

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Board of Adjustment:** Monday, May 6, 5:00 PM, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **Town Council Meeting:** Wednesday, May 8, 7:00 PM, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **Planning Commission:** Wednesday, May 15, 6:00 PM, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **Town Council Meeting:** Wednesday, May 22, 7:00 PM, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **Delaware League of Local Governments:** Thursday, April 25, 5:30 PM, Duncan Center (Dover)

UPDATES FROM DEPARTMENTS ...

Finance

- As of May 3, the Town has collected:
 - \$588,547 (60%) of the April Utility Billing (\$ 980,979)
- On May 1, the Town mailed the FY 2020 Property Tax Billing (period covers May 1, 2019 to April 30, 2020). Total tax billing is \$1,616,317 and is due by June 7
- Monthly Key Revenue Items Report (March 2019) – Copy Attached
- Attended Lunch and Learn regarding Drinking Water State Revolving Fund eligibility for funding of replacement of old service lines (Gene Dvornick, Laura Givens)
- Finance Staff is working with:
 - representative from JUDS regarding FY 2019 audit
 - Community Transportation Funds (CTF) Audit of program agreements (Olga Holm, Laura Givens)
- Real Estate Transfer Tax Summary (March 2019)

	March 2019		March 2018	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$7,707	\$206,619	\$18,008	\$227,410

Police

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

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Wastewater

- Lagoon depths: Large Lagoon is 12.50 feet and Small Lagoon is 7.00 feet
- Cleaned 6 air lifts in the Bio-lac at Wastewater Plant
- Pulled pump 2 at Stevenson Lane Station, and removed debris
- Used vacuum truck to clear blockage in suction line, for pump 2, at Fishers Pump Station
- Responded to sewer issue on Zoar Road, ran jetter through clean out and cleared blockage

Public Works

- Millings placed along Harris Alley
- Requested assistance from SCI
- Sweeper continues town wide
- Beginning process for hydrant flushing

Planning

- Village of College Park – Preliminary submittal on May 2 (RPC major subdivision)
- Georgetown Plaza Pad Site – BOA application submitted on May 1
- 673 North Bedford Street – Final site plan submittal on May 1
- 22 Frankenberry Drive – Building Permit issued for SF home on April 30
- Attended UD IPA Class – Intro to Real Estate on May 3 (Jocelyn Godwin)
- Predevelopment Meeting: 17 East Market Street (Retail)

Construction Coordinator

- The Oaks at Georgetown:
 - Sanitary sewer main completed on Crab Apple Court
 - Sewer laterals installed for Shadow Oak Drive
 - Storm Sewer installation started on Crab Apple Court
- West Market Street:
 - ADA ramps, sidewalk and pedestrian lights installed
- 39 The Circle:
 - Drywall installation complete – tape and mudding in process
- Miss Utility Locate Summary (copy attached)

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TOWN MANAGER'S UPDATE ...

- Participated in Kimmeytown Partnership Meeting (Gene Dvornick, Mike Picarello)
- Attended DWSRF Lunch & Learn – Lead Line Replacement (Gene Dvornick, Laura Givens)
- Attended Sussex County Association of Towns Dinner Meeting – Speaker was the Cohen Law Group on Regulation of Wireless Facilities (Gene Dvornick, Steve Hartstein, Bob Holston, Bill West)
- Worked on revisions to Vacant Structure Ordinance – Town Council agenda item May 8 meeting
- Prepared and sent out introductory letter for Simone Collins regarding Georgetown-Lewes Trail expansion and potential easement locations
- Answered several FOIA requests related to various properties
- Completed ESRI Cartography Class #3 (online GIS training)
- Prepared and distributed for review second draft of 2019 Memorial Day Program
- Completed and submitted DelDOT Special Event Permit Application for Memorial Day Service
- Attended Sussex County Association of Towns Steering Committee – Speaker was Lieutenant Governor Bethany Hall-Long on several topics of concern to municipalities (Gene Dvornick, Bill West)
- Followed up on several Code Enforcement concerns



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