Fund	\$1,279,025	\$329,512	\$949,513	26%
Sewer Fund	\$1,896,500	\$503,114	\$1,393,386	27%
Fund Transfers	\$1,005,428	\$763,465	\$241,963	76%
Total	<u>\$7,426,767</u>	<u>\$3,925,670</u>	<u>\$3,501,097</u>	<u>53%</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,938,178	\$1,384,968	\$2,553,210	35%
Water Fund	\$887,617	\$249,435	\$638,182	28%
Sewer Fund	\$1,525,110	\$518,690	\$1,006,420	34%
Debt Service	\$1,075,862	\$887,640	\$188,222	83%
Total	<u>\$7,426,767</u>	<u>\$3,040,732</u>	<u>\$4,386,035</u>	<u>41%</u>

* Line item detail available upon request.



TOWN OF GEORGETOWN

MAYOR
AND
COUNCIL



TOWN HALL
39 THE CIRCLE
GEORGETOWN, DE
19947

October 16, 2017

NOTICE OF RECENTLY ENACTED ORDINANCE

Dear Property Owner,

I wanted to make you aware of an ordinance recently enacted to address work being done without the proper building permit being issued.

There have been several construction projects taking place where it was discovered the contractors performing the work were not licensed in the Town of Georgetown and a building permit had not been issued for the work.

In an effort to curtail this, on September 24, 2017, the Town Council adopted Ordinance 2017-07, which outlines:

“Any person or persons, firm or corporation being the owner or agent, or having charge of, said building structure or lands which fails to obtain any necessary building permit prior to commencement of work shall be subject to a \$750 fine.”

The full Town Code is located online at www.georgetowndel.com. Should you have any questions regarding this change, please feel free to contact our Code Enforcement Officer, Michael Picarello, at (302) 856-6613.

Sincerely,

TOWN OF GEORGETOWN

Eugene S. Dvornick, Jr.

Eugene S. Dvornick, Jr.
Town Manager

TOWN OF GEORGETOWN

MAYOR
AND
COUNCIL



TOWN HALL
39 THE CIRCLE
GEORGETOWN, DE
19947

October 16, 2017

NOTICE OF RECENTLY ENACTED ORDINANCE

Dear Rental License Holder,

I wanted to make you aware of a recently enacted an ordinance to address access to rental properties for inspection by the Town of Georgetown.

In an effort to ensure safe and suitable housing, on September 24, 2017, the Town Council adopted Ordinance 2017-08, which outlines:

"Inspection access.

Applicant shall permit the Town Manager or his/her designee to inspect all premises to determine compliance with the provisions of this Code, and shall fully cooperate with such inspections. The property owner shall make reasonable efforts to notify tenants of planned inspections of their rental units to the extent required by state law.

The Applicant or his/her designee shall be present on the premises during inspections; however, failure of an Applicant to comply with this requirement shall not deprive the Town of the authority to inspect.

Failure of an Applicant to obey any of the requirements of this section shall subject the Applicant to denial, suspension, revocation, nonrenewal of a rental license, in addition to other penalties provided for in this Code. Any denial, suspension, revocation, nonrenewal shall continue until the inspection has been completed, and any violations satisfactorily remedied, and all outstanding fees or penalties have been paid."

The full Town Code is located online at www.georgetowndel.com. Should you have any questions regarding this change, please feel free to contact our Code Enforcement Officer, Michael Picarello, at (302) 856-6613.

Sincerely,

TOWN OF GEORGETOWN

Eugene S. Dvornick, Jr.

Eugene S. Dvornick, Jr.
Town Manager