

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, December 13, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Planning Commission:** Wednesday, December 20, 6:00 PM, Town Hall
- ✓ **Town Offices Closed:** Monday, December 25, in observation of Christmas Day
- ✓ **Town Offices Closed:** Tuesday, December 26, in observation of the Day after Christmas
- ✓ **Town Offices Closed:** Monday, January 1, in observation of New Year's Day

UPDATES FROM DEPARTMENTS ...

Finance

- As of December 7, the Town has collected \$963,929 (93%) of the October utility billing (\$1,040,713)
- As of October 20, the Town has collected \$1,522,810 (97%) of the FY 2018 Property Tax billing (\$1,556,860)
- On December 4, the Town posted and mailed 147 Disconnect Notices. Last day to pay is December 15. Disconnects are scheduled for December 18
- Met with representatives from Comcast regarding telephone service for 37 The Circle (Laura Givens, Olga Holm, Jeff Ward)
- Criminal Justice Council Grant Review (Olga Holm)
- Held the Annual Employee Benefits Meeting on December 7
- Meeting with KCI regarding asset management and Facility Dude (Laura Givens, Eric Rust)

Wastewater

- Lagoon depths: Large Lagoon is 7.50 feet and Small Lagoon is 3.50 feet
- Final hay crop harvest started
- Replaced relay at Three Bells Pump Station
- Pettyjohn Woods pipe replacement scheduled to begin December 11

Public Works

- Snow equipment prepared in anticipation of Winter Storm Benji
- Assisted with set up & breakdown for Annual Christmas Parade
- Street sweeper run throughout town

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Police

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

Planning

- Resubmitted site plan for 502 North Bedford Street (Liquor Store) received December 7
- Meeting with applicant for 411 North Bedford Street (retail) to clarify process and provide recommendations
- Demolition process review and clarification underway by Staff (Jamie Craddock, Jocelyn Godwin, Mike Picarello, Jeff Ward)

TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
- Coordinated Volunteer of the Year Proclamation and vehicle magnets
- Attended Downtown Delaware Idea Exchange (Gene Dvornick, Jocelyn Godwin) – topics covered:
 - ✓ Community Updates
 - ✓ Facilitated discussion of funding needs and alternatives
 - ✓ Local business tours (Smyrna, Delaware)
- Participated in First State Community Action Agency Board Meeting
- Attended Water Infrastructure Advisory Council Meeting
- Preliminary review of Audit Services Proposals with Staff (Gene Dvornick, Laura Givens)
- Attended Sussex County Association of Towns Dinner Meeting (Gene Dvornick, Bill West)
- Coordinated Community Development Block Grant (CDBG) public hearing with Sussex County Housing & Development for January 2018
- Annual Employee Benefit and Town Policy Meeting held on December 7
- Participated in Georgetown Chamber of Commerce Annual Christmas Parade (Gene Dvornick, Rebecca Johnson-Dennis, Chris Lecates, Bill West)
- Discussed sewer options for the Oaks at Georgetown (Gene Dvornick, Jocelyn Godwin, Eric Rust, Jeff Ward)
- Answered project concerns with Sussex County Building Code Review

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- Attended Sussex County Association of Towns Steering Committee Meeting – major focus was discussion of 2018 Legislative issues (Gene Dvornick, Bill West)
- Followed up discussions with Enterprise Fleet Management for incorporating pursuit vehicles (GPD) under their fleet management program (Gene Dvornick, Laura Givens, Captain Holm)
- Addressed several Code Enforcement concerns



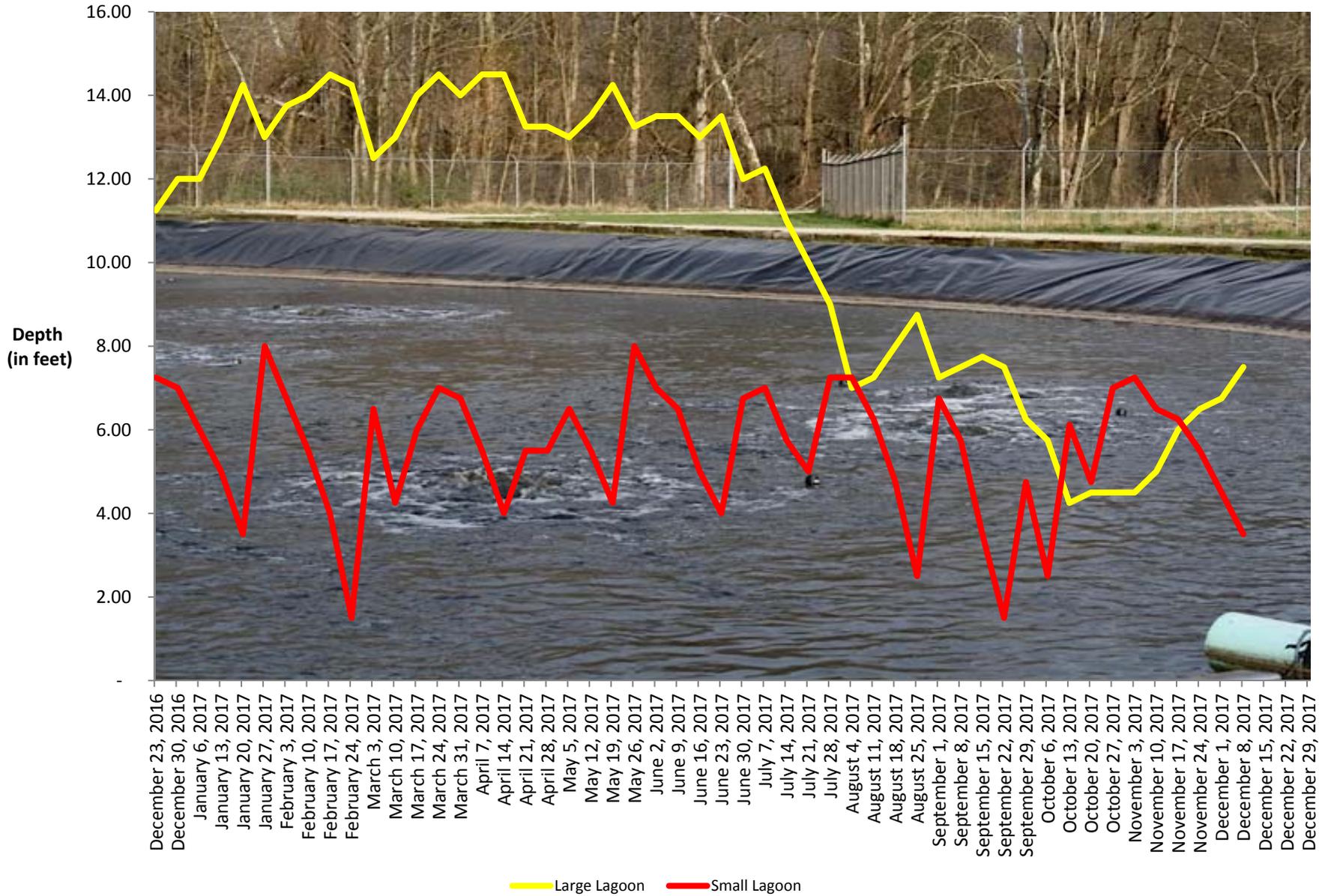
Town Christmas Tree on the Circle

TOWN MANAGER'S
WEEKLY REPORT



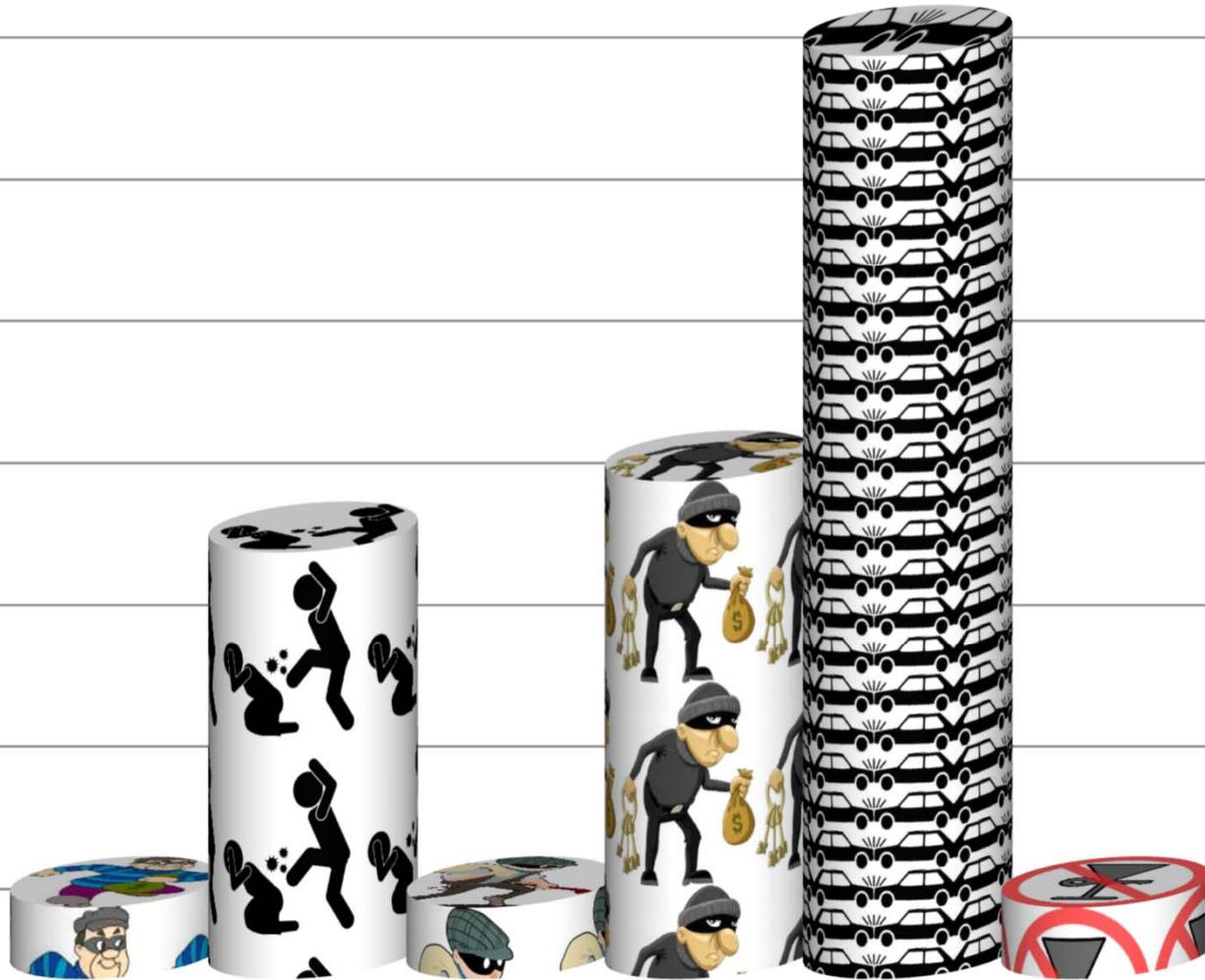
*THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED*

WWTF Lagoon Depths



December 6, 2017

14
12
10
8
6
4
2
0

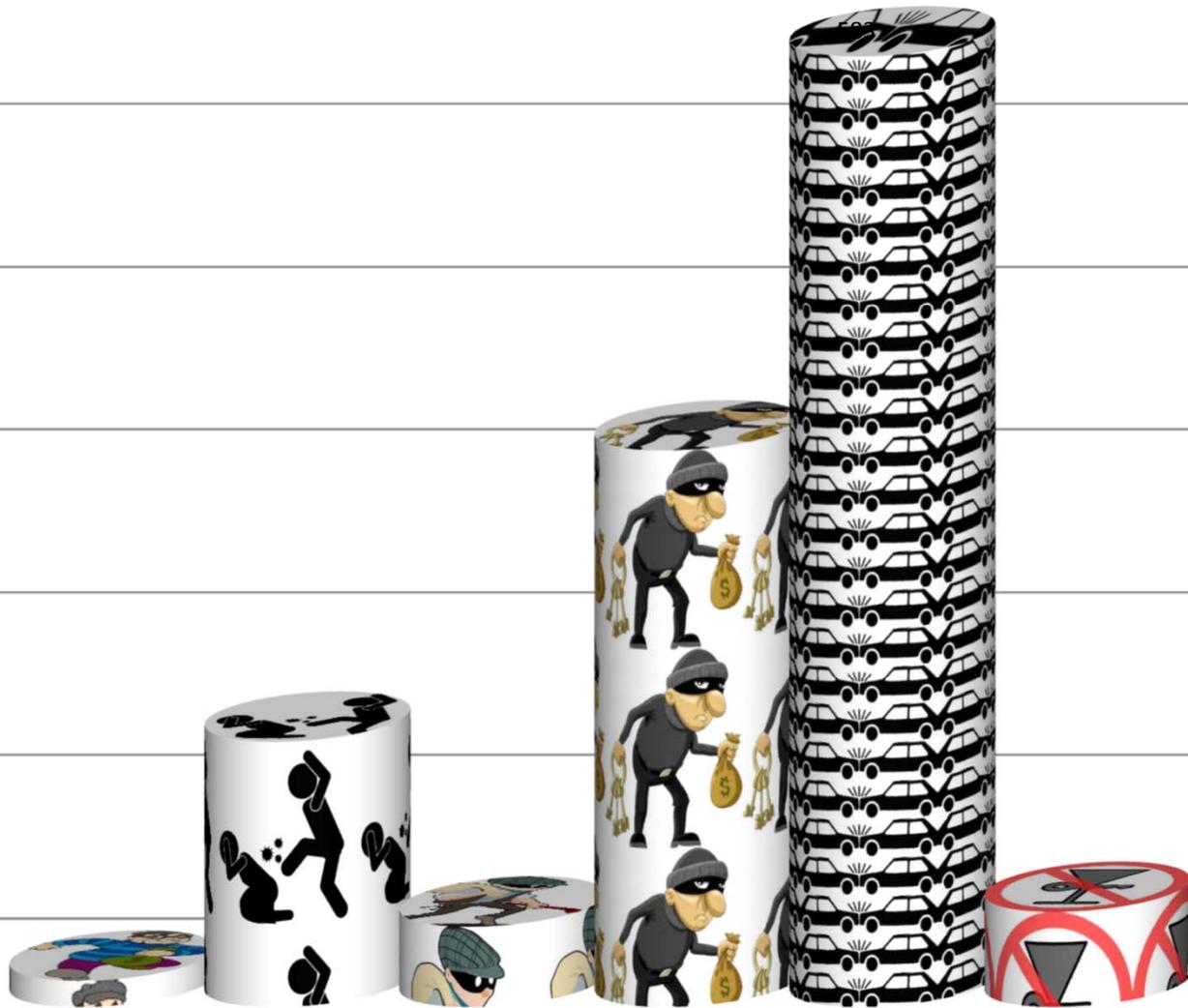


Weekly

Robbery Assault Buglary Thefts Collision DUI

December 6, 2017

600
500
400
300
200
100
0



Year to Date

Robbery Assault Burglary 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	11/01/2017	11/30/2017

Case Activity:

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

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Accessory Structures			1
Areas restricted ; Hours of operation ; license fees (Ice Cream Peddlers)			1
Condemnation			1
Condition of premises.			2
Correction of defective electrical system.			1
Deposit and accumulation of grass clippings			2
Depositing garbage prohibited			8
Detrimental Objects			20
Exterior Structures			1
Height of Grass			6
Insect & Rat Control			3
Maintenance of trees and other vegetation.			4
Noise - Keeping of noisy dogs and cats			1
Notice deemed effective for remainder of year.			3
Parking - Certain other parking prohibited			8
Permit for construction required			3
Rental licenses (applicant shall certify, in writing)			1
Rental/Business License			3
Stairs & Porches			1
Trash, Collection			10
Vacant structures and land			1

Vehicles wrecked, dismantled, inoperable or unregistered on private property	5	5
Violations and Penalties (Ice Cream Peddlers)	1	1
Violations and penalties (Licensing)	3	3
Violations and penalties (Outdoor Burning)	1	1
Windows, Doors & Frames	1	1
Totals	92	92



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	11/01/2017	11/30/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			23
Closed Cases			21
Open Cases at start of period	2	11	13
Open Cases at end of period	2	13	15

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Condemnation			1
Condition of premises.			2
Correction of defective electrical system.			1
Deposit and accumulation of grass clippings			2
Depositing garbage prohibited			3
Detrimental Objects			8
Height of Grass			1
Insect & Rat Control			2
Maintenance of trees and other vegetation.			1
Notice deemed effective for remainder of year.			1
Parking - Certain other parking prohibited			1
Rental licenses (applicant shall certify, in writing)			1
Trash, Collection			2
Vacant structures and land			1
Vehicles wrecked, dismantled, inoperable or unregistered on private property			1
Violations and penalties (Outdoor Burning)			1
Totals			29



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	11/01/2017	11/30/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		24	24
Closed Cases		17	17
Open Cases at start of period	2	22	24
Open Cases at end of period	2	29	31

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Areas restricted ; Hours of operation ; license fees (Ice Cream Peddlers)		1	1
Depositing garbage prohibited		3	3
Detrimental Objects		7	7
Height of Grass		1	1
Maintenance of trees and other vegetation.		1	1
Noise - Keeping of noisy dogs and cats		1	1
Notice deemed effective for remainder of year.		1	1
Parking - Certain other parking prohibited		4	4
Permit for construction required		1	1
Rental/Business License		3	3
Stairs & Porches		1	1
Trash, Collection		3	3
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and Penalties (Ice Cream Peddlers)		1	1
Violations and penalties (Licensing)		3	3
Totals		33	33



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	11/01/2017	11/30/2017

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	19	19
Closed Cases	19	19
Open Cases at start of period	20	20
Open Cases at end of period	20	20

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Accessory Structures	1	1
Depositing garbage prohibited	1	1
Detrimental Objects	5	5
Height of Grass	4	4
Insect & Rat Control	1	1
Maintenance of trees and other vegetation.	2	2
Notice deemed effective for remainder of year.	1	1
Parking - Certain other parking prohibited	3	3
Permit for construction required	1	1
Trash, Collection	5	5
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2
Totals	26	26



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	11/01/2017	11/30/2017

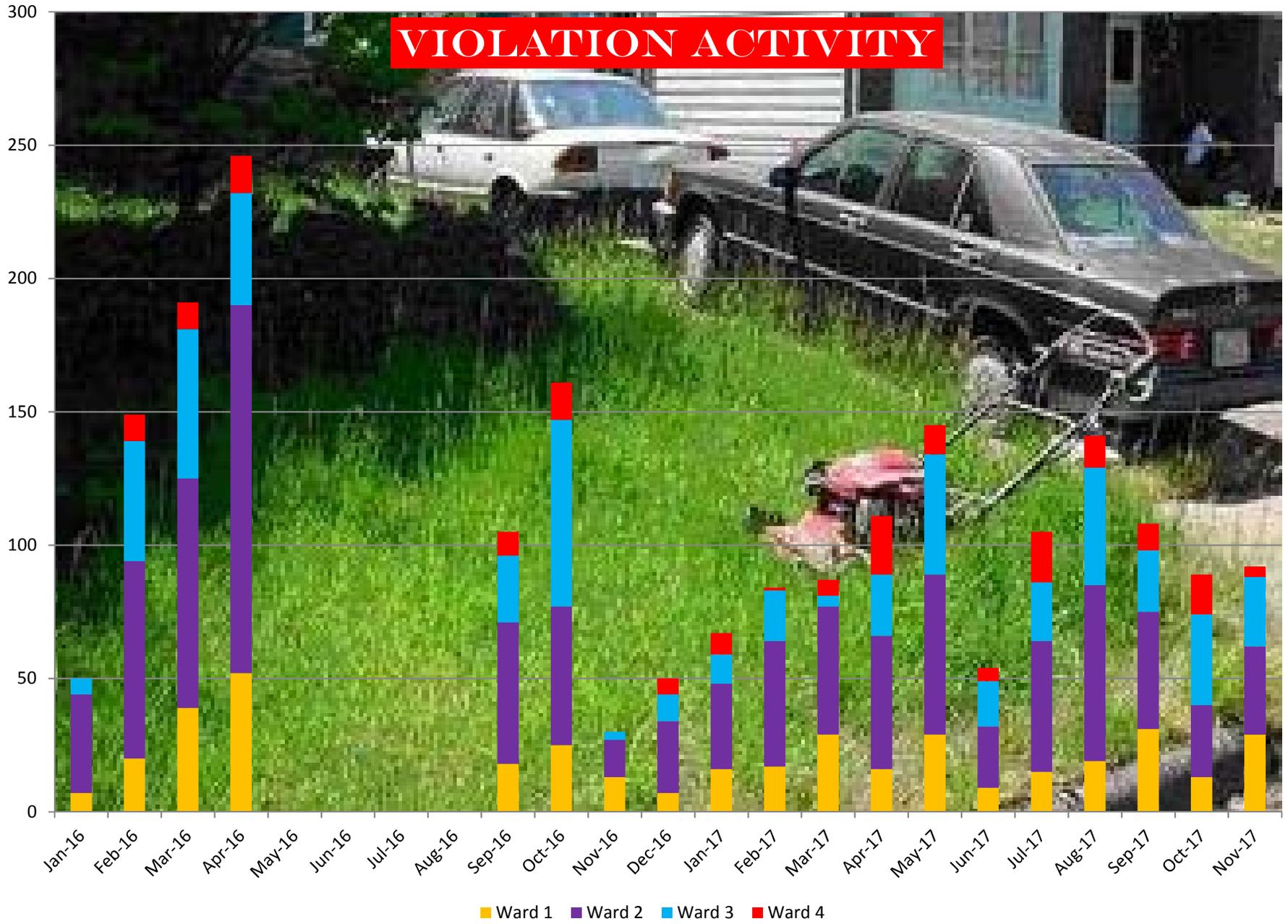
Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	4	4
Closed Cases	9	9
Open Cases at start of period	8	8
Open Cases at end of period	3	3

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited	1	1
Exterior Structures	1	1
Permit for construction required	1	1
Windows, Doors & Frames	1	1
Totals	4	4

VIOLATION ACTIVITY





EXIT

N

27715





