

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, January 15, in observation of Martin Luther King, Jr. Day
- ✓ **Planning Commission:** Wednesday, January 17, 6:00 PM, Town Hall
  - 1. Public Hearing & Recommendation
    - Rezone Request UR1 to UB3 (313 North Bedford Street)
- ✓ **Town Council Meeting:** Wednesday, January 24, 6:45 PM Public Hearing; 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, January 25, 5:30 PM, Duncan Center (Dover)

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- On January 2, mailed the January utility billing (\$ 909,769.01) - bills are due on February 7
- As of January 11, the Town has collected \$ 1,531,797 (98%) of the FY 2018 Property Tax billing (\$ 1,556,860)
- Attended the Annex & Town Hall Construction Progress Meeting on January 9 (Gene Dvornick, Laura Givens, Jeff Ward)
- Completed Department of Labor & Statistics Survey for Occupational Injuries and Illnesses

### **Wastewater**

- Lagoon depths: Large Lagoon is 11.75 feet and Small Lagoon is 5.50 feet
- Repaired two (2) manhole lids and risers hit by snow removal equipment at Golf Village
- Pulled Pumps 1 and 2 at Stevenson Lane, removed debris and cleaned the wet well
- Started flushing new piping in Pettyjohn Woods

### **Public Works**

- All equipment checked after snow event – nothing damaged
- Cleared snow from Town properties
- Removed Christmas Decorations

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## Police

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

## Planning

- Shops of College Park Out-pads Minor Subdivision – resubmittal on January 10
- Route 18/University Drive Intersection – resubmittal on January 10
- 411 North Bedford Street – Board of Adjustment (BOA) Application submitted (parking reduction) – February BOA Meeting
- 340 South Bedford Street – Minor Subdivision submitted to CABE for review on January 9
- Building Permit Summary (December 2017)

Building Activity	December 2017	November 2017	December 2016
Permits Issued	18	34	15
Value of Improvements	\$179,493	\$444,228	\$1,517,592
Permit Revenue	\$1,343	\$2,916	\$7,890

## TOWN MANAGER'S UPDATE ...

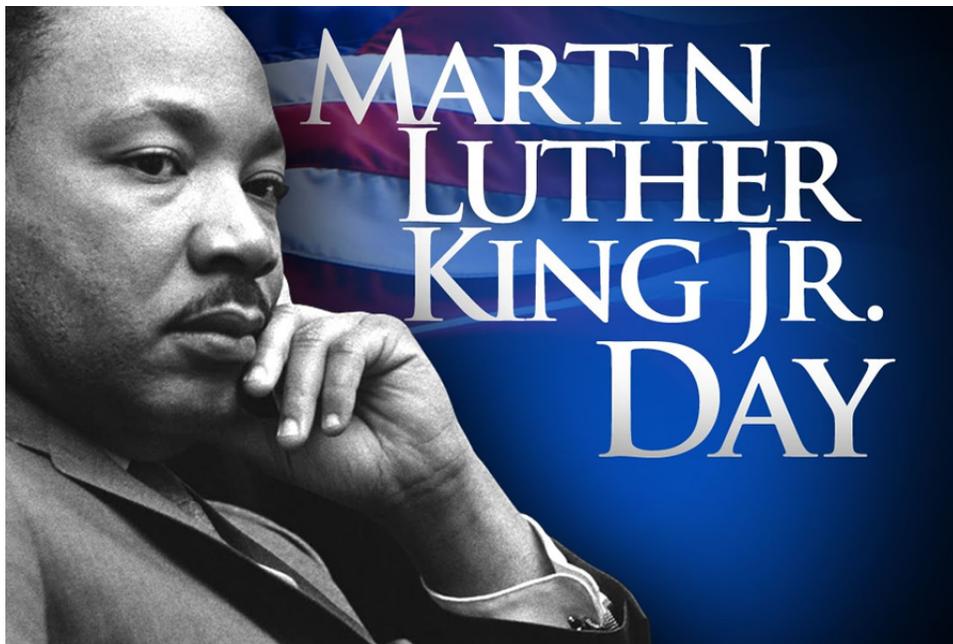
- Work on Annex Building – 37 The Circle continues (some weather delays)
- FY 2019 Budget schedule provided to all Department Heads
- Completed and submitted 2017 Tree City USA renewal application
- Met with local community organization to review Town Winter Snow Plan and Operations and address community concerns
- Attended Town Hall & Annex Progress Meeting (Gene Dvornick, Laura Givens, Jeff Ward)
  - ✓ Elapsed time is 236 calendar days (65%)
  - ✓ Anticipate a Change Order requesting a time extension
  - ✓ Payment application #6 submitted to USDA
  - ✓ Weather and electric service having an impact on progress
- Followed up on Rental License questions – Properties currently listed For Sale and outstanding re-inspections
- Answered realtor questions regarding proposed property development
- Finalized February SCAT dinner sponsorship

# TOWN MANAGER'S WEEKLY REPORT

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- Finalized and delivered FY 2018 Community Development Block Grant Application to Sussex Counting Housing & Development
- Addressed citizen concern over struck fire hydrant
- Addressed several Code Enforcement concerns

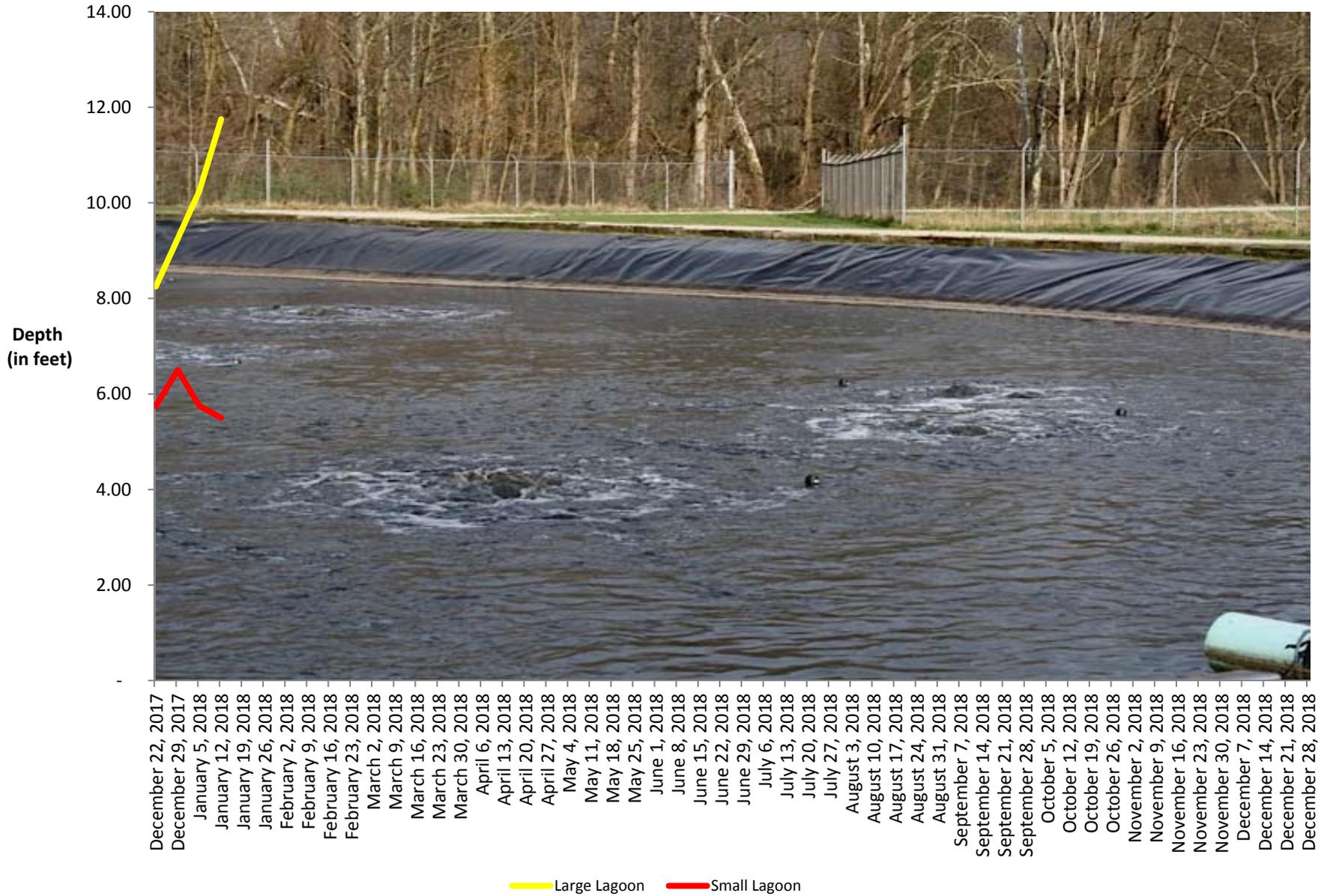


TOWN MANAGER'S  
WEEKLY REPORT

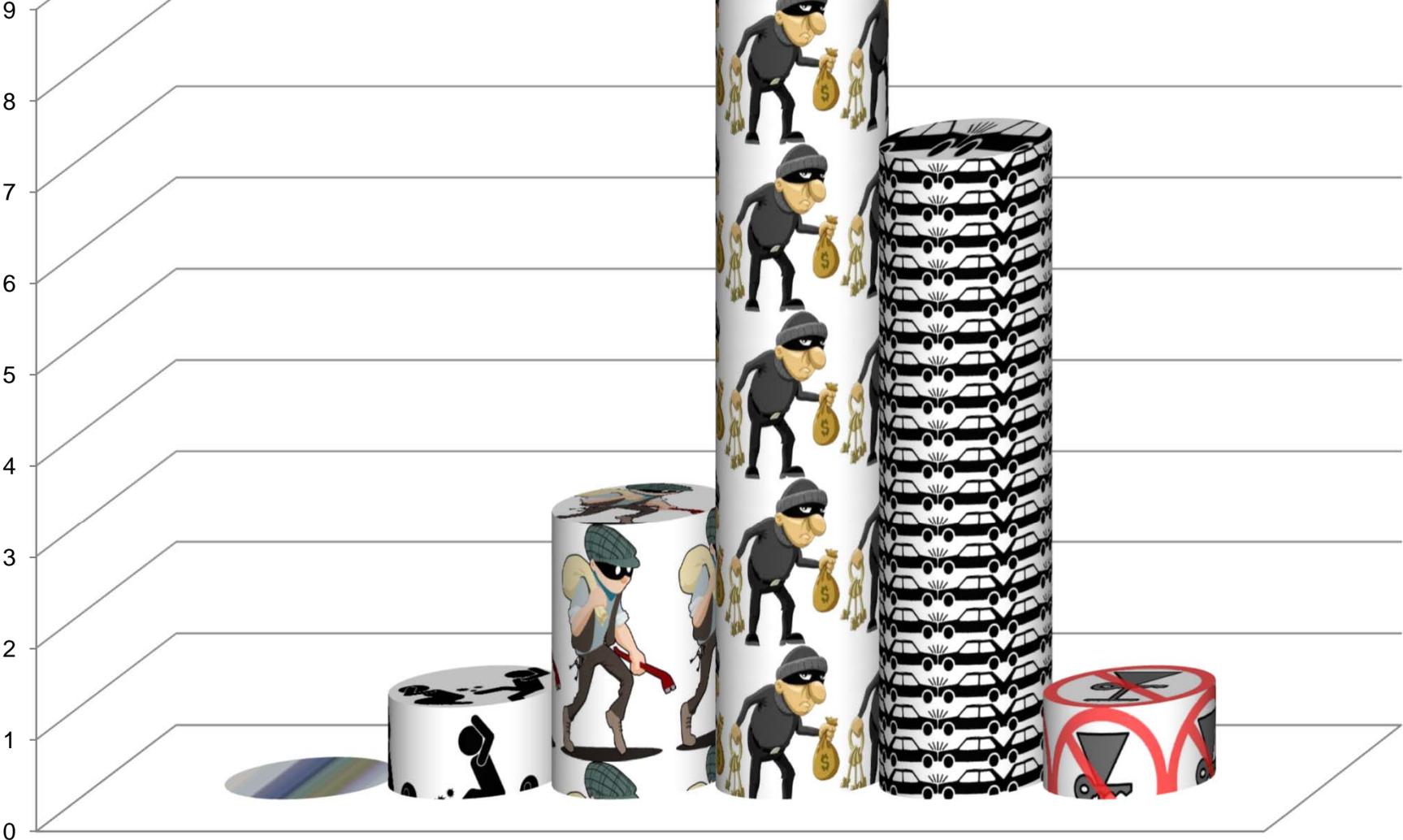


***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
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# WWTF Lagoon Depths



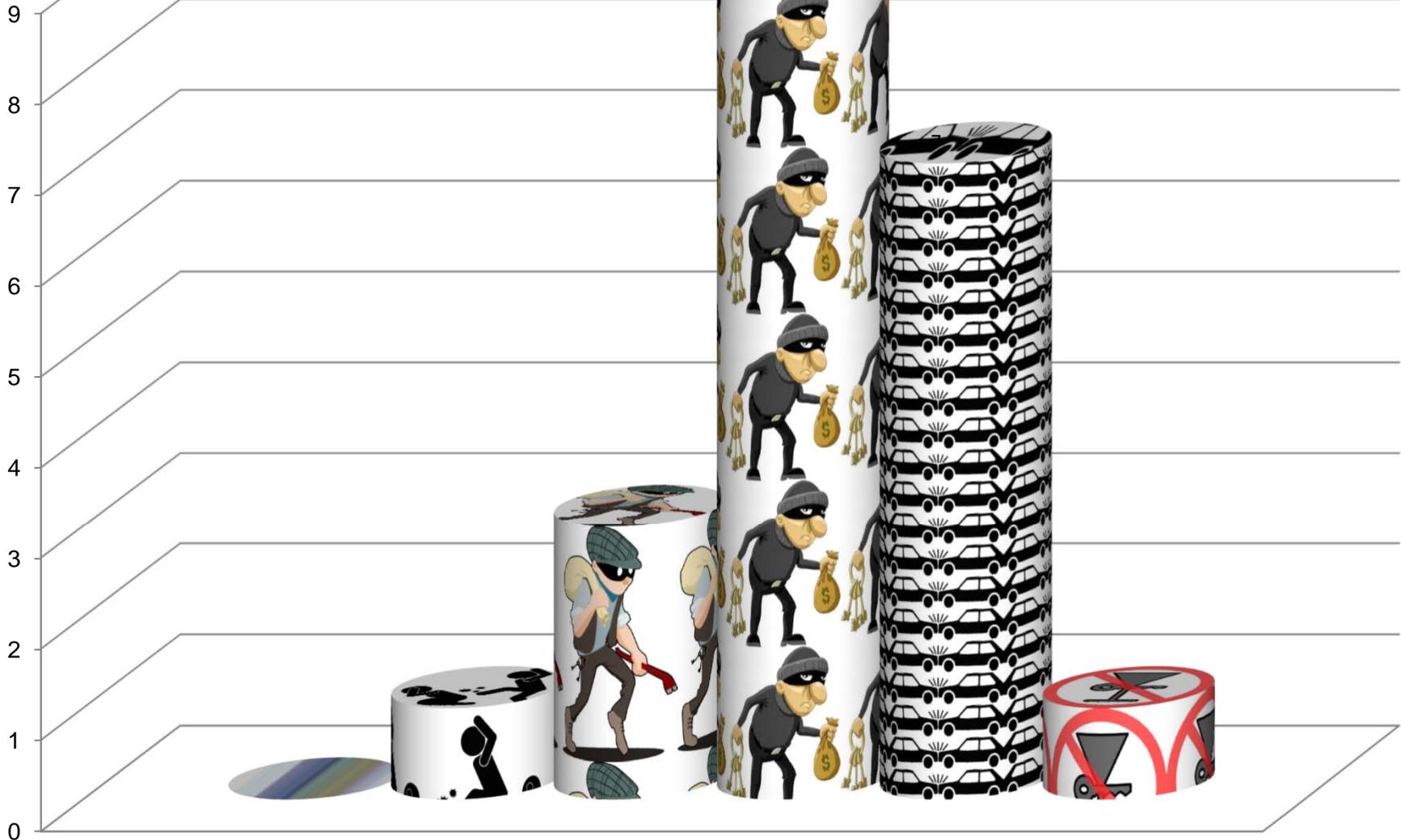
January 3, 2018



Weekly

Robbery Assault Burglary Thefts Collision DUI

January 3, 2018



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	12/01/2017	12/31/2017

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		57	57
Closed Cases	1	70	71
Open Cases at start of period	4	65	69
Open Cases at end of period	3	52	55

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Animals not allowed to be kept		1	1
Condemnation		1	1
Condition of premises.		1	1
Detrimental Objects		24	24
Dumpsters Screening and Pad		2	2
Interior Surfaces		1	1
Maintenance of trees and other vegetation.		1	1
Noise - Keeping of noisy dogs and cats		1	1
Parking - Certain other parking prohibited		1	1
Permit for construction required		1	1
Rental/Business License		8	8
Scrap Tire Management - General		1	1
Spaces prohibited for sleeping purposes		1	1
Trash, Collection		14	14
Vehicles wrecked, dismantled, inoperable or unregistered on private property		5	5
Violations and penalties (Licensing)		6	6
<b>Totals</b>		<b>69</b>	<b>69</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	12/01/2017	12/31/2017

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		15	15
Closed Cases	1	16	17
Open Cases at start of period	2	13	15
Open Cases at end of period	1	12	13

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Condition of premises.		1	1
Detrimental Objects		6	6
Parking - Certain other parking prohibited		1	1
Rental/Business License		2	2
Trash, Collection		5	5
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and penalties (Licensing)		2	2
<b>Totals</b>		<b>19</b>	<b>19</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	12/01/2017	12/31/2017

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		25	25
Closed Cases		28	28
Open Cases at start of period	2	29	31
Open Cases at end of period	2	26	28

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Animals not allowed to be kept		1	1
Detrimental Objects		12	12
Dumpsters Screening and Pad		1	1
Rental/Business License		5	5
Scrap Tire Management - General		1	1
Spaces prohibited for sleeping purposes		1	1
Trash, Collection		6	6
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and penalties (Licensing)		4	4
<b>Totals</b>		<b>33</b>	<b>33</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	12/01/2017	12/31/2017

**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	15	15
Closed Cases	22	22
Open Cases at start of period	20	20
Open Cases at end of period	13	13

**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Condemnation	1	1
Detrimental Objects	5	5
Dumpsters Screening and Pad	1	1
Interior Surfaces	1	1
Maintenance of trees and other vegetation.	1	1
Permit for construction required	1	1
Rental/Business License	1	1
Trash, Collection	3	3
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
<b>Totals</b>	<b>15</b>	<b>15</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	12/01/2017	12/31/2017

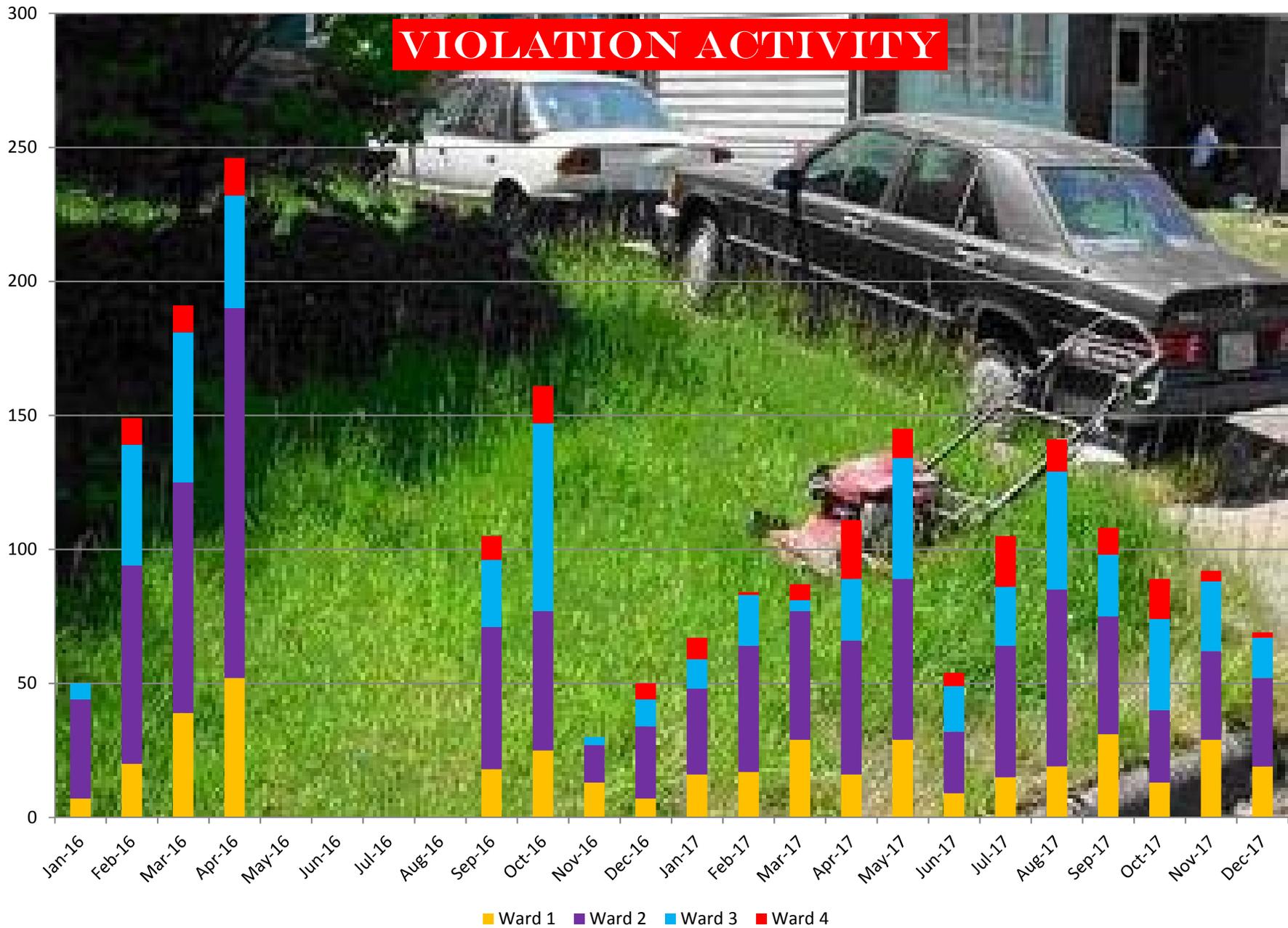
**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	2	2
Closed Cases	4	4
Open Cases at start of period	3	3
Open Cases at end of period	1	1

**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Detrimental Objects	1	1
Noise - Keeping of noisy dogs and cats	1	1
<b>Totals</b>	<b>2</b>	<b>2</b>

# VIOLATION ACTIVITY



# Building Permit Activity

