

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Kimmeytown Community Day:** Saturday, August 17 from 8:00 AM – 3:00 PM
- ✓ **Planning Commission:** Wednesday, August 21, 6:00 PM, Town Hall
 1. Village of College Park – Preliminary Site Plan Review
- ✓ **Town Hall and Annex Dedication Ceremony:** Thursday, August 22 at 10:00 AM
- ✓ **Town Council Meeting:** Wednesday, August 28, 7:00 PM, Town Hall
- ✓ **Sussex County Association of Towns:** Summer Recess
- ✓ **Delaware League of Local Governments:** Summer Recess

UPDATES FROM DEPARTMENTS ...

Finance

- As of August 16, the Town has collected:
 - \$868,691 (88%) of the July Utility Billing (\$988,882)
 - \$1,566,689 (97%) of the annual property tax billing (\$1,616,317)
- Monthly Key Revenue Items Report (July 2019) – Copy Attached
- Mailed 139 Delinquent Property Tax Notices on August 12
- Mailed 405 Utility Reminder Notices on August 14
- Real Estate Transfer Tax Summary (July 2019)

	July 2019		July 2018	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$10,952	\$43,068	\$19,515	\$68,929

Public Works

- Water leak on West Laurel Street – repaired
- Picture hanging and closet shelves completed at 37 The Circle
- Reviewed proposals for fencing of wells at South Railroad Avenue
- Sod and grading competed at 39 The Circle

Police

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

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Wastewater

- Lagoon depths: Large Lagoon is 10.75 feet and Small Lagoon is 5.75 feet
- Pulled both pumps at Gordy Street and cleared of debris (removed two pieces of aluminum channel laying in the bottom of the well)
- Met with Wheltech to diagnose the lack of runtime data for Pump 1 at Stevenson Lane (from our Mission Communication System)
- Cut grass around the treatment facility

Planning

- Building Permit Summary (July 2019)

Building Activity	July 2019	June 2019	July 2018
Permits Issued	25	31	31
Value of Improvements	\$347,592	\$1,177,695	\$643,733
Permit Revenue	\$2,070	\$6,243	\$3,694

Construction Coordinator

- The Oaks of Georgetown
 - Contractor began grading for subbase and GABC for curb and gutter
 - Water main testing completed
- 39 The Circle
 - Landscape lighting installed
 - Flagpole bases installed
- Georgetown Gateway East – Reviewed and approved submitted plans
- Certificate of Occupancy:
 - 2 Lee Avenue
 - 20095 Office Circle
- Miss Utility Locate Summary (copy attached)

TOWN MANAGER'S UPDATE ...

- Site visit with Bike Delaware – Bicycle Innovation Grant Committee (Gene Dvornick, Laura Givens)
- Responded to information request for drone use over The Circle on August 20
- Met with staff to review Dunbarton Oaks request concerning “paper streets” within their complex (Gene Dvornick, Laura Givens, Jocelyn Godwin, Jeff Ward)

TOWN MANAGER'S WEEKLY REPORT



- Finalized Building Dedication Program and sent out for printing
- Reviewed bids for street rehabilitation and sidewalk restoration (Gene Dvornick, Laura Givens, Jeff Ward)
- Researched Miss Utility process and various codes utilized and reporting options
- Met with the Town Engineer and representatives of Perdue (Georgetown Plant) to discuss options for the supplying of Town water to their facility (Bill Bradley, Gene Dvornick, Laura Givens)
- Completed Underground Storage Tank (UST) removal application for DNREC (Gene Dvornick, Jeff Ward)
- Worked with Code Enforcement regarding vacant building fee assessment and property owner plans to renovate their property (Gene Dvornick, Mike Picarello)
- Followed up on several Code Enforcement concerns

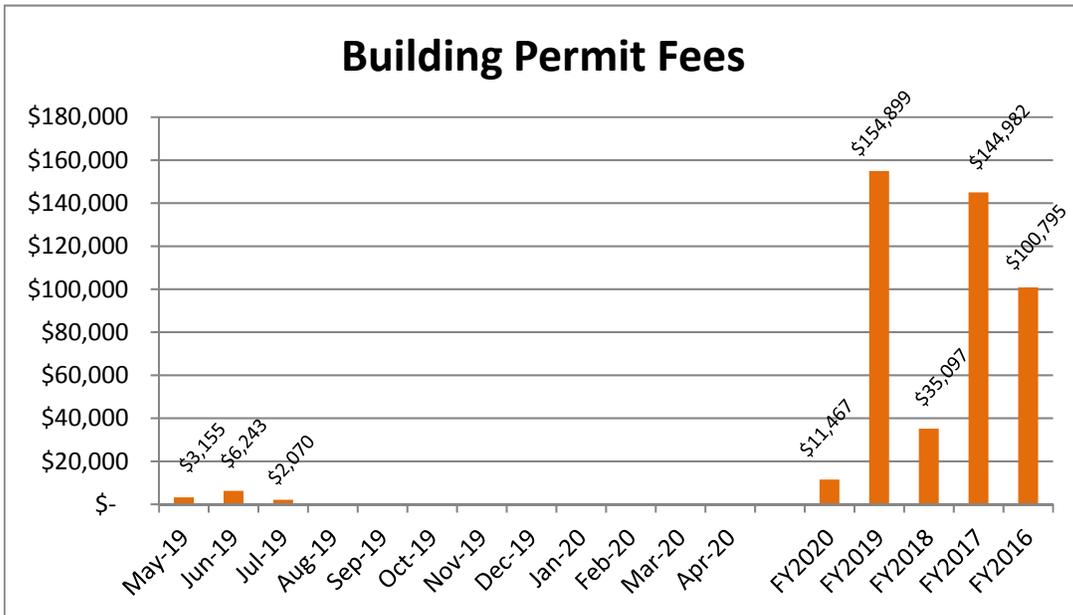
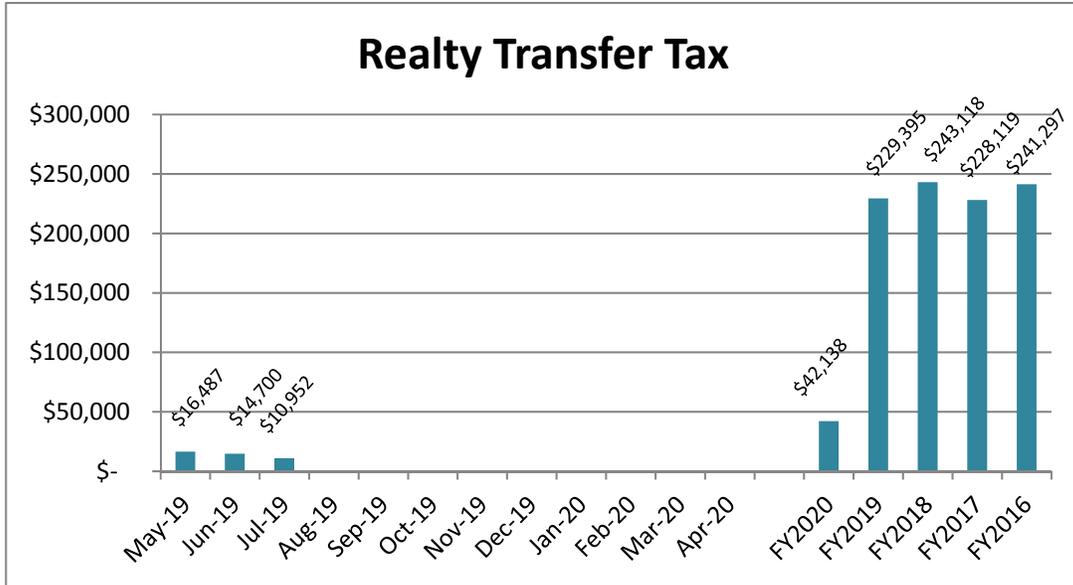


TOWN MANAGER'S
WEEKLY REPORT

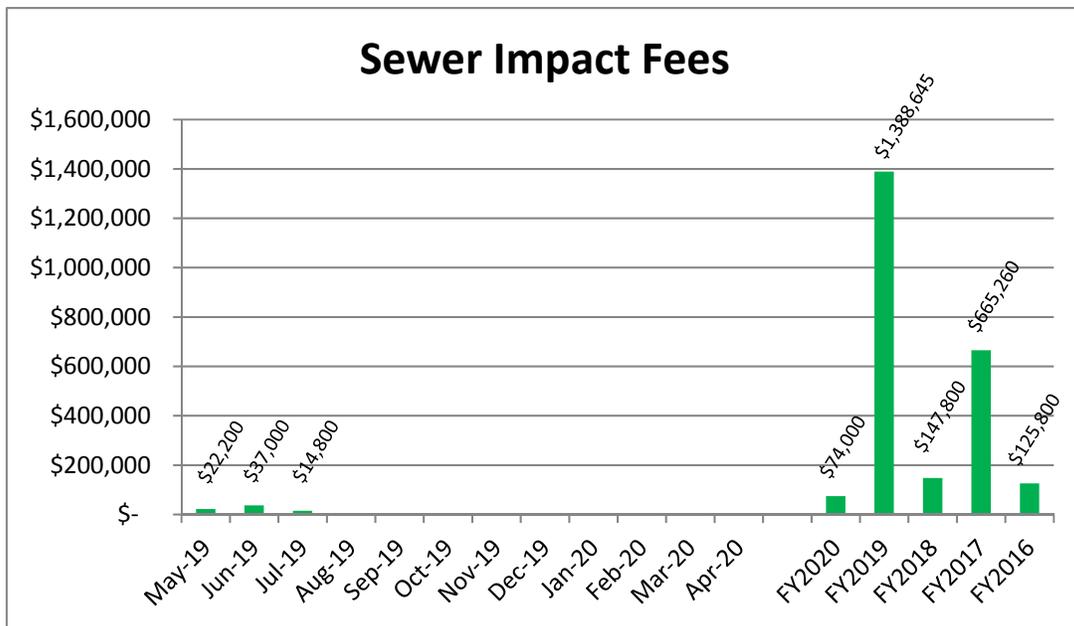
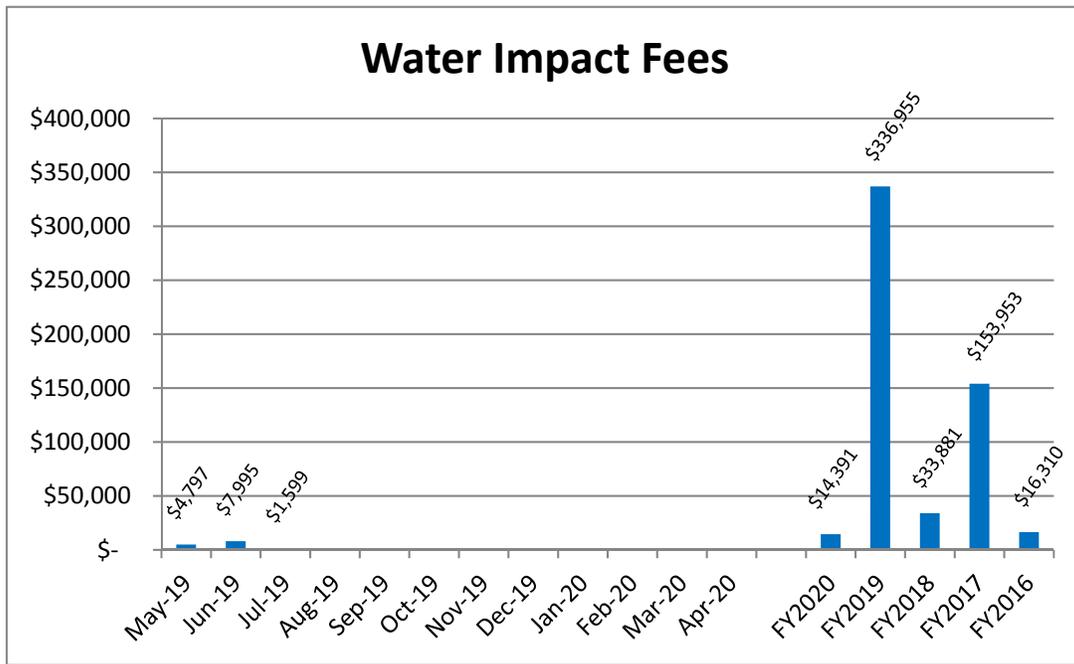


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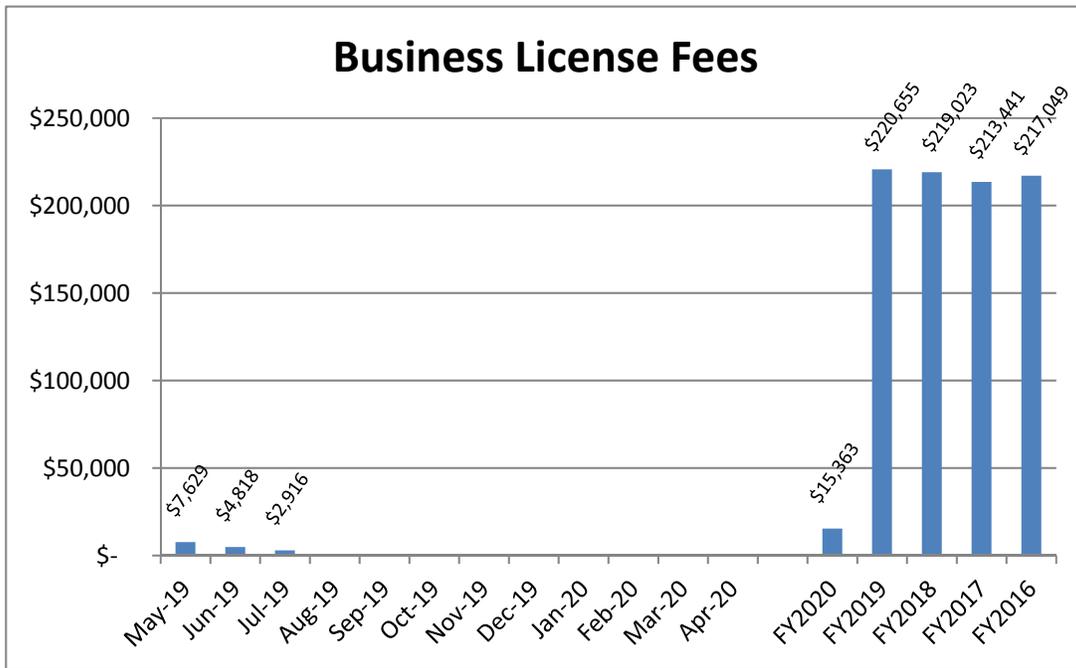
Key Revenue Items



Key Revenue Items

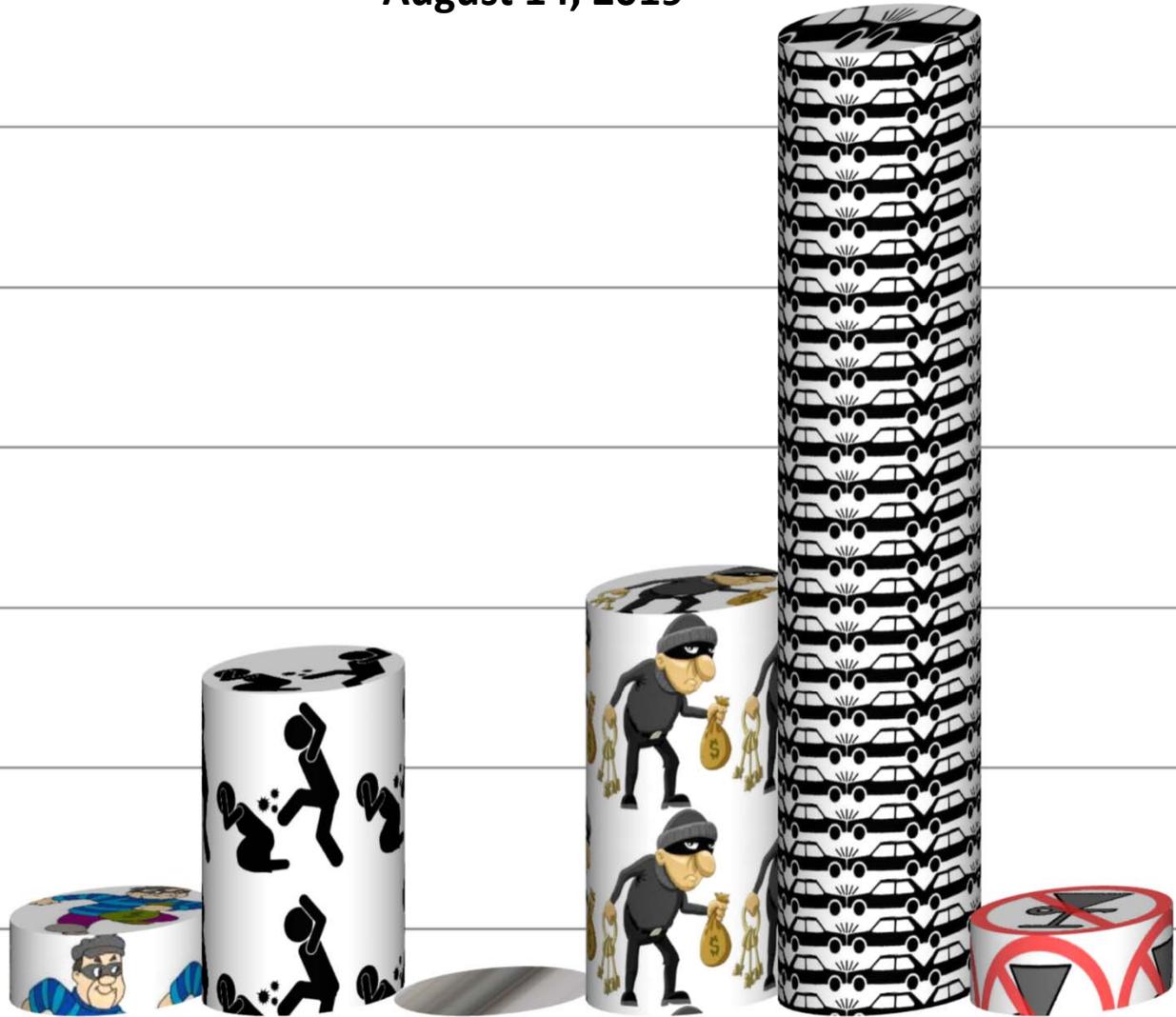


Key Revenue Items



August 14, 2019

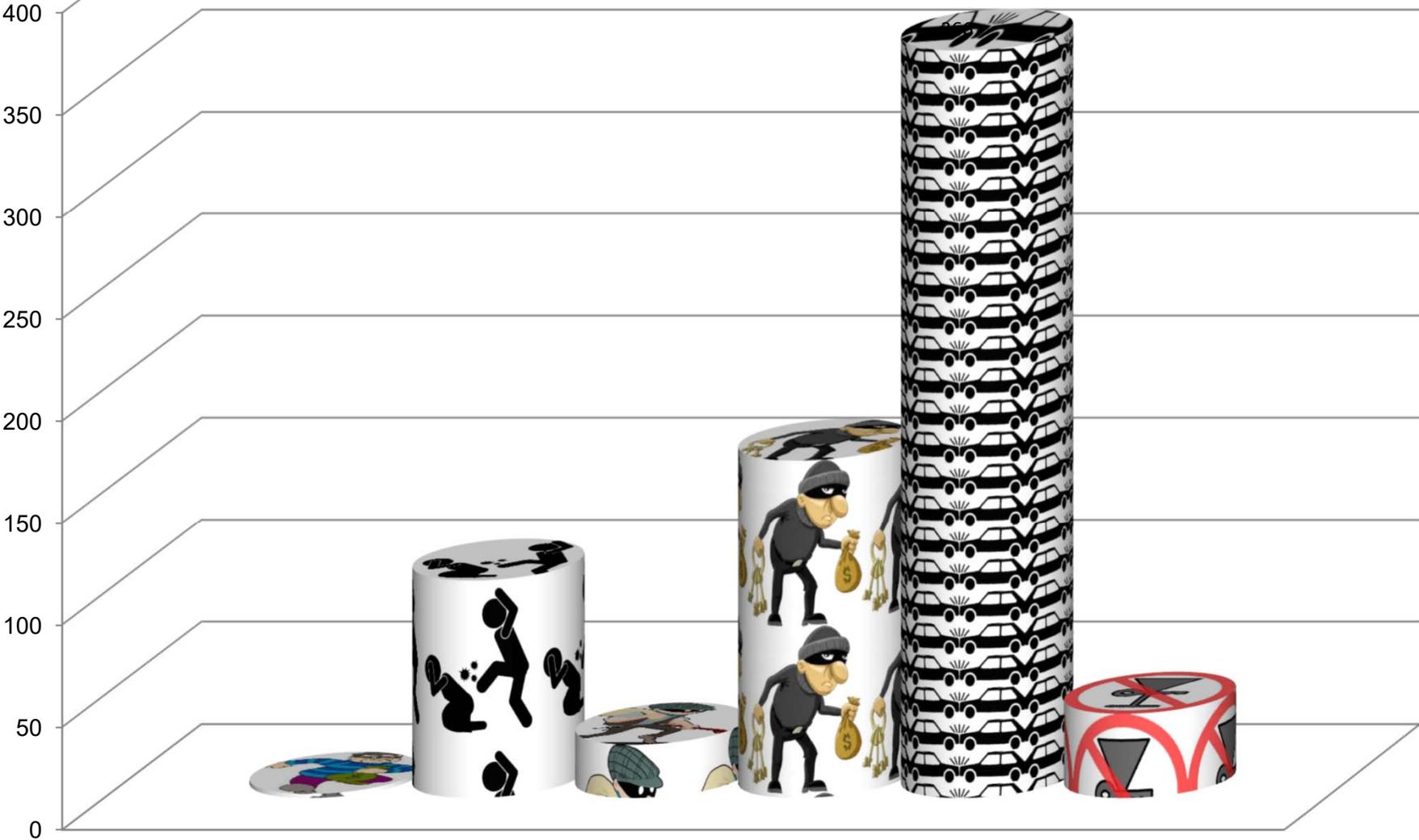
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Weekly

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

August 14, 2019



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	07/01/2019	07/31/2019

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	32	47	79
Closed Cases	1	74	75
Open Cases at start of period	7	108	115
Open Cases at end of period	38	81	119

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Addressing of buildings		1	1
Condemnation		1	1
Condition of premises.		1	1
Correction of defective electrical system.		2	2
Deposit and accumulation of grass clippings		2	2
Depositing garbage prohibited		5	5
Detrimental Objects		13	13
Growth of bushes		4	4
Growth of weeds		3	3
Height of Grass		10	10
Indoor Furniture/Outside		2	2
Insect & Rat Control		1	1
Interior Surfaces		1	1
Maintenance of trees and other vegetation.		1	1
Noise - Loud Noise Prohibited		1	1
Notice deemed effective for remainder of year.		7	7
Parking - Certain other parking prohibited		6	6
Parking - Off-street Parking and Loading		1	1
Parking and occupancy of trailers		1	1
Permit for construction required		1	1
Rental/Business License		2	2
Roofs		1	1
Scrap Tire Management - General		1	1
Stairs & Porches		2	2
Trash, Collection		1	1
Vacant Structure Registration		32	32
Vehicles abandoned on public property		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and penalties (Noise)		1	1
Violations and penalties (Outdoor Burning)		1	1
Violations and penalties (Zoning)		1	1
Windows and doors to be weathertight.		1	1
Windows, Doors & Frames		1	1
Totals		111	111



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	07/01/2019	07/31/2019

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	3	13	16
Closed Cases		10	10
Open Cases at start of period	6	19	25
Open Cases at end of period	9	22	31

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Depositing garbage prohibited		4	4
Detrimental Objects		3	3
Growth of bushes		2	2
Growth of weeds		2	2
Height of Grass		5	5
Interior Surfaces		1	1
Notice deemed effective for remainder of year.		3	3
Parking - Off-street Parking and Loading		1	1
Trash, Collection		1	1
Vacant Structure Registration		3	3
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Totals		26	26



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	2	07/01/2019	07/31/2019

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	14	27	41
Closed Cases		39	39
Open Cases at start of period	1	60	61
Open Cases at end of period	15	48	63

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Addressing of buildings			1 1
Correction of defective electrical system.			2 2
Deposit and accumulation of grass clippings			2 2
Depositing garbage prohibited			1 1
Detrimental Objects			9 9
Growth of bushes			2 2
Growth of weeds			1 1
Height of Grass			5 5
Indoor Furniture/Outside			2 2
Insect & Rat Control			1 1
Notice deemed effective for remainder of year.			4 4
Parking - Certain other parking prohibited			6 6
Parking and occupancy of trailers			1 1
Rental/Business License			1 1
Scrap Tire Management - General			1 1
Stairs & Porches			2 2
Vacant Structure Registration			14 14
Vehicles abandoned on public property			1 1
Violations and penalties (Outdoor Burning)			1 1
Violations and penalties (Zoning)			1 1
Windows and doors to be weathertight.			1 1
Windows, Doors & Frames			1 1
Totals			60 60



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	3	07/01/2019	07/31/2019

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	10	5	15
Closed Cases		16	16
Open Cases at start of period		16	16
Open Cases at end of period	10	5	15

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Condemnation		1	1
Condition of premises.		1	1
Detrimental Objects		1	1
Permit for construction required		1	1
Rental/Business License		1	1
Roofs		1	1
Vacant Structure Registration		10	10
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Totals		17	17



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	4	07/01/2019	07/31/2019

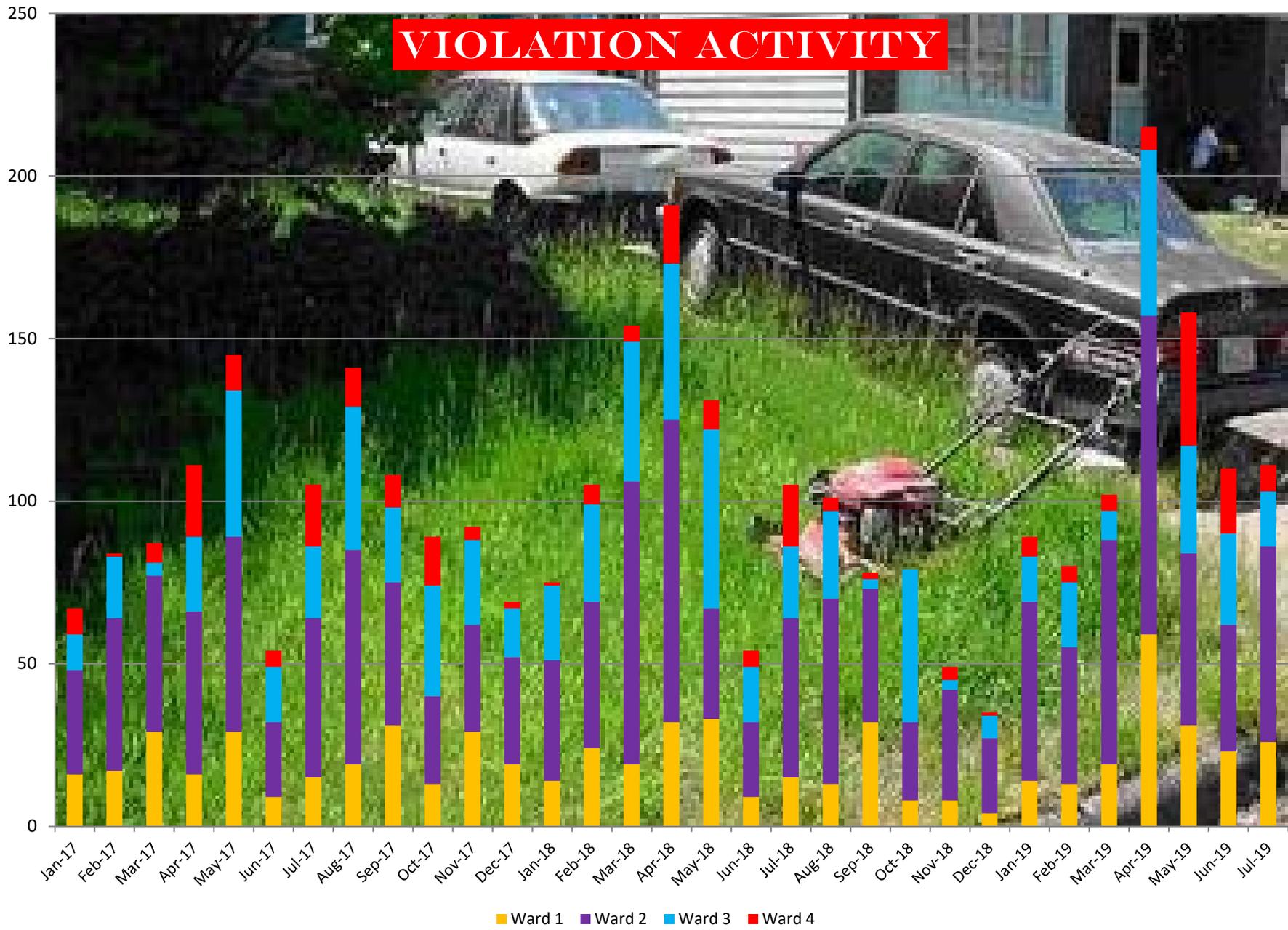
Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	5	2	7
Closed Cases	1	9	10
Open Cases at start of period		13	13
Open Cases at end of period	4	6	10

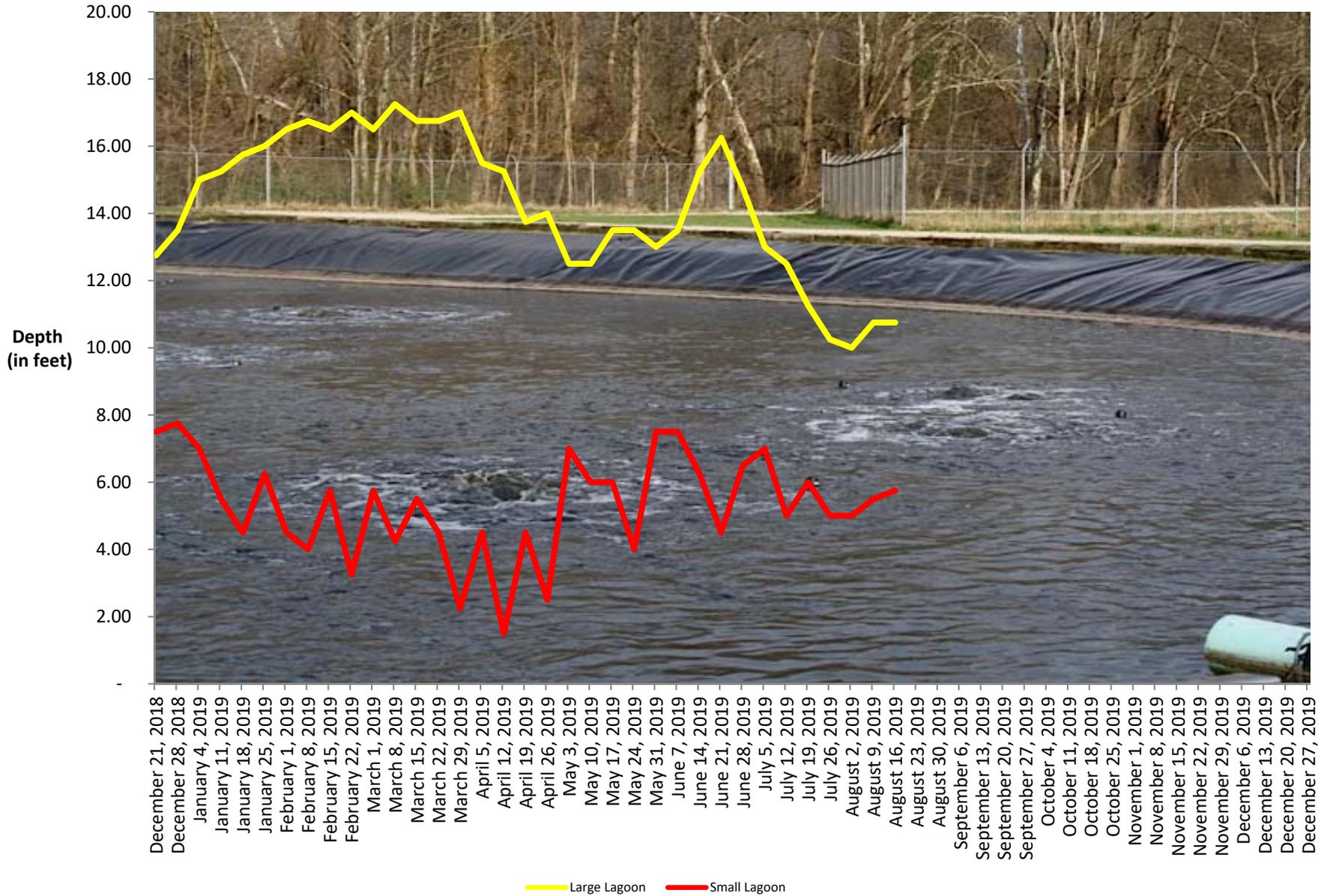
Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Maintenance of trees and other vegetation.		1	1
Noise - Loud Noise Prohibited		1	1
Vacant Structure Registration		5	5
Violations and penalties (Noise)		1	1
Totals		8	8

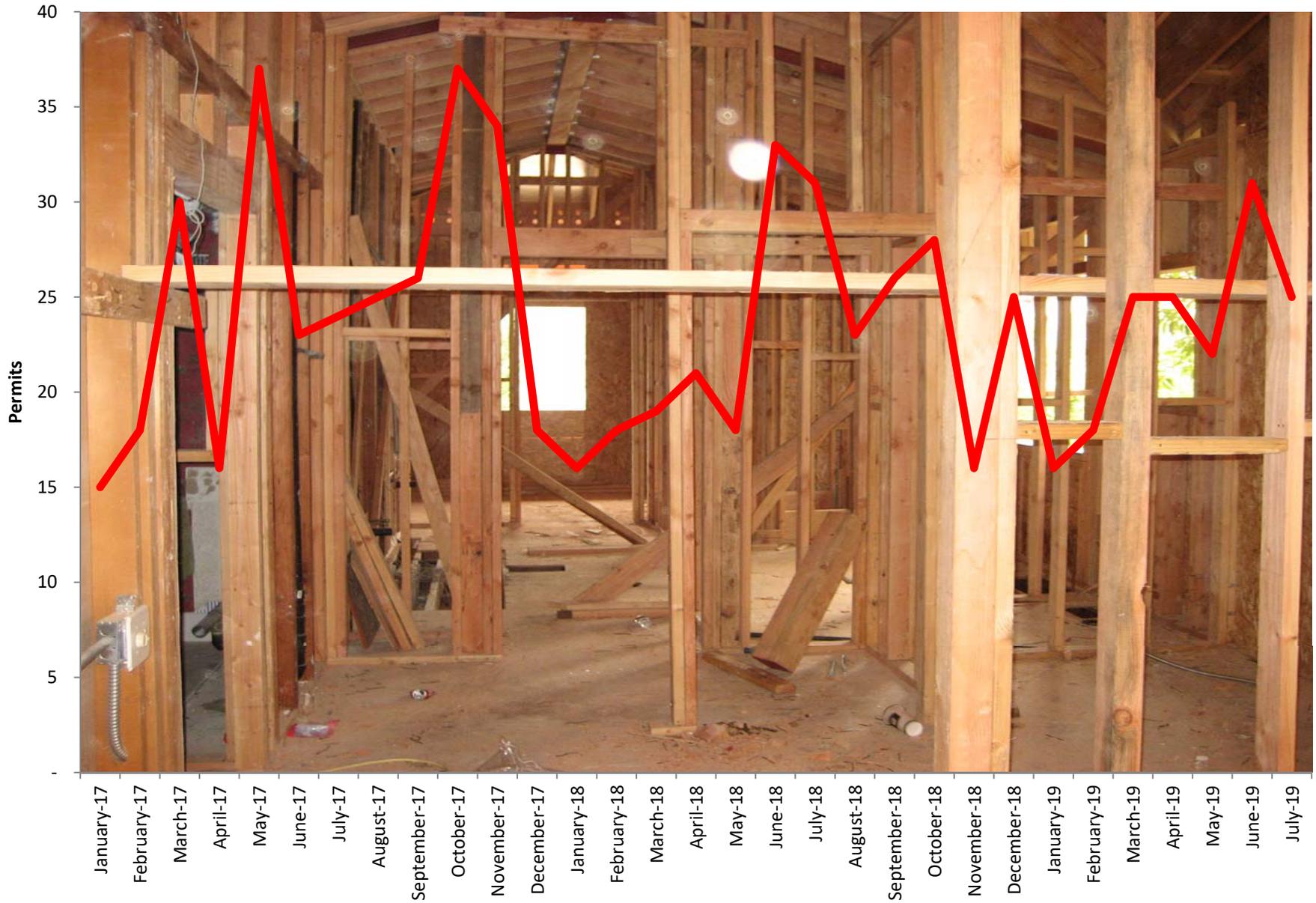
VIOLATION ACTIVITY



WWTF Lagoon Depths



Building Permit Activity



Miss Utility Locate Tickets

