

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission:** No meeting this month
- ✓ **Town Offices Closed:** Monday, January 21, in observation of Martin Luther King, Jr. Day
- ✓ **Town Council Meeting:** Wednesday, January 23, 7:00 PM, Regular Meeting, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **Delaware League of Local Governments:** Thursday, January 24, 5:30 PM (Duncan Center), Dover
- ✓ **Sussex County Association of Towns:** Wednesday, February 6, 6:00 PM, Hosted by Town of Georgetown (Legislative Night)
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, February 8, 9:00 AM, Arena's at the Airport

UPDATES FROM DEPARTMENTS ...

Finance

- On January 2 mailed the quarterly utility billing (\$996,152); Utility bills are due on February 7
- January "Take Note Newsletter" – Mailed with Utility Bill
- As of January 11, the Town has collected:
 - \$61,976 (6%) of the January Utility Billing (\$996,152)
 - \$1,563,977 (99%) of the annual property tax billing (\$1,581,677)
- Monthly Key Revenue Items Report (November 2018) – Copy Attached
- Vehicle Fleet meeting with Enterprise (William Bradley, Gene Dvornick, Bobby Fletcher, Laura Givens, Eric Rust)
- Water and Wastewater Asset Management Meeting with KCI (William Bradley, Gene Dvornick, Laura Givens, Kenny Wilson)
- SCAT Steering Breakfast (Kristen Dabrowski, Gene Dvornick, Olga Holm)
- W2 Forms completed and disbursed to employees (Olga Holm)
- 1099 Forms completed and mailed (Olga Holm)
- 941 Quarterly Report completed (Olga Holm)
- Department of Labor Quarterly Reporting completed (Olga Holm)
- Real Estate Transfer Tax Summary (November 2018)

	November 2018		November 2017	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$37,183	\$161,699	\$9,720	\$147,988

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Wastewater

- Lagoon depths: Large Lagoon is 15.25 feet and Small Lagoon is 5.50 feet
- Pulled Pump # 2 at Stevenson Lane to clear debris from the impeller and reinstalled
- Pulled the chlorine feed pump at the treatment facility to clear debris and reinstalled
- Repaired a section of broken irrigation pipe below ground in Zone 7 – Lateral 35 in our irrigation field at the treatment facility

Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Departmental Press Releases issued as warranted

Planning

- 406 North Race Street – Minor subdivision submitted on January 9 for administrative review.
- 423 South Bedford Street – Preliminary site plan submitted for 2,050 sf new construction (Preferred Automotive Service and Sales)
- 673 North Bedford Street – Comments received and sent to applicant on January 10, 2019
- Predevelopment Meeting scheduled:
 - 413 North Bedford Street – Auto Collision Repair expansion
- Building Permit Summary (December 2018)

Building Activity	December 2018	November 2018	December 2017
Permits Issued	25	16	18
Value of Improvements	\$1,098,778	\$422,034	\$179,493
Permit Revenue	\$5,738	\$2,421	\$1,343

Public Works

- Completed Tier II Chemical Reports
- Installed water meter at 39 The Circle
- Christmas decorations removed and stored at Public Works

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TOWN MANAGER'S UPDATE ...

- Reviewed Fleet Management process with representative from Enterprise Fleet Management
- Attended Chamber Economic Development Lunch – Presentation by Damian DeStefano from the Division of Small Business (Gene Dvornick, Jocelyn Godwin)
- Asset Management Year 2 deliverables discussion with Town Staff (water & wastewater) and KCI
- Researched and provided information on Georgetown Blueprint Community Plan to local organization for grant funding purposes (Gene Dvornick, Jocelyn Godwin)
- Participated in Pre-development meeting for restaurant potential at Georgetown Square (Jamie Craddock, Gene Dvornick, Jocelyn Godwin, Jeff Ward)
- Attended Sussex County Association of Towns Dinner Meeting – Presentation by Damian DeStefano from the Division of Small Business (Gene Dvornick, Rebecca Johnson-Dennis, Bill West)
- Submitted FY 2019 Notice of Intent for water service line project (Market and Bedford Streets) to Office of Drinking Water
- Met with Chamber Operations Director to discuss potential 2019 Services Agreement (Gene Dvornick, Jocelyn Godwin)
- Attended Sussex County Association of Towns Steering Committee. Focus was 2019 Legislative Breakfast and associated priorities (Gene Dvornick, Bill West)
- Presented personal “Road Map to Town Manager” to UD ICMA Student Chapter
- Researched information on several in-town properties
- Followed up on several Code Enforcement concerns



TOWN MANAGER'S WEEKLY REPORT



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

Town of Georgetown Take Note



Important Phone Numbers:

Town Admin Office:
(302) 856-7391
(302) 856-6348 Fax

Planning Department:
(302) 853-0104

Public Works:
(302) 856-6045

Sewer Department:
(302) 856-7377

Sewer Emergency
Cell: (302) 381-5642

Water Department:
(302) 856-9529

Water Emergency:
Cell: (302) 236-2647

Non-Emergency Police
Dept. (302) 856-6613

Code Enforcement:
(302) 448-5027

Fire, Ambulance, Police:
911

Waste Industries: Trash
(302) 934-1364

Sussex County:
(302) 855-7700

Georgetown State Service
Center: (302) 856-5574

Town Admin Office Hours:

Monday through Friday
8:00 a.m. to 4:30 p.m.

Visit us on the Town of Georgetown's Website located at www.georgetowndel.com

Happy 2019

On behalf of all of Town Council, I would like to wish everyone a Happy New Year. Throughout 2018 the Town saw growth in many areas and we anticipate this to continue well into the future. Our prominence as a medical destination continues with the addition of the new SUN Behavioral Delaware facility and ongoing efforts to attract a local hospital to build a stand-alone Emergency Department. In the eyes of many, this is an essential service and long overdue. Efforts for other medical services, including cancer treatment, are ongoing.



Construction of Phase 1 of The Oaks at Georgetown has begun on South Bedford Street. This affords the Town with new housing alternatives for young families in the area. Revelations Craft Brewing Company has announced their intentions to purchase the property formerly occupied by 16 Mile Brewery with a goal of opening this Spring. We have met with the new owners and they plan on being an active part of the community. A recently enacted ordinance allows for the placement of "Coming Soon" signage – keep your eyes open for exciting new businesses coming to our Town.

During 2019 we will be facing some challenges. Specifically, water service line replacements along Bedford Street and Market Street with completion prior to DelDOT resurfacing the roads and how best to address our replacement and repair of aging sidewalks. Several options are being considered and when final decisions are made, this will be communicated. Proper maintenance of sidewalks is important, especially for our children walking to and from school. As a reminder, any snow should be removed from sidewalks within 24 hours of the ceasing of snow fall. So help a neighbor by giving a helping hand.

The 2019 Concert Series will once again bring enjoyment to our community. We are planning a total of 12 concerts this year with 2 being hosted at the new Revelations Craft Brewing Company location. Please support our sponsors as without them, we would not be able to host this community event.

Look for the Farmer's Market to relocate to the CHEER Center on Sandhill Road. This will provide more stable ground to walk on and ample parking. CHEER is going to offer limited transportation for seniors from other areas in town to the market. Look for additional information on dates and times and please plan to visit our local farmer's offerings.

In late Spring, we are planning to open the newly renovated Town Hall. The Council welcomes everyone to come and see one of the true gems of our Town - certainly something we can all be proud of.

Once again, the Council is looking forward to a great year filled with good health and friendship for all.

Bill West, Mayor

Town of Georgetown Take Note

Meetings

Town Council Meetings

Second & Fourth Wednesdays of each month at 7:00 p.m.

Planning Commission Meetings

Third Wednesday of each month at 6:00 p.m.

Board of Adjustment

First Wednesday of each month at 5:00 p.m.

Looking for information on what is happening in Georgetown?

Follow us on Twitter or Facebook in order to get current events and notices!



Online Payments!

Please visit our website www.georgetowndel.com to pay your water/sewer/trash, and taxes online. The Town does not accept phone payments



Questions or concerns?

Please feel free to contact Town Hall, (302) 856-7391 or email your local councilmember.

Mayor—Bill West
bwest@georgetowndel.com

Ward 1—Steve Hartstein
shartstein@georgetowndel.com

Ward 2—Rebecca Johnson-Dennis
rjdennis@georgetowndel.com

Ward 3—Chris Lecates
clecates@georgetowndel.com

Ward 4—Robert Holston
rholston@georgetowndel.com

Holiday Closings

Martin Luther King Jr. Day

Monday, January 21, 2019

Good Friday

Friday, April 19, 2019

*No change in trash service

Business Licenses

A reminder to business owner's that the 2018 Georgetown business license expires on December 31, 2018. If you are planning on doing business in Georgetown during the 2019 calendar year, you must renew your license. Please contact the Town Administrative Office, 856-7391, should you have any questions regarding this process.

Disposable does not mean flushable!

Cleaning wipes, baby wipes, and other moist towelettes that are described as "flushable" do not dissolve, but they do accumulate in our sewer system causing clogs and back ups.

(Pictured is a baby wipe after it has been flushed, gone through the collection system, and pulled from a pump station)



Snow Emergency Routes

The Town's snow emergency routes consist of the following streets:

(No parking on the following streets during a snow emergency)

East & West Market St.
North & South Bedford St.
Bridgeville Road
East & West Pine St.
North & South Race St.
North & South Front St.
East Laurel St. - North Bedford to North Race St.
West Laurel St. - North Bedford to North Front St.
Edward St. - North Bedford St. to North Front St.
West North St. - North Bedford to Dupont Blvd (Route 113)
Albury Ave. - East Market to Cedar St.

January Yard Waste Pick Up

Tuesday, January 8th

Tuesday, January 22nd

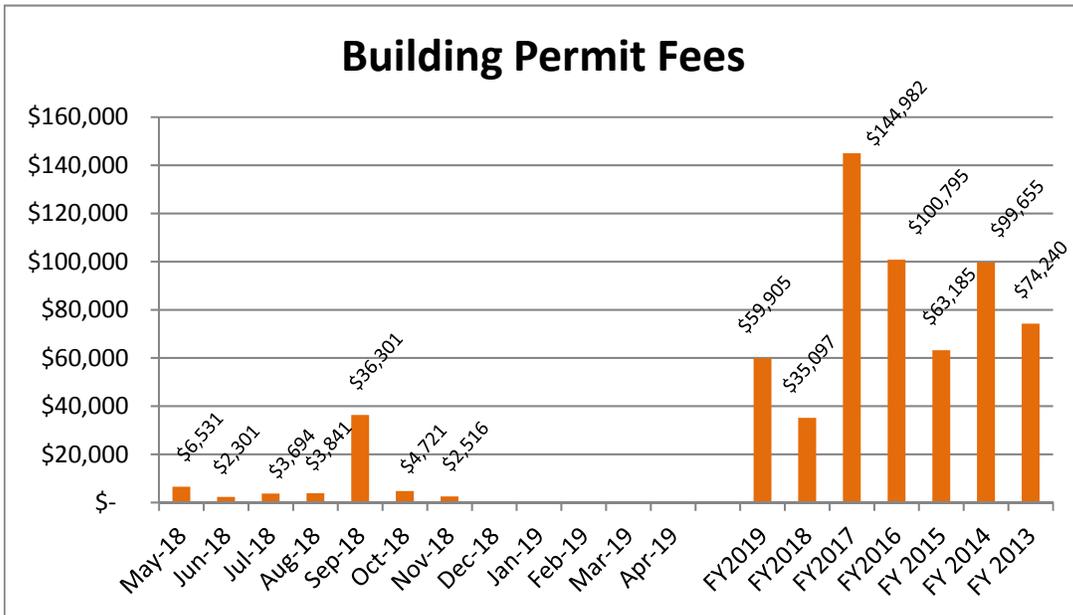
No pick up in February or March, will resume in April

Waste Industries will pick up Christmas Trees! Remember branches may be up to four (4) inches in diameter, items may be either in a container, paper bag, or a biodegradable bag holding yard waste not to exceed 40 pounds. Or a tied bundle of branches not to exceed 50 pounds or four (4) feet in length.

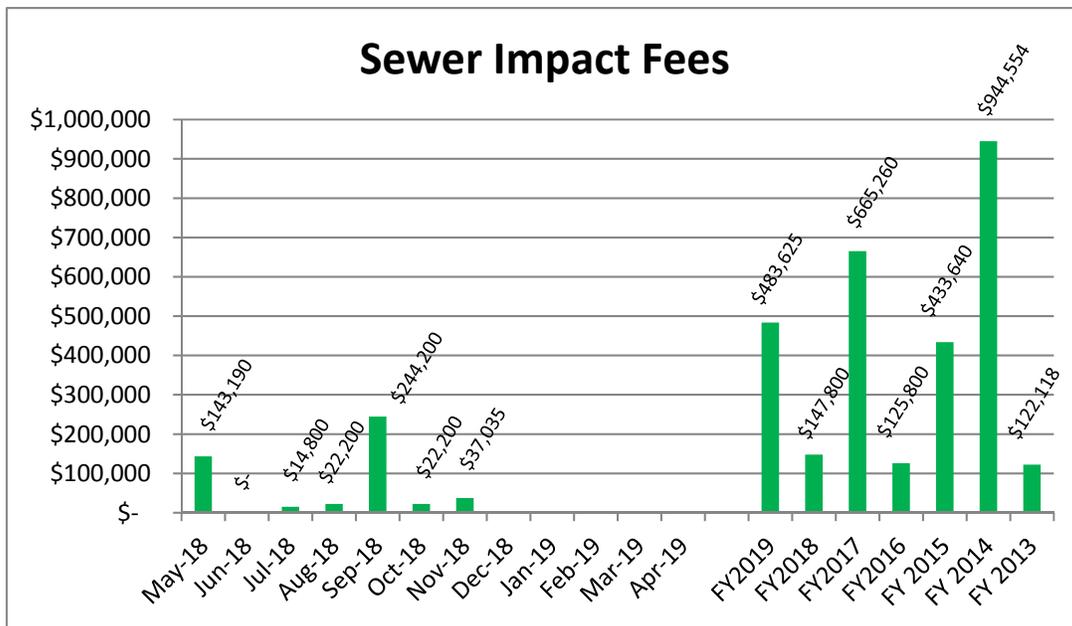
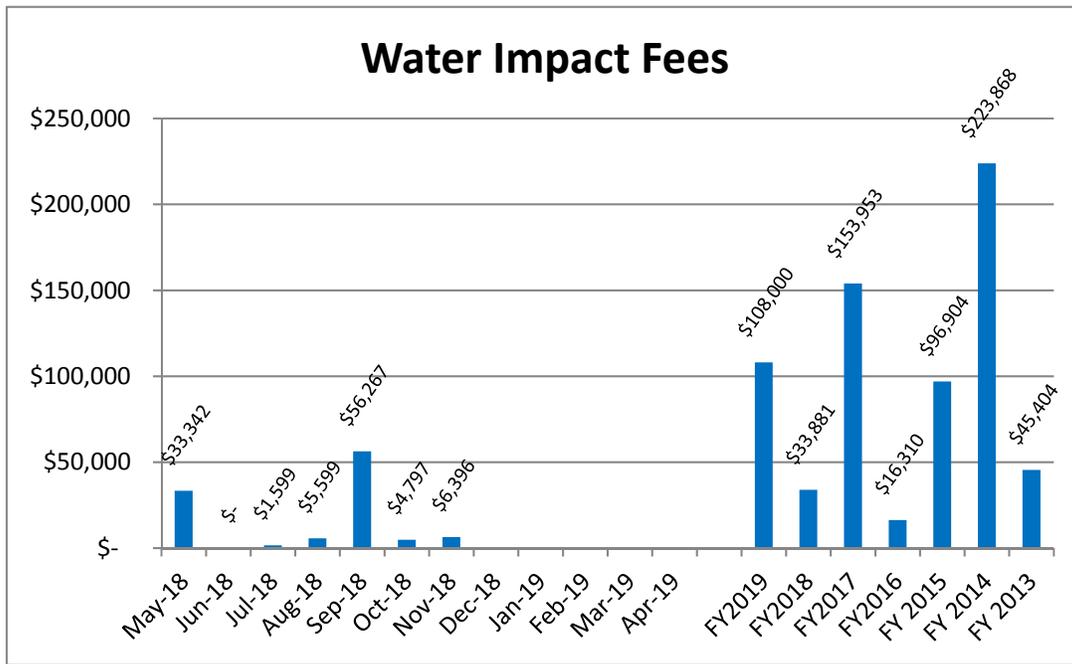
A Reminder to All Residents

- ◇ Holiday Seasonal Lighting is to be removed within 30 days after the holiday with which the holiday seasonal lighting is associated (§ 116-146 Holiday Seasonal Lighting)
- ◇ Please remove snow or ice from the sidewalks within 24 hours following the ceasing of the precipitation (§ 190.1 Unremoved snow or ice a nuisance)

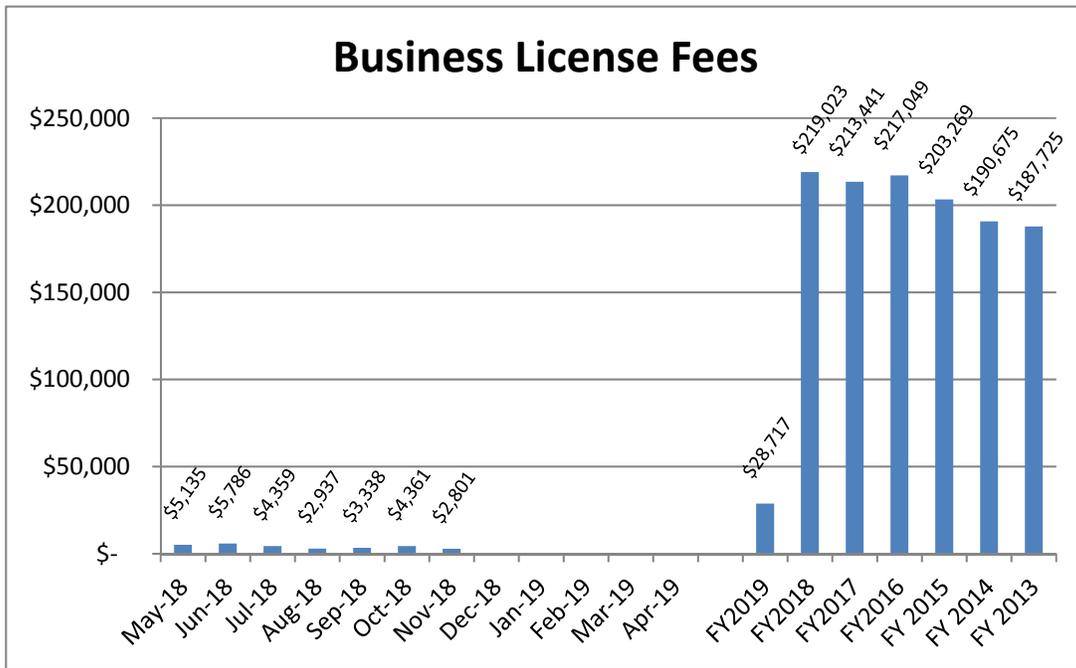
Key Revenue Items



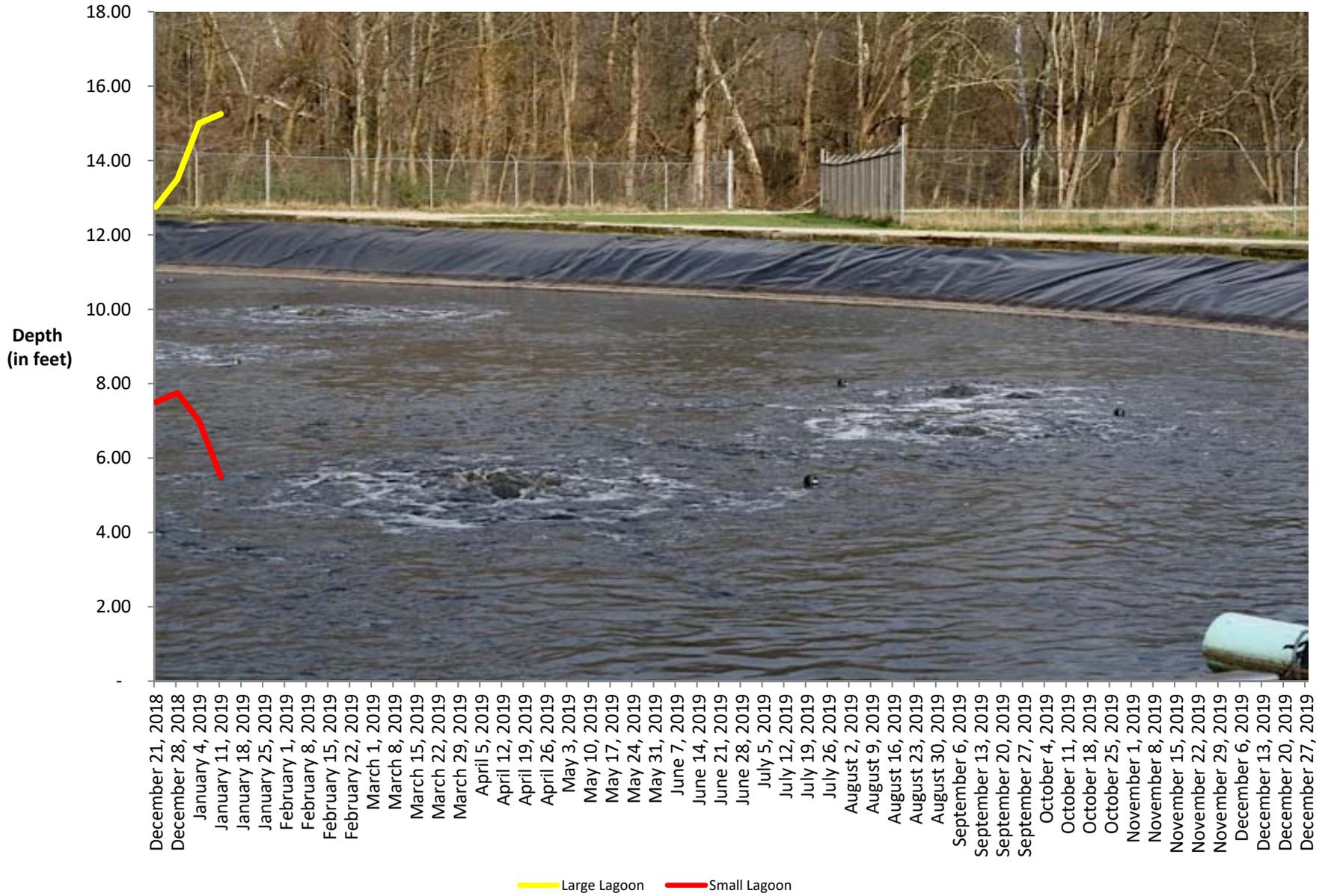
Key Revenue Items



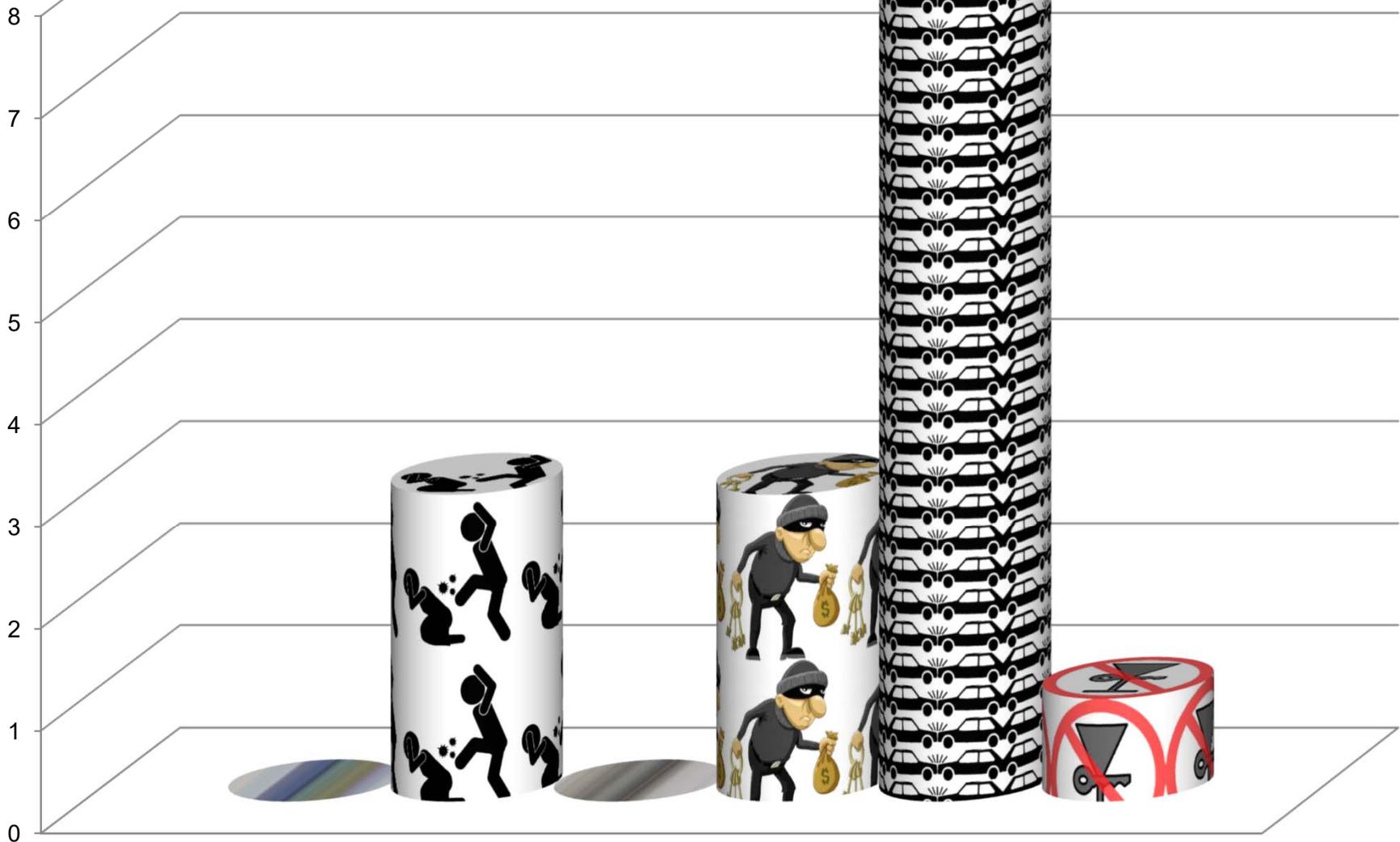
Key Revenue Items



WWTF Lagoon Depths



January 9, 2019



Weekly

▣ Robbery ▣ Assault ▣ Buglary ▣ Thefts ▣ Collision ▣ DUI

January 9, 2019

20
18
16
14
12
10
8
6
4
2
0



Year to Date

■ Robbery ■ Assault ■ Burglary ■ Thefts ■ Collision ■ DUI

Building Permit Activity

