

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Kimmeytown Community Day:** Saturday, July 20 from 9:00 AM – 3:00 PM
- ✓ **Town Council Meeting:** Wednesday, July 24, 7:00 PM, Town Hall (*Tentatively*)
- ✓ **Town Hall and Annex Dedication Ceremony:** Thursday, August 22 at 10:00 AM
- ✓ **Sussex County Association of Towns:** Summer Recess
- ✓ **Delaware League of Local Governments:** Summer Recess

UPDATES FROM DEPARTMENTS ...

Finance

- On July 1 mailed the quarterly utility billing (\$988,882) – Utility bills are due on August 9
- Prepared and mailed July “Take Note Newsletter” (copy attached)
- As of July 11, the Town has collected:
 - \$51,366 (5%) of the July Utility Billing (\$988,882)
 - \$1,508,839 (93%) of the annual property tax billing (\$1,616,317)
- March 2019 Budget vs. Actual Report (see attached)
- April 2019 Budget vs. Actual Report (see attached)
- Attended the Annex & Town Hall Construction Progress Meeting – Punch List Walk-through (Laura Givens, Jeff Ward)
- Attended the Georgetown to Lewes Trail Connector Meeting with Simone Collins
- Completed IRS Form 720 Quarterly Federal Excise Tax Return for the Town of Georgetown’s self-insured health care plan

Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – June 2019 (copy attached)
- Departmental Press Releases issued as warranted

Public Works

- Youth Conservation Corps assisted with weeding
- Replacement swing (North King Street Playground) ordered
- Discovered a corrugated storm water conveyance pipe failure along the Northern side of Edward Street from Robinson to Teal Court.
- Spraying of weeds and grass cutting continues

TOWN MANAGER'S WEEKLY REPORT



Wastewater

- Lagoon depths: Large Lagoon is 12.50 feet and Small Lagoon is 5.00 feet
- Repaired hole in center pivot on Field 2 at Baxter Farms
- Pulled c12 pump and cleared debris at wastewater plant
- Repaired a manhole that had been hit near College Park Pumping Station

Planning

- No Report this Week

Construction Coordinator

- The Oaks at Georgetown:
 - Contractor installed 10" water main across South Bedford Street and tapped into existing main
- Project Updates:
 - 13 & 18 Frankenberg – sewer and water tie in inspection
 - 39 The Circle – Final Walk thru inspection
 - 317 North Bedford Street – Water leak paving restoration completed
- Miss Utility Locate Summary (copy attached)

TOWN MANAGER'S UPDATE ...

- Researched property ownership question
- Met with Simone Collins to review draft easement for Georgetown to Lewes Trail connection to downtown street network (Gene Dvornick, Laura Givens)
- Updated Town website to include a Lodging Tax information page
- Answered question from SCAT representative to the Center for Inland Bays and local ordinance enactment
- Held negotiation meeting #5 with the police department bargaining unit (Gene Dvornick, Olga Holm, Chris Lecates, Bill West)
- Participated in webinar on Enterprise Content Management Software (Jamie Craddock, Gene Dvornick, Laura Givens, Jocelyn Godwin, Olga Holm)
- Worked with planning staff on requirements for zoning code rewrite input (Jamie Craddock, Kristen Dabrowski, Gene Dvornick, Laura Givens, Jocelyn Godwin)
- Coordinated meeting with Village of Cinderberry to address resident geese issues (Gene Dvornick, Bob Holston)

TOWN MANAGER'S WEEKLY REPORT



- Prepared a Letter of Support for a DelDOT BUILD Grant application for improvements associated with the Park Avenue Realignment
- Met with representatives of First State Community Action Agency to discuss Town support for the Kimmeytown Community Day (Gene Dvornick, Captain Holm, Chief Hughes)
- Attended Federal Grant Funding Announcement for the Delaware Coastal Airport (Gene Dvornick, Bill West)
- Followed up on several Code Enforcement concerns



Airport Funding Announcement

TOWN MANAGER'S
WEEKLY REPORT



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 Hall: (302) 856-7391
Fax: (302) 856-6348

Planning Department:
(302) 853-0104

Public Works:
(302) 856-6045

Sewer Department:
(302) 856-7377

Sewer Emergency
Beeper: (302) 441-7377
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 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

Georgetown Residents,

Welcome to the Happy Days of Summer. We as Councilmembers look forward to seeing everybody out and about around town. I am pleased to report there are a lot of things happening throughout the Town of Georgetown. This includes: a new Splash Laundromat on East Laurel Street (our first Downtown Development District Large Project), Caruso's Pizza & Pasta Italian Eatery relocating to the corner of North Race Street and East Market Street (into a much larger space), 8 new single family homes by Hunter Creek Homes, and an additional 10 new homes in Kimmey town with assistance through the Strong Neighborhoods Housing Fund.

The Oaks at Georgetown, Phase I on South Bedford Street is shaping up and new housing behind Walmart should be starting site work soon. All of these are great signs that our town is growing.

The Town Hall Renovations have come a long way. This building looks fantastic and will certainly make the community proud. We are planning an open house for both the Town Hall and Administrative Offices on August 22nd. That same day we will have a concert on The Circle. Additional information will be made available as we get closer to the date.

The Summer Concert Series is underway at the Marvel Museum. Having the event at this venue provides us the ability for a handicapped parking area and more parking closer to the concert area. The concerts that have been rained out have been rescheduled for the beginning of September.

I often get asked about the traffic in and around town. The State is working on various intersections to make traffic flow smoother. This includes 1) the Park Avenue Realignment, with a proposed roundabout at Arrow Safety Road and South Bedford Street, 2) the Georgetown East Gateway at East Market Street, Sandhill Road and Airport Road, and 3) planning for the grade separated intersection at Dupont Boulevard (US 113) and Bridgeville Road (Route 18/404).

Thank you once again to the Arts and Flowers group for the beautification of the Circle, East Market Street, and Wilson Park. I constantly receive comments from people all over the state about how good Georgetown looks. On behalf of the entire Council, I want to thank everyone involved for a great job. These ladies are always looking for people to help them and plant flowers.

Have a great Summer and enjoy everything Our town has to offer!

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 Closing

Thursday, July 4, 2019

Independence Day

Monday, September 2, 2019

Labor Day

No change in the trash schedule due to the holiday



Business License

- Any contractor, or sub-contractor, doing work on your property must have a Business License with the Town.
- A list of licensed businesses with the Town is available on our website, www.georgetowndel.com. Once on the website please go to Business -> Licensed Businesses. This list is updated on a monthly basis.

Yard Sales



- Yard Sales may be held by the owner or bona fide resident of a lot or parcel of land. Residents of multi-unit dwellings must obtain permission of the property owner.
- Trespassing on parcels not owned or leased by the individual operating the yard sale is strictly prohibited.
- Yard sales shall be permitted during the hours of 7:00 a.m. until dusk. Items for sale must be moved inside at dusk.



The Water Consumer Confidence Report is now available on the Town's website at

www.georgetowndel.com/2019WaterQualityReport

or pick up a copy at
Town Administrative Offices

37 The Circle, Georgetown, DE 19947

Building Permits

- Before any construction, alteration, repair, placement, removal or demolition of any building or structure (or addition or part of) shall occur, the owner must apply in the Town Office for a building permit.
- In order for the Town to issue a building permit, all contractors and sub-contractors must be licensed with the Town.

Grass Cutting Season is Upon Us!

Town of Georgetown Code requires grass to be cut and maintained at a height no more than eight (8) inches.

Should your grass exceed that height, a notice from the Town (Referencing the Town Code, § 165.7 [Height limit of other vegetation](#)) will be sent requiring the grass to be cut in a timely manner.

Failure to correct the violation will result in the Town arranging for the property to be mowed and billed to the property owner. The notice will cover the entire grass cutting season this year.

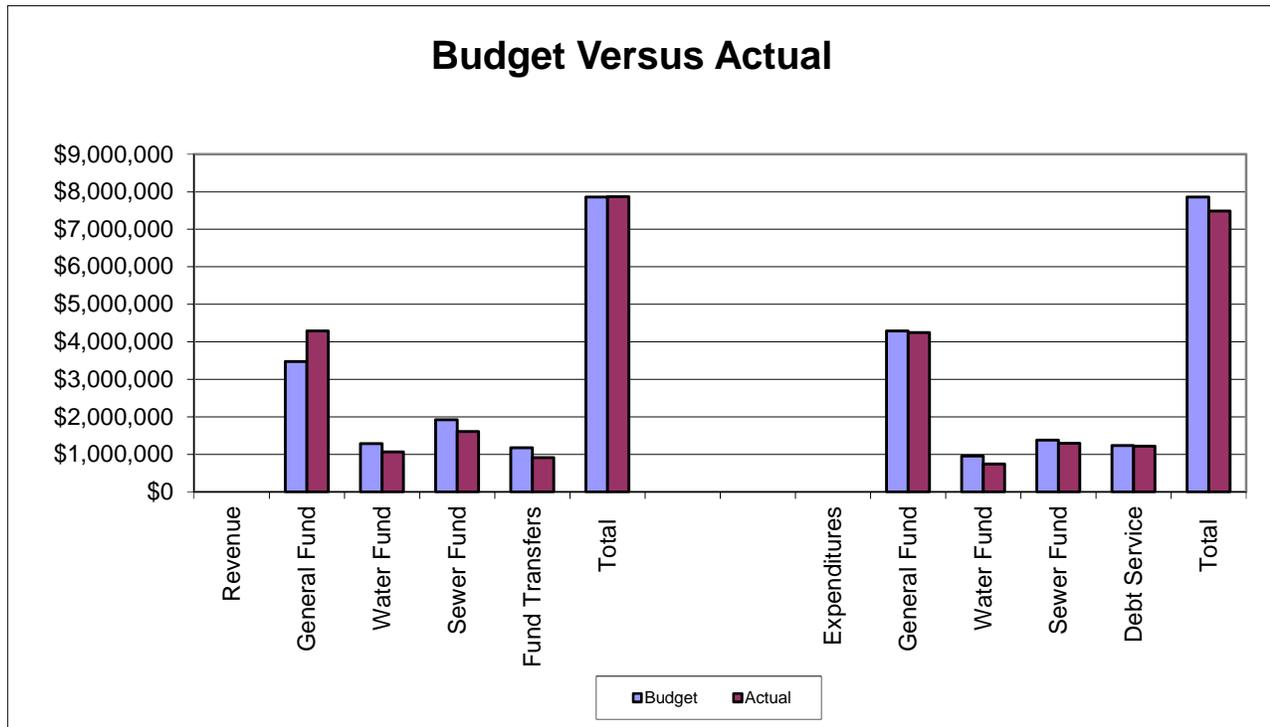


**Town of Georgetown
Budget Versus Actual (Operating)
As of March 31, 2019**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.92% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$3,473,247	\$4,285,360	(\$812,113)	123%
Water Fund	\$1,288,500	\$1,063,527	\$224,973	83%
Sewer Fund	\$1,923,500	\$1,610,342	\$313,158	84%
Fund Transfers	\$1,177,721	\$907,606	\$270,115	77%
Total	<u>\$7,862,968</u>	<u>\$7,866,834</u>	<u>(\$3,866)</u>	<u>100%</u>

<u>Expenditures</u>				
General Fund	\$4,290,418	\$4,243,213	\$47,205	99%
Water Fund	\$957,494	\$737,934	\$219,560	77%
Sewer Fund	\$1,379,817	\$1,294,258	\$85,559	94%
Debt Service	\$1,235,239	\$1,215,275	\$19,964	98%
Total	<u>\$7,862,968</u>	<u>\$7,490,680</u>	<u>\$372,288</u>	<u>95%</u>

* Line item detail available upon request.

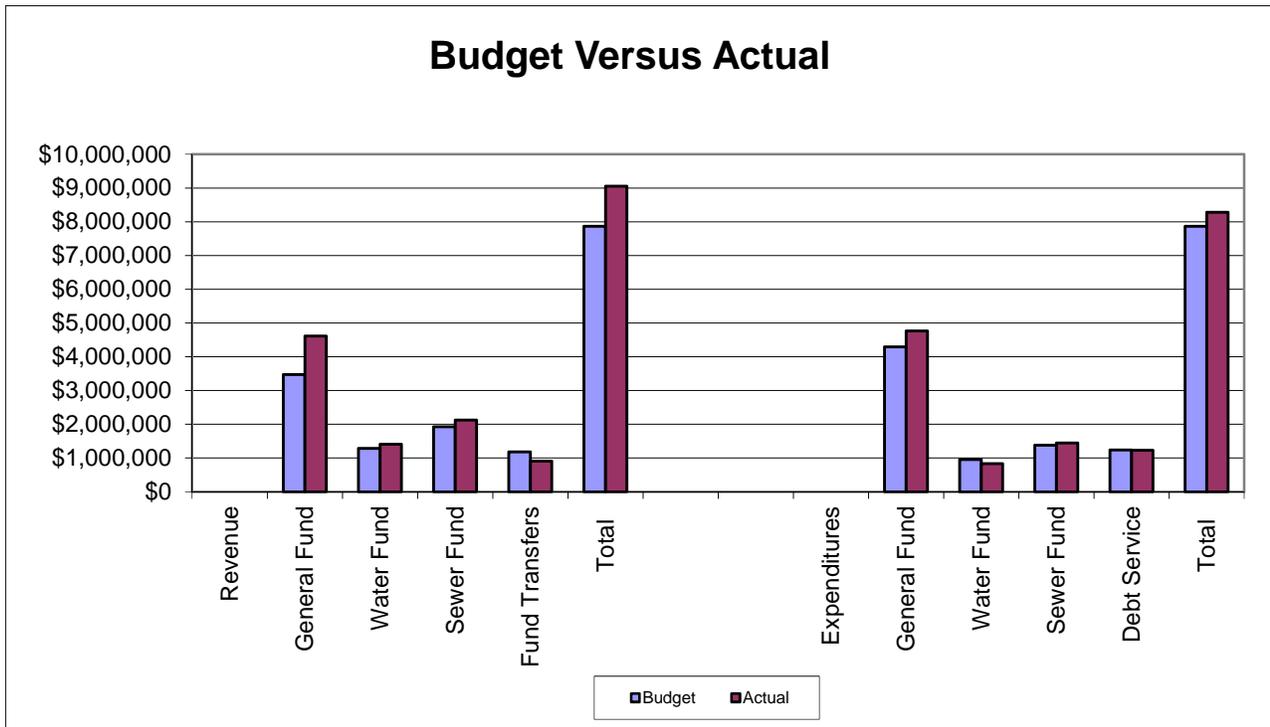


**Town of Georgetown
Budget Versus Actual (Operating)
As of April 30, 2019**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>100.00% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$3,473,247	\$4,610,318	(\$1,137,071)	133%
Water Fund	\$1,288,500	\$1,408,394	(\$119,894)	109%
Sewer Fund	\$1,923,500	\$2,126,991	(\$203,491)	111%
Fund Transfers	\$1,177,721	\$907,606	\$270,115	77%
Total	<u>\$7,862,968</u>	<u>\$9,053,308</u>	<u>(\$1,190,340)</u>	<u>115%</u>

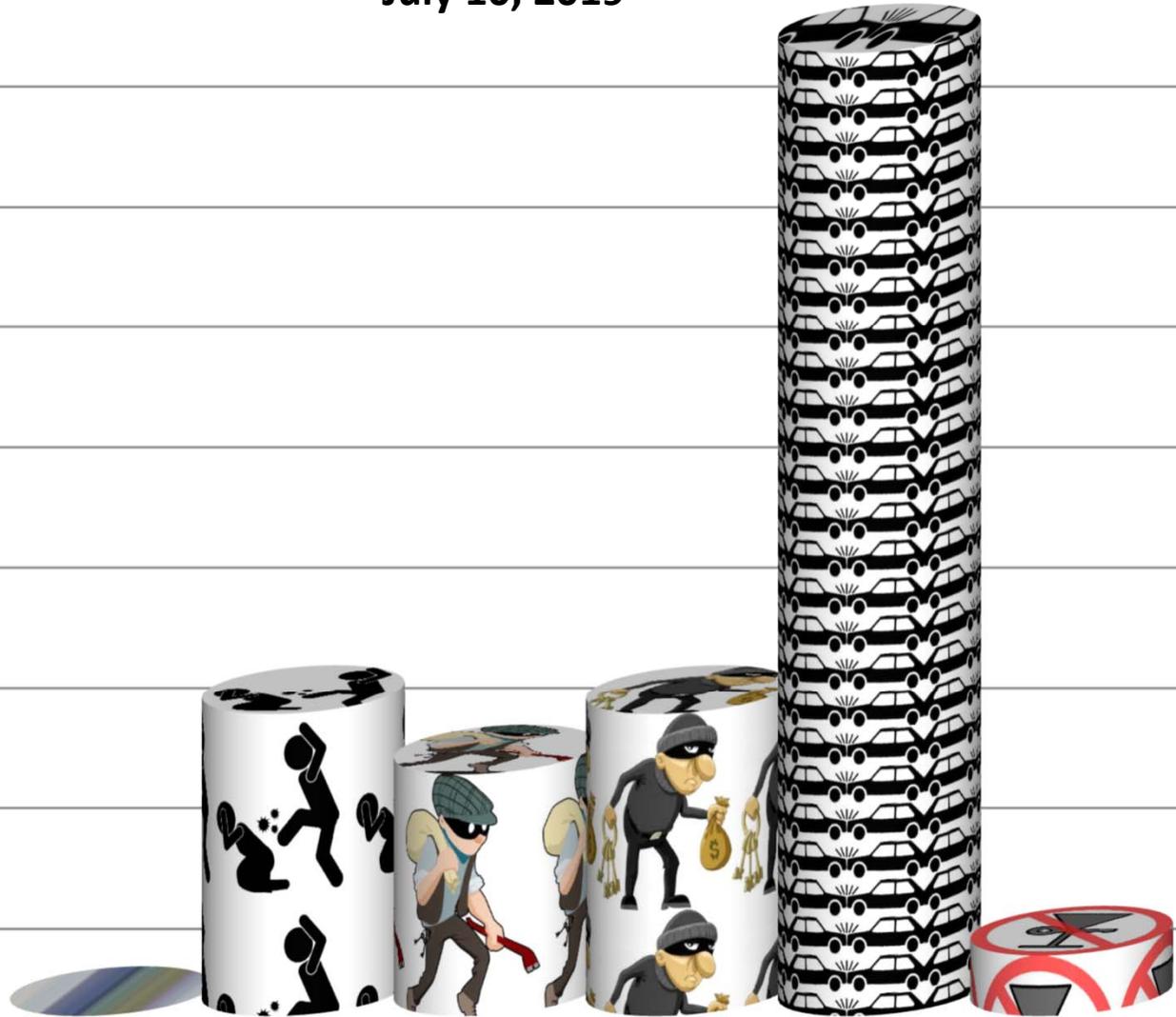
<u>Expenditures</u>				
General Fund	\$4,290,418	\$4,768,801	(\$478,383)	111%
Water Fund	\$957,494	\$830,558	\$126,936	87%
Sewer Fund	\$1,379,817	\$1,450,355	(\$70,538)	105%
Debt Service	\$1,235,239	\$1,233,607	\$1,632	100%
Total	<u>\$7,862,968</u>	<u>\$8,283,321</u>	<u>(\$420,353)</u>	<u>105%</u>

* Line item detail available upon request.



July 10, 2019

16
14
12
10
8
6
4
2
0

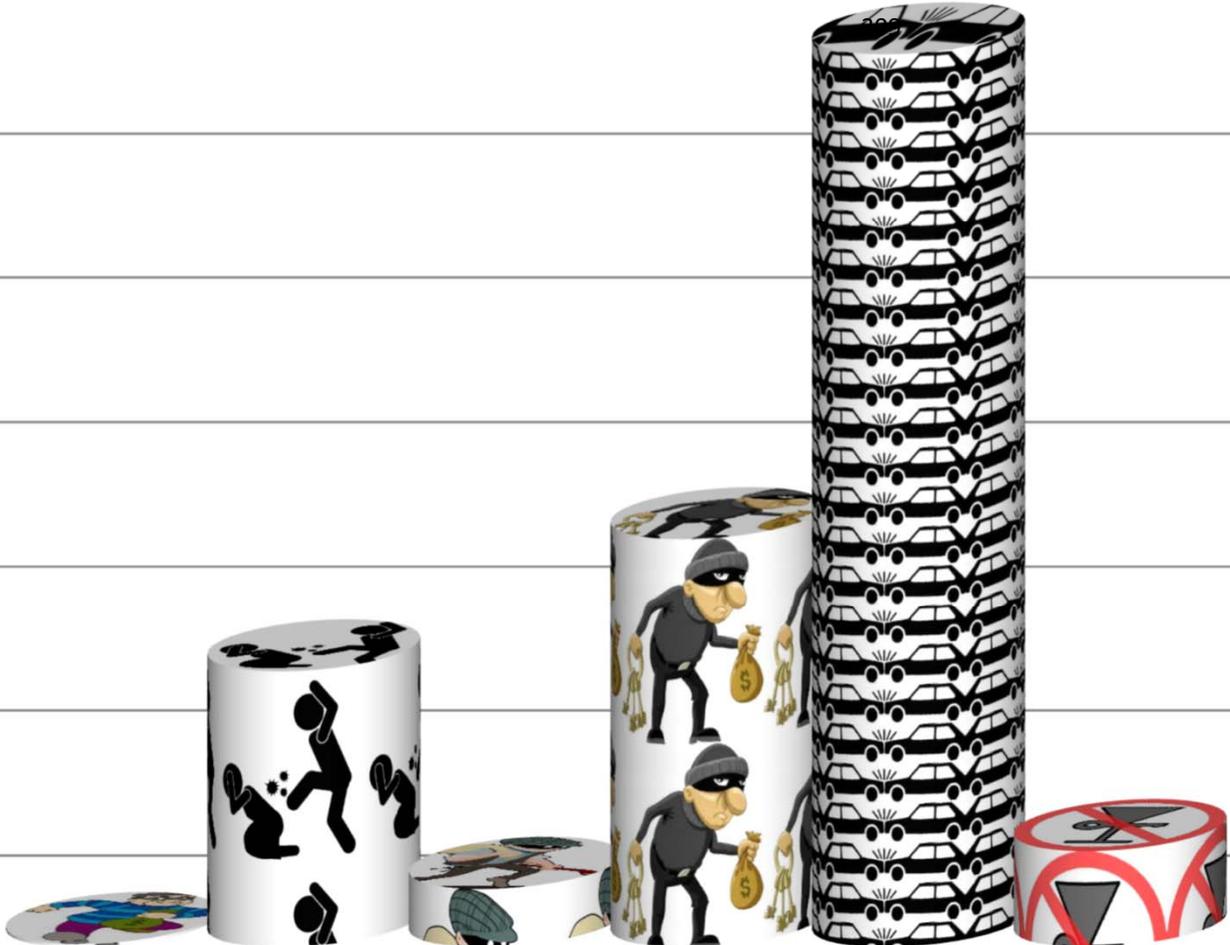


Weekly

▣ Robbery ▣ Assault ▣ Burglary ▣ Thefts ▣ Collision ▣ DUI

July 10, 2019

350
300
250
200
150
100
50
0



Year to Date

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



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	All	06/01/2019	06/30/2019

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	4	70	74
Closed Cases		56	56
Open Cases at start of period	3	90	93
Open Cases at end of period	7	104	111

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Accessory Structures		1	1
Addressing of buildings		2	2
Animals not allowed to be kept		1	1
Condition of premises.		2	2
Demolition.		1	1
Deposit and accumulation of grass clippings		5	5
Depositing garbage prohibited		5	5
Detrimental Objects		15	15
Exterior Structures		2	2
Fire Alarms		1	1
Habitual Offender - Rental dwelling units		3	3
Height limit of other vegetation		2	2
Height of Grass		11	11
Insect & Rat Control		1	1
Maintenance of trees and other vegetation.		4	4
Noise - Loud Noise Prohibited		1	1
Notice deemed effective for remainder of year.		6	6
Parking - Certain other parking prohibited		2	2
Parking and occupancy of trailers		1	1
Parking Area Standards		1	1
Permit for construction required		5	5
Rental/Business License		5	5
Roofs		1	1
Scrap Tire Management - General		1	1
Sign regulations for all districts.		3	3
Stairs & Porches		2	2
Trash, Collection		12	12
Vacant Structure Registration		4	4
Vacant structures and land		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		4	4
Violations and penalties (Outdoor Burning)		1	1
Violations and penalties. (Grass, Bushes, Trees, Vegetation)		1	1
Windows and doors to be weathertight.		1	1
Windows, Doors & Frames		1	1
Yard Waste		1	1
Totals		110	110



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	06/01/2019	06/30/2019

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	4	11	15
Closed Cases		13	13
Open Cases at start of period	2		20
Open Cases at end of period	6	18	24

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Depositing garbage prohibited			2 2
Detrimental Objects			4 4
Height of Grass			3 3
Maintenance of trees and other vegetation.			1 1
Notice deemed effective for remainder of year.			2 2
Permit for construction required			1 1
Roofs			1 1
Sign regulations for all districts.			1 1
Trash, Collection			2 2
Vacant Structure Registration			4 4
Vacant structures and land			1 1
Windows, Doors & Frames			1 1
Totals			23 23



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	2	06/01/2019	06/30/2019

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		30	30
Closed Cases		26	26
Open Cases at start of period	1	54	55
Open Cases at end of period	1	58	59

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Animals not allowed to be kept		1	1
Depositing garbage prohibited		1	1
Detrimental Objects		7	7
Fire Alarms		1	1
Habitual Offender - Rental dwelling units		2	2
Height limit of other vegetation		1	1
Height of Grass		2	2
Insect & Rat Control		1	1
Maintenance of trees and other vegetation.		3	3
Notice deemed effective for remainder of year.		1	1
Parking - Certain other parking prohibited		2	2
Rental/Business License		1	1
Sign regulations for all districts.		2	2
Stairs & Porches		1	1
Trash, Collection		9	9
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and penalties (Outdoor Burning)		1	1
Windows and doors to be weathertight.		1	1
Totals		39	39



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	3	06/01/2019	06/30/2019

Case Activity:

	Picarello, Michael	Total
New Cases	15	15
Closed Cases	6	6
Open Cases at start of period	7	7
Open Cases at end of period	16	16

Violation Activity

New Violations Cited	Picarello, Michael	Total
Accessory Structures	1	1
Addressing of buildings	2	2
Condition of premises.	1	1
Demolition.	1	1
Deposit and accumulation of grass clippings	2	2
Detrimental Objects	2	2
Habitual Offender - Rental dwelling units	1	1
Height limit of other vegetation	1	1
Height of Grass	4	4
Noise - Loud Noise Prohibited	1	1
Notice deemed effective for remainder of year.	2	2
Parking Area Standards	1	1
Permit for construction required	3	3
Rental/Business License	2	2
Stairs & Porches	1	1
Trash, Collection	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	1	1
Totals	28	28



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	4	06/01/2019	06/30/2019

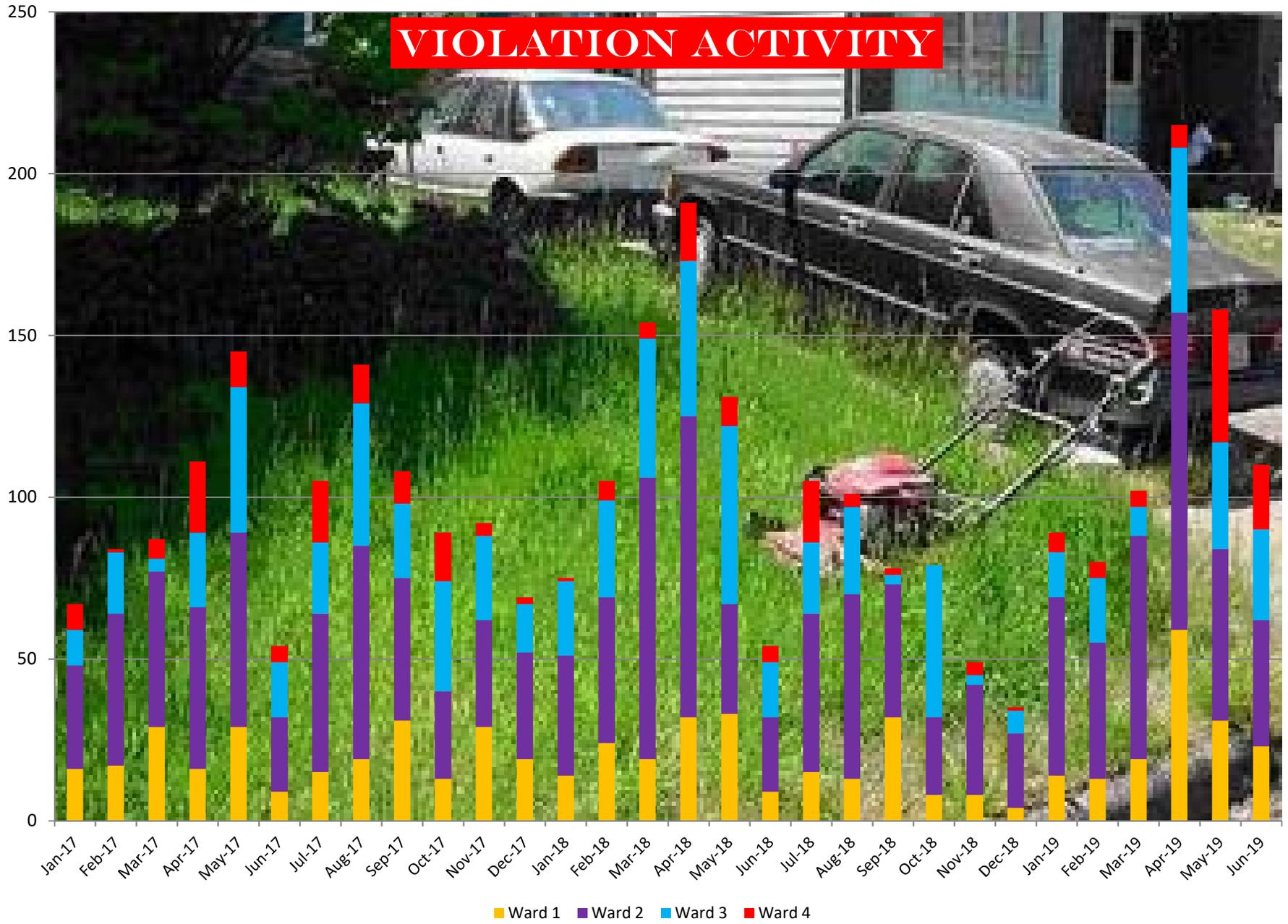
Case Activity:

	Picarello, Michael	Total
New Cases	14	14
Closed Cases	11	11
Open Cases at start of period	9	9
Open Cases at end of period	12	12

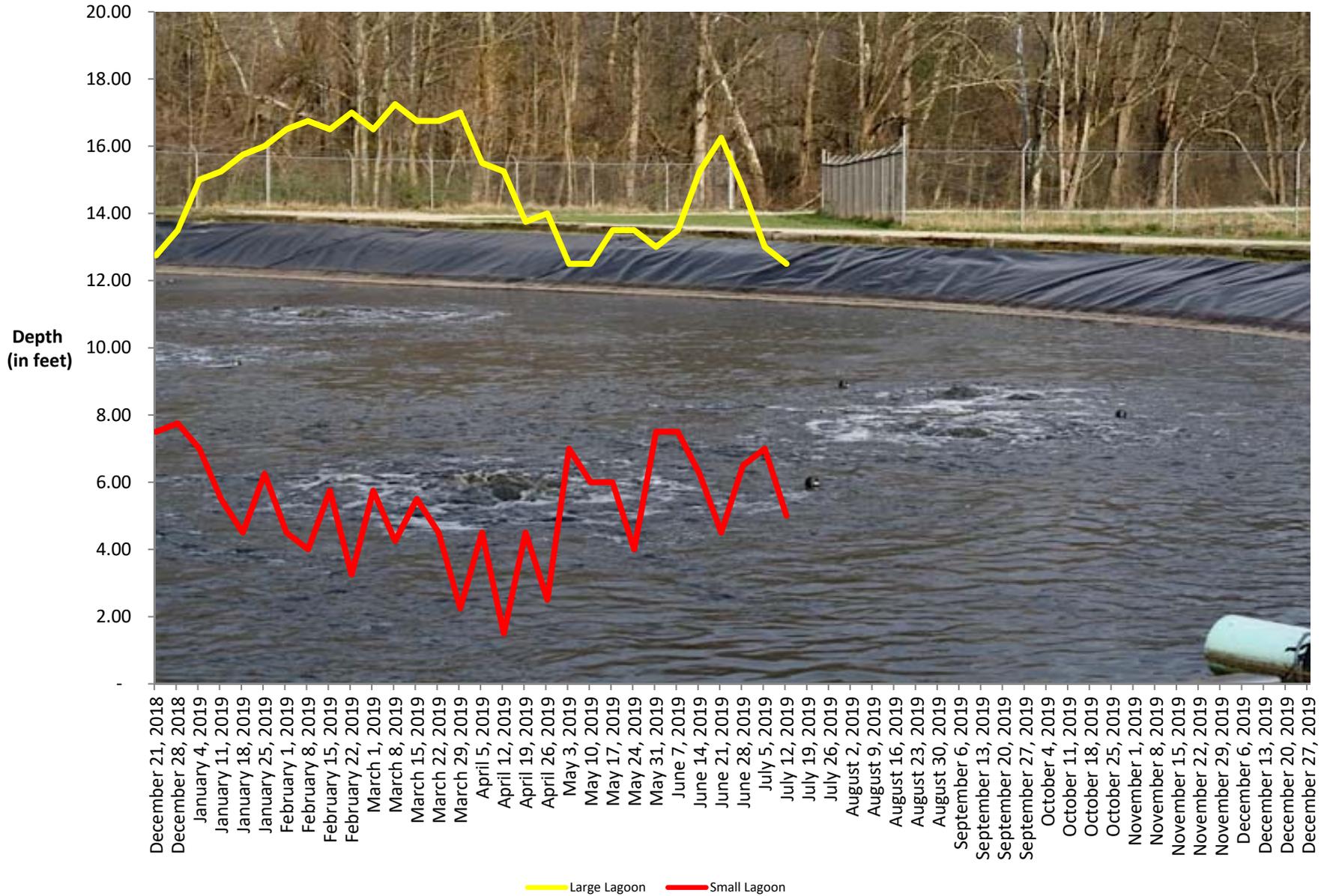
Violation Activity

New Violations Cited	Picarello, Michael	Total
Condition of premises.	1	1
Deposit and accumulation of grass clippings	3	3
Depositing garbage prohibited	2	2
Detrimental Objects	2	2
Exterior Structures	2	2
Height of Grass	2	2
Notice deemed effective for remainder of year.	1	1
Parking and occupancy of trailers	1	1
Permit for construction required	1	1
Rental/Business License	2	2
Scrap Tire Management - General	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Yard Waste	1	1
Totals	20	20

VIOLATION ACTIVITY



WWTF Lagoon Depths



Miss Utility Locate Tickets

