

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Thursday, November 23, in observation of Thanksgiving Day
- ✓ **Town Offices Closed:** Friday, November 24, in observation of the Day after Thanksgiving
- ✓ **Caroling on the Circle:** Monday, December 4, 6:30 PM, The Circle
- ✓ **Sussex County Association of Towns:** Wednesday, November 6, 6:00 PM, hosted by Rehoboth Beach
- ✓ **Georgetown Christmas Parade:** Thursday, December 7, 7:00 PM, Downtown
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, December 8, 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, December 13, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of November 16, the Town has collected \$899,935 (87%) of the October utility billing (\$1,040,713)
- As of November 16, the Town has collected \$1,509,249 (97%) of the FY 2018 Property Tax billing (\$1,556,860)
- Mailed Reminder Notices for Delinquent Utility Accounts (365) on Thursday, November 16th
- Attended the Annex & Town Hall Construction Progress Meeting on November 14th (Laura Givens, Jeff Ward)
- 2018 Health Care Renewal Meeting with Integra and the Insurance Market (Gene Dvornick, Olga Holm, Bobby Fletcher, Kenny Wilson)

Wastewater

- Lagoon depths: Large Lagoon is 6.00 feet and Small Lagoon is 6.25 feet
- Ran the sewer jetter through the main sewer line at The Meadows (South Bedford Street toward Clover Drive) to address a potential blockage
- Cleared a blockage in the lateral at 1 Clover Drive
- Responded to a sewer blockage on East Market Street and ran the jetter through the lateral to clear it out

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Public Works

- Christmas decorations put up
- Town-wide routine maintenance efforts continue
- All equipment in need of inspection has been completed

Police

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

Planning

- Demolition Permits issued:
 - 129 East Pine Street
 - 412 North Race Street
 - 510 West Market Street
- Project updates:
 - Georgetown Storage Facility – Site plan resubmittal on November 14
 - Exxon Renovation – Comments to applicant on November 15
 - Catapult Learning Center (501 West Market Street) – Tenant fit-out Permit issued
- Meeting to discuss Phasing Options for The Oaks held on November 17 (Jamie Craddock, Gene Dvornick, Jocelyn Godwin)

TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
- Prepared Talking Point Information Sheets for Sussex Sport Center Foundation (Sussex County Council Presentation) and Chamber Luncheon
- Provided Chamber Operations Director with information on Licensed Businesses and Downtown Development District Map
- Cooper Alley railroad crossing changes completed (see attached photos)
- Identified potential Employee Appreciation Dinner Sponsors and contacted same requesting support
- Responded to Wilmington News Journal reporter questions regarding success of the Downtown Development District Program
- Participated in a Rental Property Inspection (Gene Dvornick, Mike Picarello)

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- Held our 2017 Health Care Plan Review and 2018 Renewal Meeting (Gene Dvornick, Olga Holm, Bobby Fletcher, Kenny Wilson)
- Met with Sussex County Engineering to review proposed revisions to the Sewer Agreement between the Town and the Sussex County Industrial Park and Delaware Coastal Airport – Currently under staff and legal review
- Met with local property owner to discuss the possibility of sewer service for a property just outside the Town Limits (Gene Dvornick, Jocelyn Godwin)
- Provided information to Public Works regarding streets (begin and end points) to assist in the development of our street sweeping schedule
- Researched information for drafting of an RFP for walkability & connectivity study (sidewalk and multi-modal)
- Met with The Oaks at Georgetown (South Bedford Street and Arrow Safety Road) to discuss project phasing (Jamie Craddock, Gene Dvornick, Jocelyn Godwin, Jeff Ward)
- Addressed several Code Enforcement concerns

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Cooper Alley (Between Layton Avenue and North Railroad Avenue)



Before Railroad Crossing Closure



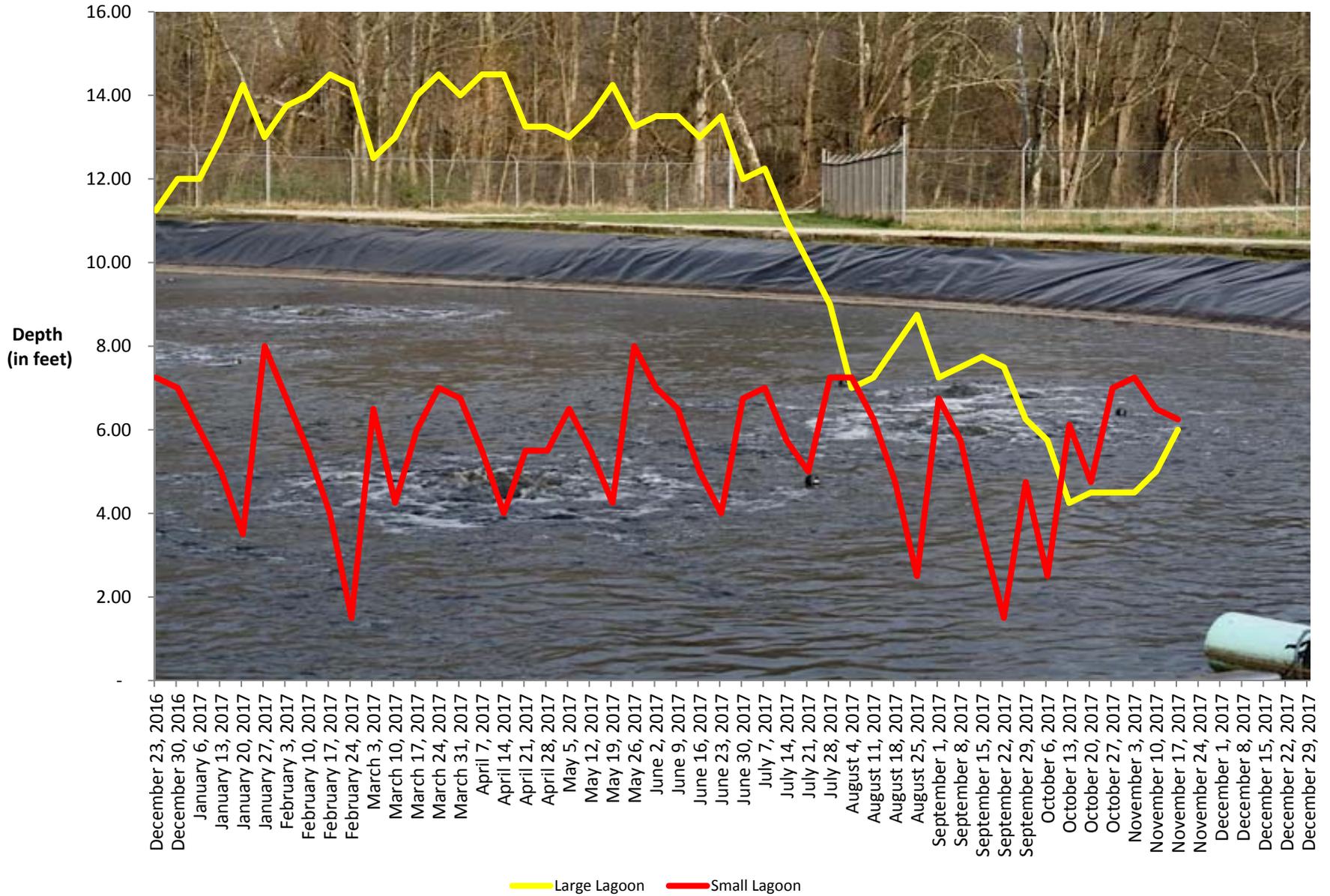
After Railroad Crossing Closure

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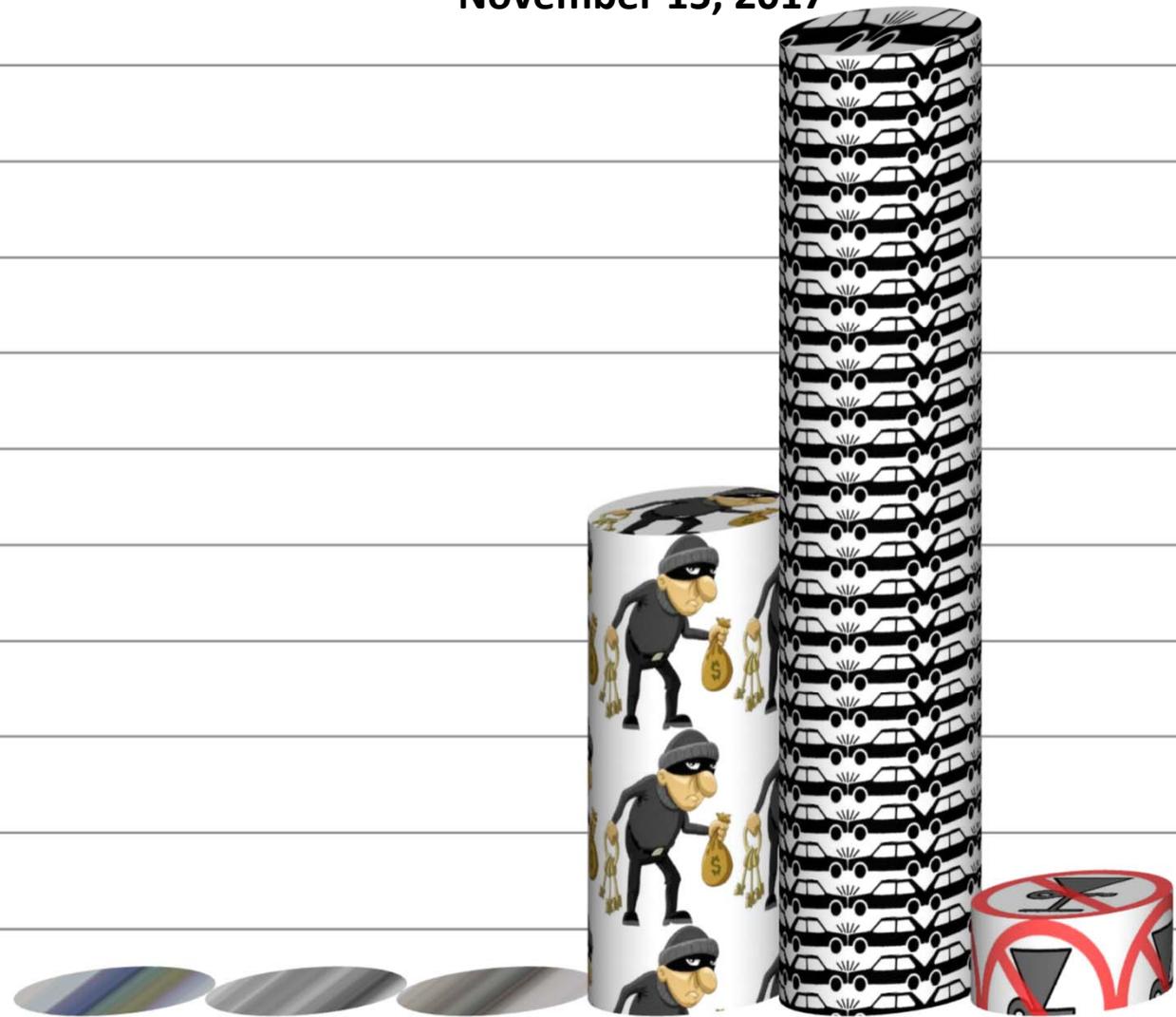
*THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED*

WWTF Lagoon Depths



November 15, 2017

10
9
8
7
6
5
4
3
2
1
0

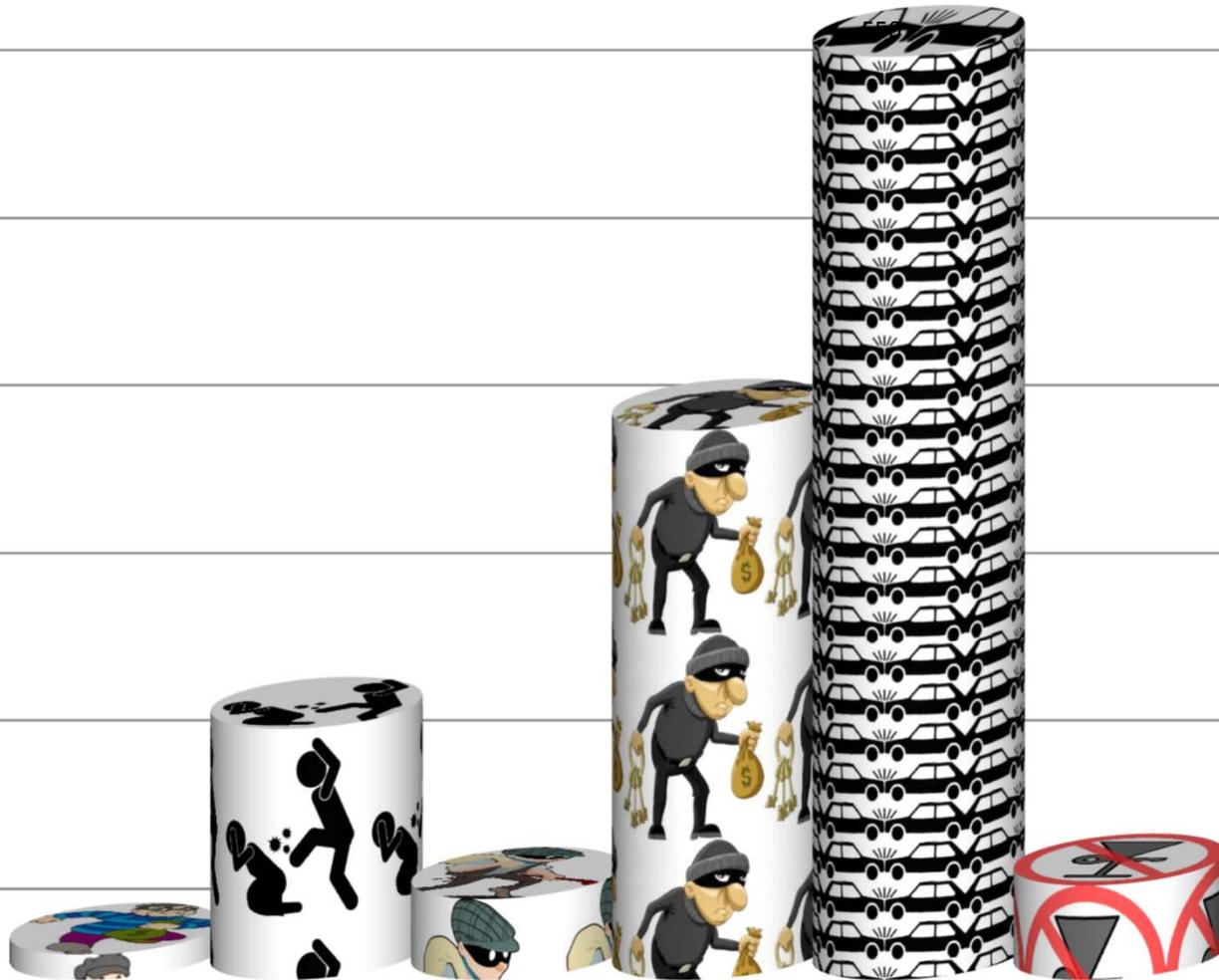


Weekly

🚗 Robbery 🚔 Assault 🏠 Buglary 🚔 Thefts 🚗 Collision 🚗 DUI

November 15, 2017

600
500
400
300
200
100
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	10/01/2017	10/31/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		66	66
Closed Cases		71	71
Open Cases at start of period	4	66	70
Open Cases at end of period	4	61	65

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Condemnation		1	1
Condition of premises.		1	1
Correction of defective electrical system.		1	1
Deposit and accumulation of grass clippings		7	7
Depositing garbage prohibited		6	6
Detrimental Objects		16	16
Exterior Structures		1	1
Exterior Surfaces		1	1
Fire safety		1	1
Height limit of other vegetation		1	1
Height of Grass		4	4
Indoor Furniture/Outside		2	2
Insect & Rat Control		1	1
Installation (electrical equipment and appliances)		1	1
Maintenance of trees and other vegetation.		7	7
Notice deemed effective for remainder of year.		2	2
Parking - Certain other parking prohibited		8	8
Permit for construction required		2	2
Rental licenses (applicant shall certify, in writing)		3	3
Rental/Business License		4	4
Roofs		1	1

Stairs & Porches	1	1
Storm drainage	1	1
Truck parking prohibited in residential zones.	1	1
Vehicles abandoned on public property	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	6	6
Violations and penalties (Outdoor Burning)	1	1
Violations and penalties (Trailers)	1	1
Windows and doors to be weathertight.	2	2
Windows, Doors & Frames	1	1
Yard Waste	3	3
Totals	89	89



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	10/01/2017	10/31/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		10	10
Closed Cases		9	9
Open Cases at start of period	2	10	12
Open Cases at end of period	2	11	13

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Deposit and accumulation of grass clippings		2	2
Detrimental Objects		1	1
Height limit of other vegetation		1	1
Height of Grass		2	2
Indoor Furniture/Outside		1	1
Maintenance of trees and other vegetation.		2	2
Parking - Certain other parking prohibited		2	2
Permit for construction required		1	1
Stairs & Porches		1	1
Totals		13	13



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	10/01/2017	10/31/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		18	18
Closed Cases		23	23
Open Cases at start of period	2	27	29
Open Cases at end of period	2	22	24

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited		3	3
Detrimental Objects		6	6
Exterior Structures		1	1
Fire safety		1	1
Maintenance of trees and other vegetation.		2	2
Parking - Certain other parking prohibited		1	1
Rental licenses (applicant shall certify, in writing)		2	2
Rental/Business License		2	2
Roofs		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		5	5
Windows, Doors & Frames		1	1
Yard Waste		2	2
Totals		27	27

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

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	10/01/2017	10/31/2017

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	27	27
Closed Cases	31	31
Open Cases at start of period	24	24
Open Cases at end of period	20	20

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Condemnation	1	1
Condition of premises.	1	1
Correction of defective electrical system.	1	1
Deposit and accumulation of grass clippings	4	4
Depositing garbage prohibited	2	2
Detrimental Objects	5	5
Exterior Surfaces	1	1
Height of Grass	2	2
Insect & Rat Control	1	1
Installation (electrical equipment and appliances)	1	1
Maintenance of trees and other vegetation.	1	1
Notice deemed effective for remainder of year.	1	1
Parking - Certain other parking prohibited	4	4
Rental licenses (applicant shall certify, in writing)	1	1
Rental/Business License	1	1
Storm drainage	1	1
Truck parking prohibited in residential zones.	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties (Outdoor Burning)	1	1
Violations and penalties (Trailers)	1	1
Windows and doors to be weathertight.	2	2

Totals	34	34
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Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	10/01/2017	10/31/2017

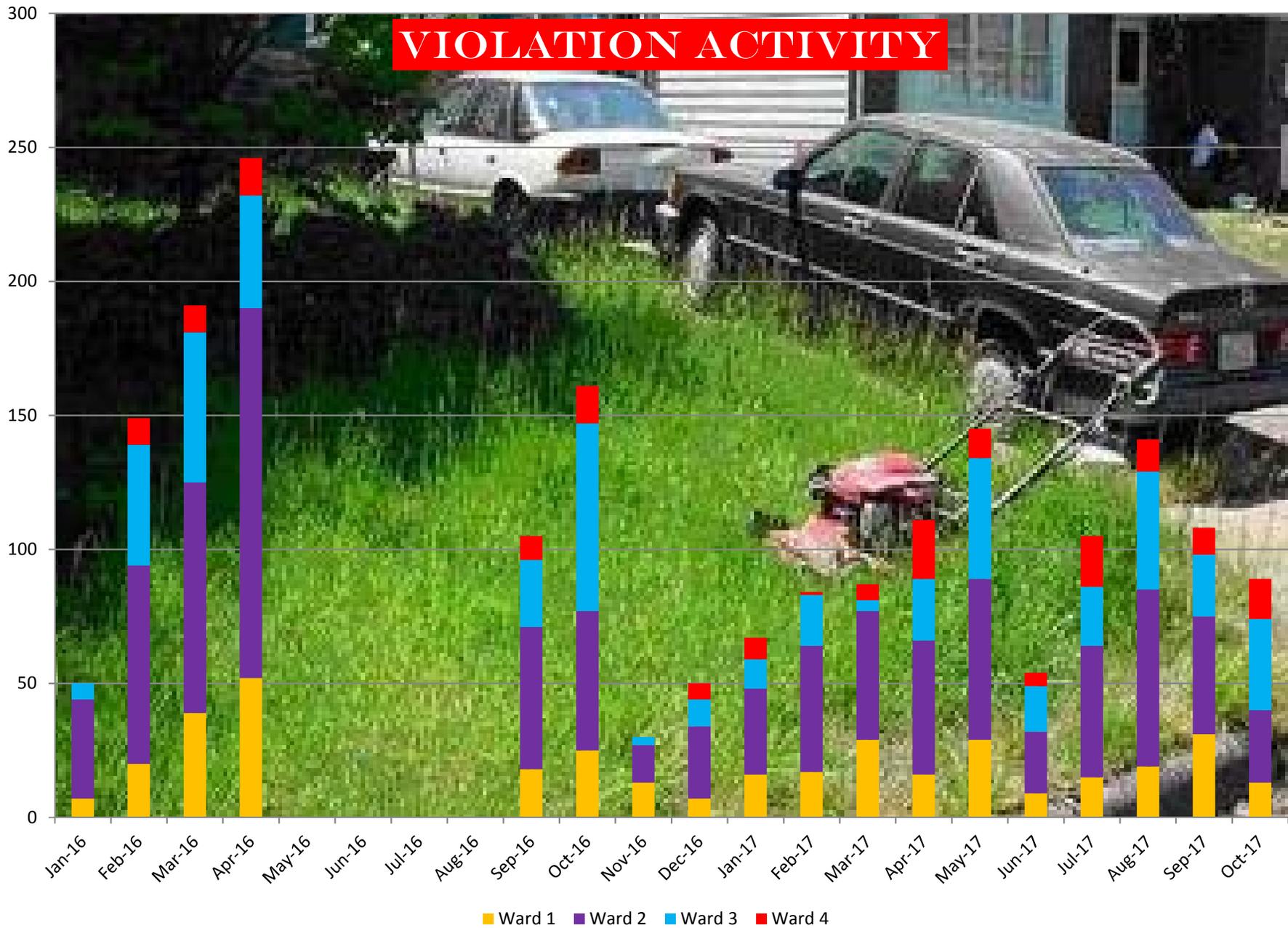
Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	11	11
Closed Cases	8	8
Open Cases at start of period	5	5
Open Cases at end of period	8	8

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Deposit and accumulation of grass clippings	1	1
Depositing garbage prohibited	1	1
Detrimental Objects	4	4
Indoor Furniture/Outside	1	1
Maintenance of trees and other vegetation.	2	2
Notice deemed effective for remainder of year.	1	1
Parking - Certain other parking prohibited	1	1
Permit for construction required	1	1
Rental/Business License	1	1
Vehicles abandoned on public property	1	1
Yard Waste	1	1
Totals	15	15

VIOLATION ACTIVITY









EXIT

