

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, June 27, 6:45 PM – Public Hearing followed by Regular Meeting, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **End of Legislative Session:** Saturday, June 30, 11:59 PM
- ✓ **Town Offices Closed:** Wednesday, July 4, in observation of Independence Day
- ✓ **Sussex County Association of Towns:** Summer Recess
- ✓ **Delaware League of Local Governments:** Summer Recess

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of June 22, the Town has collected:
  - \$905,797 (99%) of the April Utility Billing (\$916,175)
  - \$1,473,479 (93%) of the annual property tax billing (\$1,581,677)
- On June 12, mailed 294 property tax reminder notices
- Attended the Annex & Town Hall Construction Progress Meeting on June 12 (Laura Givens, Jeff Ward)
- Final end of year closing (FY2018) completed on June 14
- FY2018 Audit testing began on June 13, auditors from Jefferson, Urian, Doane & Sterner (JUDS) are on site for the next two weeks.
- On June 15, met with Tyler Givans, UniFirst Corp, regarding 37 The Circle's lobby needs
- Disconnects were scheduled for June 19. A total of sixteen (16) properties were shut off for non-payment – two (2) properties remain disconnected for non-payment of the April billing
- Finance met with Eric Rust to review the Wastewater Departments vehicle fleet
- Finance and Planning met with the Department of Archives regarding records retention (Jamie Craddock, Gene Dvornick, Laura Givens, Jocelyn Godwin)
- Met with Sussex County regarding the Industrial Park Sewer Agreement Options and Implementation (Gene Dvornick, Laura Givens)

### **Police**

- Code Enforcement Report – May 2018 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

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## **Wastewater**

- Lagoon depths: Large Lagoon is 15.00 feet and Small Lagoon is 6.00 feet
- Rebuilt chlorine solenoid for pump station 1 at the plant
- Cleared and sprayed weed killer along the fence line
- Repaired problem with alternating switch at Cinderberry Pump Station

## **Public Works**

- Completed water meter re-reads
- Handled disconnects for non-payment of April utility billing
- Cold patching various areas of Town
- Replaced road signage as necessary
- Street sweeper back on road

## **Planning**

- Georgetown Storage – Final plans submitted for signatures on June 18
- CHEER Expansion Predevelopment Meeting on June 20
  - 145 single family units
  - \$200,000 price point
  - Future assisted living and medical office component
- Scheduled Public Hearing for Zoning Code updates (5)
- Walkability & Connectivity Workshop #2 held on June 21 – eight (8) residents in attendance
- Predevelopment Meetings scheduled:
  - Solar Energy System – Lynch Lane – June 27

## TOWN MANAGER'S UPDATE ...

- Attended Sussex Sports Center Foundation Board Meeting (Gene Dvornick, Bill West)
- Finalized summary of 37 The Circle – Signage proposals (action item at June 27 Council Meeting)
- Initiated drafting of Public Works Agreement for Answered questions from local realtor regarding BOA process for subdivided lots not meeting minimum lot area requirements
- Finalized MOA between Town and DTC regarding police services in and around the Georgetown Transit Hub – awaiting final action from DTC
- Attended Water Infrastructure Advisory Council Meeting
- Met with Staff and State Archives to review records retention requirements

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- Met with representatives of Crisis House, First State Community Action Agency, and Habitat for Humanity to discuss development alternatives for various properties in Kimmeytown (Gene Dvornick, Jocelyn Godwin)
- Met with Sussex County Engineering to discuss potential amendment to Industrial Park Sewer Agreement (Gene Dvornick, Laura Givens)
- Finalized Ordinance modifying various sections of the Zoning Code:
  - ✓ Height, Area and Bulk – Lot area requirements; Accessory Structures
  - ✓ Board of Adjustment – Procedure
  - ✓ Administration – Procedure
  - ✓ Highway Commercial District – Permitted uses
- Provided information to local elected officials regarding Charter Amendment for lodging tax
- Followed up on several Code Enforcement concerns



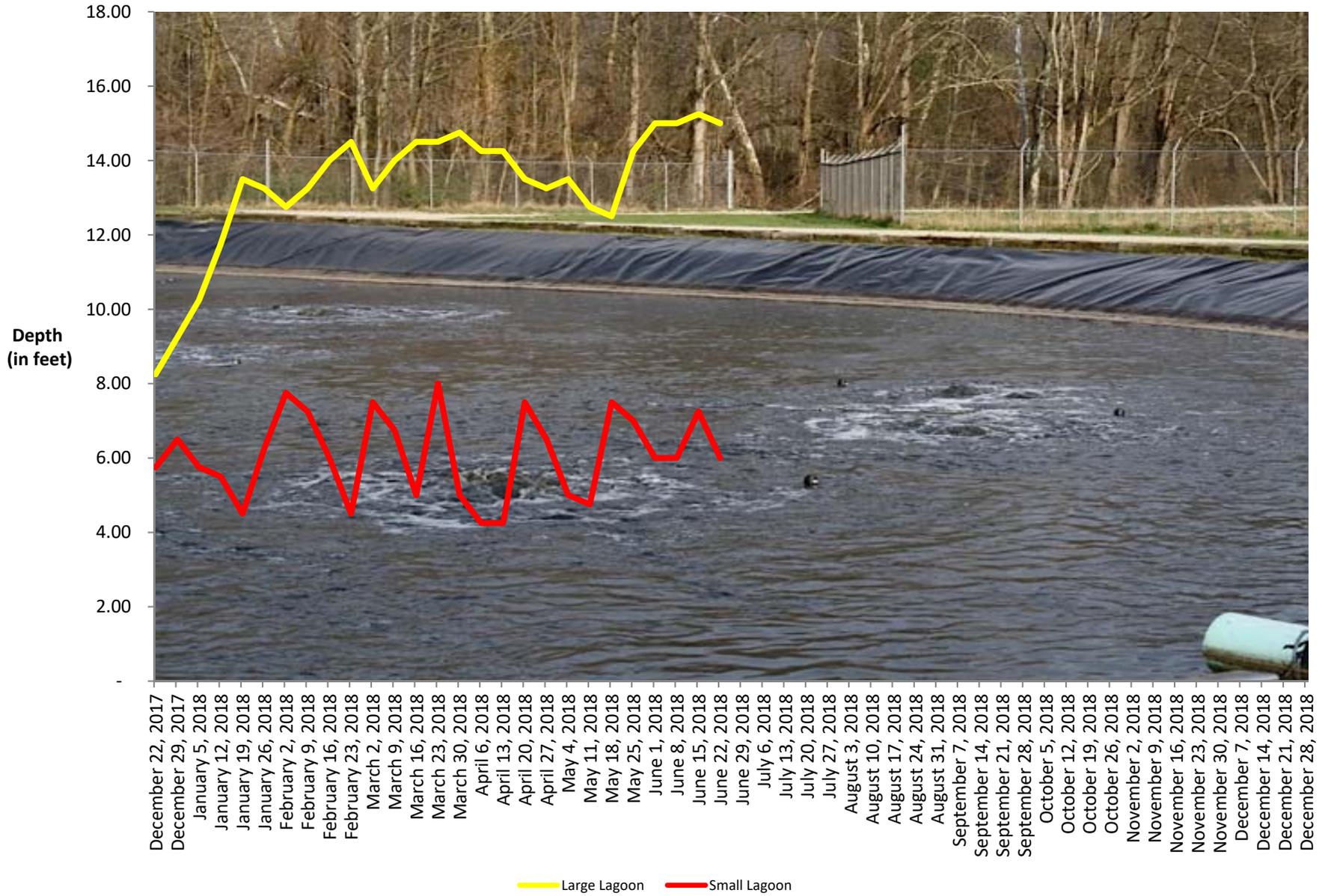
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*THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED*

# WWTF Lagoon Depths





**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	All	05/01/2018	05/31/2018

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		75	75
Closed Cases		102	102
Open Cases at start of period	2	111	113
Open Cases at end of period	2	84	86

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Deposit and accumulation of grass clippings		4	4
Detrimental Objects		9	9
Exterior Structures		3	3
Growth of weeds		1	1
Height limit of other vegetation		3	3
Height of Grass		53	53
Maintenance of trees and other vegetation.		5	5
Notice deemed effective for remainder of year.		40	40
Overcrowding		1	1
Parking - Certain other parking prohibited		4	4
Permit for construction required		1	1
Roofs		1	1
Stairs & Porches		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		3	3
Violations and penalties. (Grass, Bushes, Trees, Vegetation)		1	1
Yard Waste		1	1
<b>Totals</b>		<b>131</b>	<b>131</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	05/01/2018	05/31/2018

**Case Activity:**

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

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Detrimental Objects		1	1
Exterior Structures		1	1
Height of Grass		15	15
Maintenance of trees and other vegetation.		2	2
Notice deemed effective for remainder of year.		12	12
Parking - Certain other parking prohibited		1	1
Violations and penalties. (Grass, Bushes, Trees, Vegetation)		1	1
<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	2	05/01/2018	05/31/2018

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		23	23
Closed Cases		33	33
Open Cases at start of period	1	52	53
Open Cases at end of period	1	42	43

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Detrimental Objects		4	4
Exterior Structures		1	1
Height limit of other vegetation		1	1
Height of Grass		16	16
Notice deemed effective for remainder of year.		8	8
Parking - Certain other parking prohibited		1	1
Permit for construction required		1	1
Stairs & Porches		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
<b>Totals</b>		<b>34</b>	<b>34</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	05/01/2018	05/31/2018

**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	29	29
Closed Cases	32	32
Open Cases at start of period	26	26
Open Cases at end of period	23	23

**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Deposit and accumulation of grass clippings	4	4
Detrimental Objects	4	4
Exterior Structures	1	1
Growth of weeds	1	1
Height limit of other vegetation	2	2
Height of Grass	17	17
Maintenance of trees and other vegetation.	3	3
Notice deemed effective for remainder of year.	16	16
Overcrowding	1	1
Parking - Certain other parking prohibited	2	2
Roofs	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2
Yard Waste	1	1
<b>Totals</b>	<b>55</b>	<b>55</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	05/01/2018	05/31/2018

**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	5	5
Closed Cases	13	13
Open Cases at start of period	10	10
Open Cases at end of period	2	2

**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Height of Grass	5	5
Notice deemed effective for remainder of year.	4	4
<b>Totals</b>	<b>9</b>	<b>9</b>

# VIOLATION ACTIVITY

