

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, May 23, 7:00 PM, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, May 24, 5:30 PM, Duncan Center (Dover)
- ✓ **Memorial Day Service:** Sunday, May 27, 1:30 PM, The Circle
- ✓ **Town Offices Closed:** Monday, May 28, in observance of Memorial Day
- ✓ **Board of Adjustment:** Wednesday, June 6, 5:00 PM, First State Community Action Agency
- ✓ **Sussex County Association of Towns:** Wednesday, June 6, 6:00 PM, Hosted by Town of Milton
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, June 8, 9:00 AM, Arena's at the Airport

UPDATES FROM DEPARTMENTS ...

Finance

- As of May 21, the Town has collected \$849,040 (93%) of the April Utility Billing (\$916,175)
- As of May 21, the Town has collected \$666,332 (42%) of the annual property tax billing (\$1,581,677)
- Attended a Payroll Law Seminar (Kristen Dabrowski, Laura Givens, Olga Holm)

Wastewater

- Lagoon depths: Large Lagoon is 12.50 feet and Small Lagoon is 7.50 feet
- Both pumps at Stevenson Lane station were pulled, cleared of debris, and re-installed
- The new sludge supernatant pump was installed and put into service at the wastewater facility
- Accumulated debris in the wet wells at Fishers, Big Park, Kimmeytown, and Georgetown Plaza pump stations were cleaned out with our vacuum truck

Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – April 2018 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

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Public Works

- Water leak on Zoar Road repaired
- Scale and tent caterpillar injection scheduled for Circle trees
- Routine maintenance of equipment continues
- Street Sweeper repaired again and placed back in service

Planning

- KHS Holdings (Arrow Safety Road/DuPont Blvd) – Minor subdivision comments reviewed and to applicant on May 18
- Sussex County Sports Foundation comments reviewed and to applicant on May 17
- Verizon approved for CO on May 17
- Predevelopment Meetings scheduled:
 - Law Office – 9 Academy Street – May 22
 - Retail – 427 East Market Street – May 23
- Planning Commission:
 - Splash Laundromat – 201 East Laurel Street – **Approved**
 - The Oaks of Georgetown – Phase 1 Approval – **Approved**

TOWN MANAGER'S UPDATE ...

- Attended Georgetown East Gateway Plan Meeting with DelDOT (Gene Dvornick, Jocelyn Godwin, Jeff Ward). Topics covered:
 - ✓ Overview of Project
 - ✓ Scheduled for Spring 2020 construction
 - ✓ Review with utility providers impacted (Broad Valley, Comcast, Delmarva Power, Town of Georgetown, and Verizon)
 - ✓ Potential Public Meeting in June 2018
- Signage RFP for 37 The Circle sent to five sign companies and posted to Town Website
- Secured location for Town Council Meetings – June 2018 through October 2018) – First State Community Action Agency
- Completed 2018 National Main Streets Affiliate Agreement
- Met with project developer to discuss signage for their project (Jamie Craddock, Gene Dvornick, Jocelyn Godwin)
- Attended First State Community Action Agency Board Meeting
- Signed proposal from John Davidson Masonry for EMB Base on Layton Avenue
- Met with Village of Cinderberry HOA and ARC to review building setback requirements (Gene Dvornick, Jocelyn Godwin)
- Handled property owner concern over billing from Town

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- Held planning meeting for 2018 Memorial Day Service (DeIDOT and Town Permits have been received)
- Attended Planning Commission Meeting
- Provided testimony before the Bond Bill Committee in support of Delaware State Housing Authority funding for Downtown Development Districts
- Followed up on several Code Enforcement concerns
- Received the Barry R. Morstain MPA Mid-Career Award from the University of Delaware, School of Public Policy and Administration

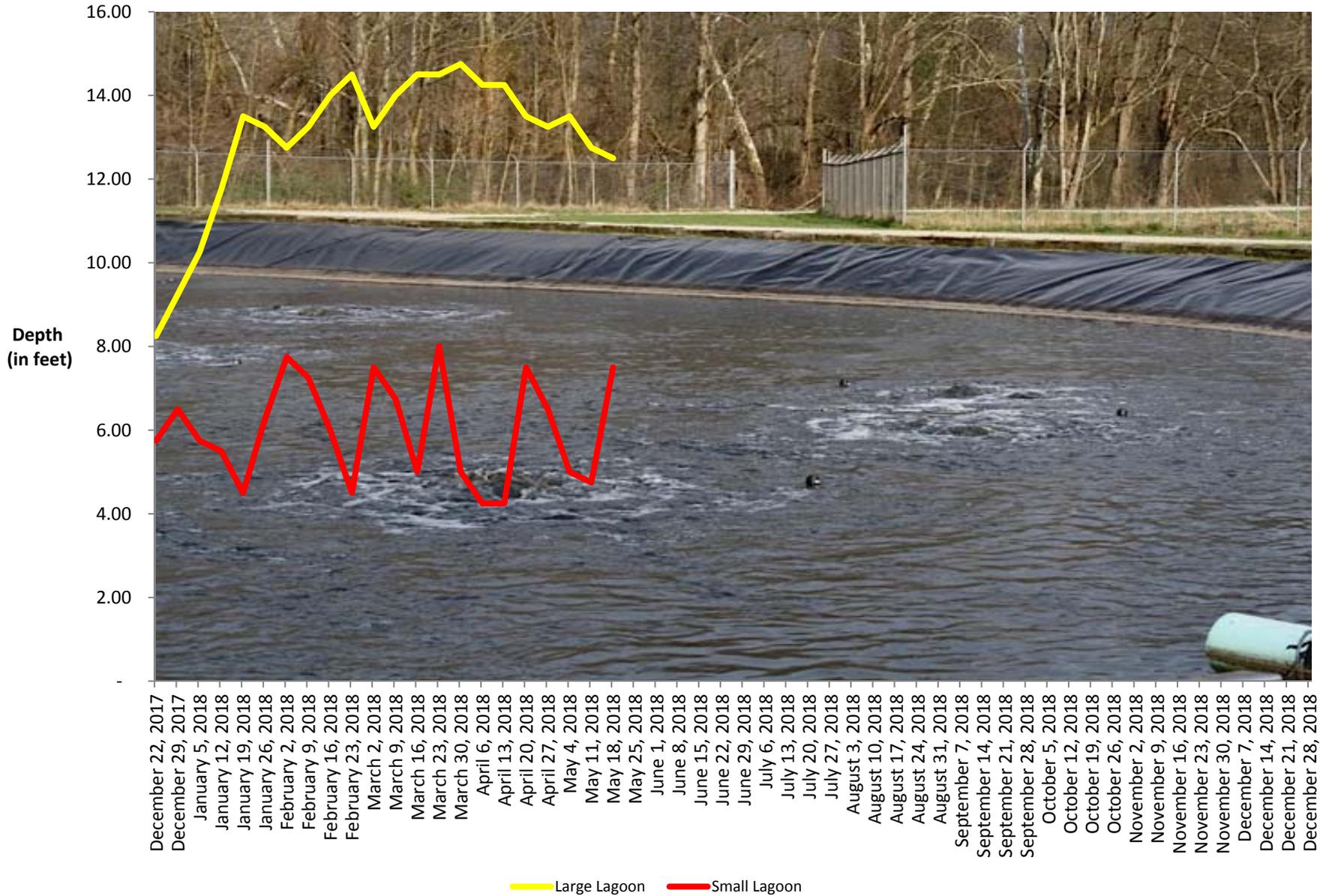


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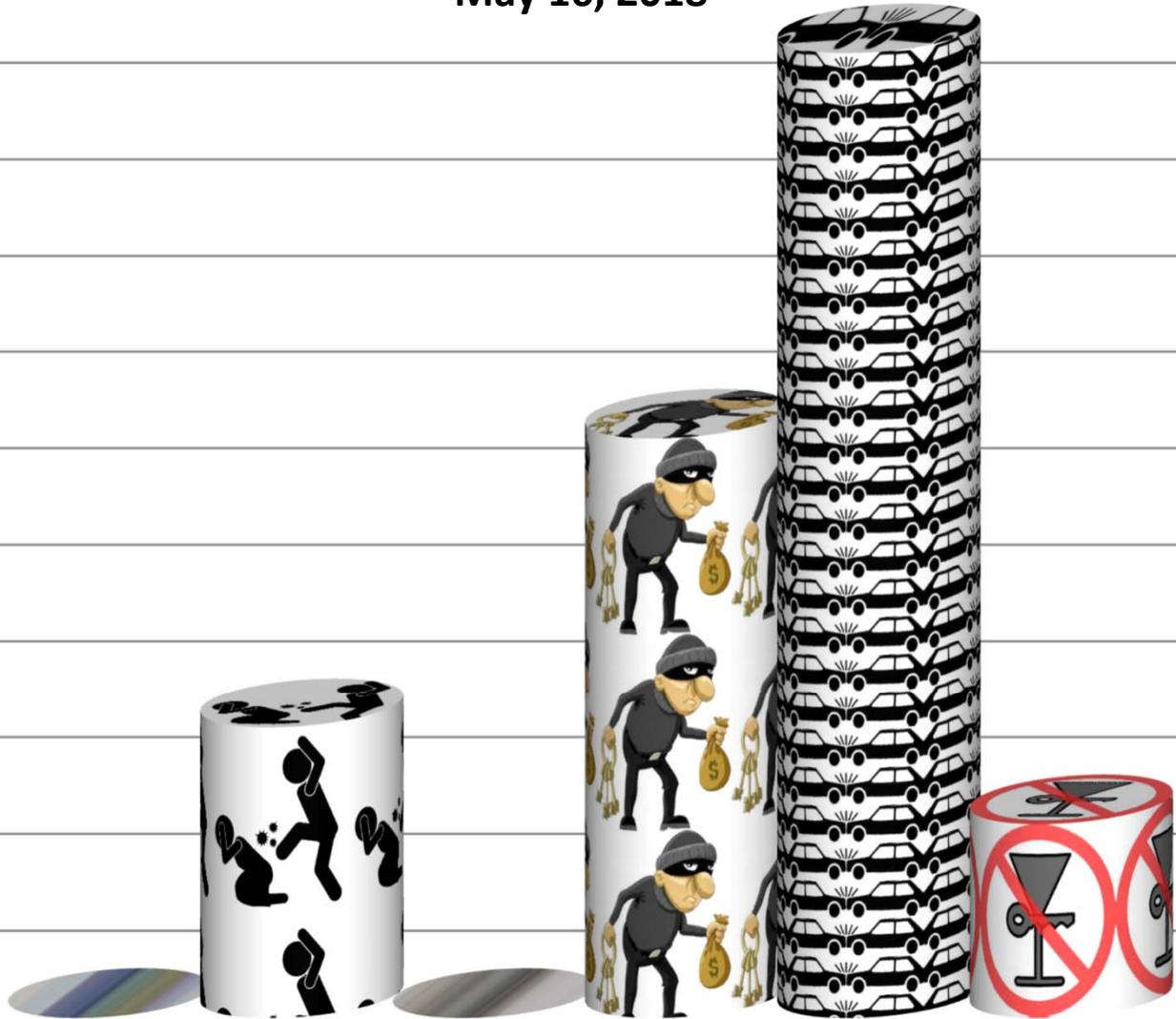
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

WWTF Lagoon Depths



May 16, 2018

10
9
8
7
6
5
4
3
2
1
0

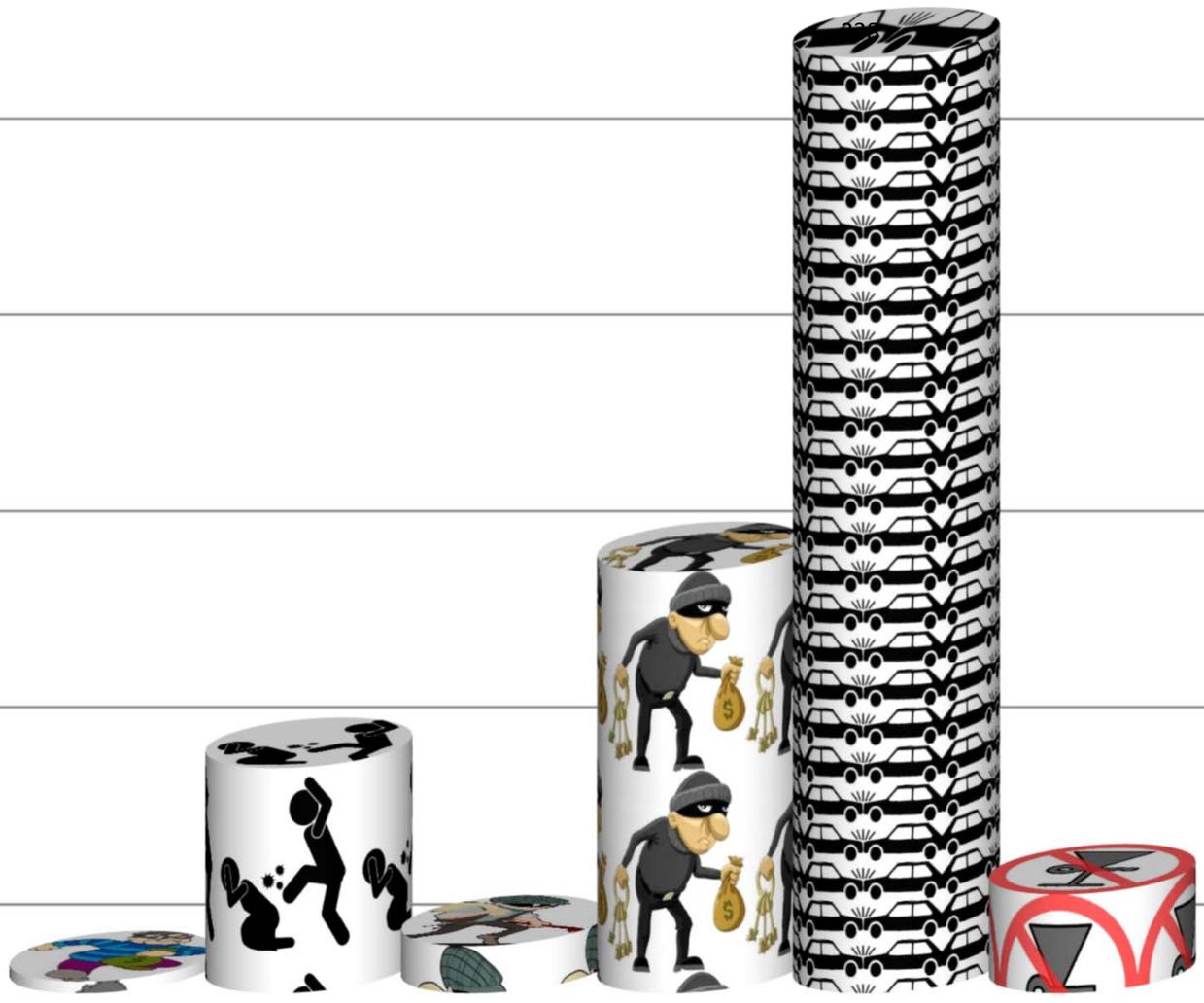


Weekly

Robbery Assault Buglary Thefts Collision DUI

May 16, 2018

250
200
150
100
50
0



Year to Date

Robbery Assault Buglary Thefts Collision DUI



Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	All	04/01/2018	04/30/2018

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		115	115
Closed Cases		91	91
Open Cases at start of period	2	84	86
Open Cases at end of period	2	108	110

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
225-4 Advertising of Yard Sales		1	1
Accessory Structures		3	3
Accumulation (Scrap Tires)		1	1
Connections (sewer system)		1	1
Correction of defective electrical system.		2	2
Depositing garbage prohibited		4	4
Detrimental Objects		27	27
Exterior Structures		2	2
Exterior Surfaces		3	3
Grading and drainage		1	1
Heating		1	1
Height of Grass		30	30
Holiday Lighting		4	4
Indoor Furniture/Outside		2	2
Interior sanitation		1	1
Maintenance of trees and other vegetation.		3	3
Notice deemed effective for remainder of year.		16	16
Parking - Certain other parking prohibited		6	6
Parking and occupancy of trailers		1	1
Permit for construction required		1	1
Plumbing facilities		1	1
Rental/Business License		20	20
Roofs		2	2
Scrap Tire Management - General		1	1
Stairs & Porches		1	1
Trash, Collection		10	10
Vehicles abandoned on public property		4	4
Vehicles wrecked, dismantled, inoperable or unregistered on private property		14	14
Violations and penalties (Licensing)		17	17
Violations and penalties (Outdoor Burning)		1	1
Violations and penalties (Zoning)		1	1
Windows and doors to be weathertight.		4	4
Windows, Doors & Frames		1	1
Yard Waste		4	4
Totals		191	191



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	04/01/2018	04/30/2018

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		20	20
Closed Cases		14	14
Open Cases at start of period	1	17	18
Open Cases at end of period	1	23	24

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Connections (sewer system)		1	1
Detrimental Objects		6	6
Exterior Surfaces		1	1
Grading and drainage		1	1
Height of Grass		2	2
Notice deemed effective for remainder of year.		1	1
Rental/Business License		7	7
Trash, Collection		1	1
Vehicles abandoned on public property		2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Violations and penalties (Licensing)		6	6
Violations and penalties (Outdoor Burning)		1	1
Violations and penalties (Zoning)		1	1
Windows and doors to be weathertight.		1	1
Totals		32	32



Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	2	04/01/2018	04/30/2018

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		55	55
Closed Cases		48	48
Open Cases at start of period	1	43	44
Open Cases at end of period	1	50	51

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Accessory Structures		3	3
Correction of defective electrical system.		1	1
Depositing garbage prohibited		4	4
Detrimental Objects		14	14
Exterior Structures		2	2
Exterior Surfaces		1	1
Height of Grass		13	13
Holiday Lighting		2	2
Indoor Furniture/Outside		2	2
Maintenance of trees and other vegetation.		3	3
Notice deemed effective for remainder of year.		11	11
Parking - Certain other parking prohibited		2	2
Rental/Business License		4	4
Stairs & Porches		1	1
Trash, Collection		8	8
Vehicles abandoned on public property		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		10	10
Violations and penalties (Licensing)		4	4
Windows and doors to be weathertight.		3	3
Windows, Doors & Frames		1	1
Yard Waste		3	3
Totals		93	93



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	04/01/2018	04/30/2018

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	28	28
Closed Cases	24	24
Open Cases at start of period	21	21
Open Cases at end of period	25	25

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
225-4 Advertising of Yard Sales	1	1
Accumulation (Scrap Tires)	1	1
Correction of defective electrical system.	1	1
Detrimental Objects	3	3
Exterior Surfaces	1	1
Heating	1	1
Height of Grass	13	13
Holiday Lighting	1	1
Interior sanitation	1	1
Notice deemed effective for remainder of year.	4	4
Parking - Certain other parking prohibited	4	4
Parking and occupancy of trailers	1	1
Permit for construction required	1	1
Plumbing facilities	1	1
Rental/Business License	5	5
Roofs	1	1
Scrap Tire Management - General	1	1
Trash, Collection	1	1
Vehicles abandoned on public property	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2
Violations and penalties (Licensing)	3	3
Totals	48	48



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	04/01/2018	04/30/2018

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	12	12
Closed Cases	5	5
Open Cases at start of period	3	3
Open Cases at end of period	10	10

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Detrimental Objects	4	4
Height of Grass	2	2
Holiday Lighting	1	1
Rental/Business License	4	4
Roofs	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties (Licensing)	4	4
Yard Waste	1	1
Totals	18	18

VIOLATION ACTIVITY

