

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, January 20, in observation of Martin Luther King, Jr. Day
- ✓ **Town Council Meeting:** Wednesday, January 22, 7:00 PM, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, January 23, 5:30 PM, Maple Dale Country Club (Dover)

UPDATES FROM DEPARTMENTS ...

Finance

- As of January 16, the Town has collected:
 - \$1,602,825 (99%) of the annual property tax billing (\$1,616,317)
 - \$370,028 (36%) of the January Utility Billing (\$1,019,634)
- Met with DelDOT regarding Georgetown to Lewes Trail Phase 8 (Gene Dvornick, Laura Givens)
- Attended a three-day on-site training for our new Asset Essentials program
- Prepared 2019 W2's for Town Employees
- Completed 941 Quarterly Tax Report and State of Delaware Reports (4th quarter 2019)
- Worked on the Georgetown hosted Sussex County Association of Towns (SCAT) Dinner meeting scheduled for February 12

Wastewater

- Lagoon depths: Large Lagoon is 5.00 feet and Small Lagoon is 4.00 feet
- Pump 1 at Easter Seals pump station was removed from service and sent to Demco for repair
- Chlorine feed pump was pulled to clear debris on the suction screen and returned to service

Police

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

TOWN MANAGER'S WEEKLY REPORT



Planning

- Projects:
 - 318 North Front Street – Minor subdivision submitted on January 13
 - 413 North Bedford Street – Cat II site plan comments received from engineer and forwarded to applicant on January 15
- Sussex Sports Center Lot Line Adjustment – Final Approval on January 14
- Marvel Museum – Met with applicant to provide direction for project amendment

Public Works

- Lawn equipment being serviced in preparation for the spring
- Installed delineator posts at Gordy Street and Goff Drive
- Installed reflectors on Burger King Road
- Salt delivery arrived/mixed with sand

Construction Coordinator

- Certificate of Occupancy:
 - 111 Burton Street
 - 24021 Crabapple Court (Oaks at Georgetown)
- Storm Water Force Main inspection for Georgetown Readiness Center
- Miss Utility Locate Summary (copy attached)

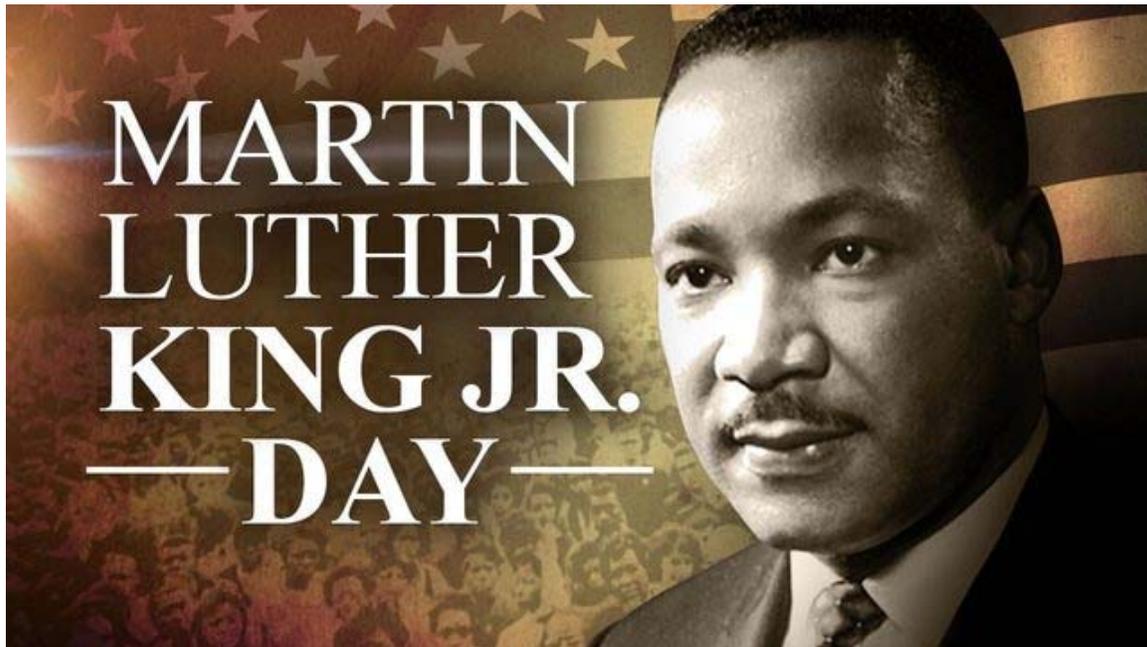
TOWN MANAGER'S UPDATE ...

- Participated in DNREC site visit to Town Property
- Worked with Delaware League Executive Director and others to finalize panel for January 23 DLLG meeting
- Met with representatives of DelDOT and Century Engineering to review plans for Georgetown to Lewes Trail (Phase 8) – future presentation to Town Council and Public Information Session (Gene Dvornick, Laura Givens, Jeff Ward)
- Discussed connectivity requirements with local developer
- Prepared draft presentation on community connectivity in anticipation of workshop being scheduled
- Addressed business license and zoning compliance issue with Code Enforcement and Town Solicitor
- Attended DFIT Quarterly Trustee Meeting – Meeting topics included updates on:
 - ✓ Claims history & trends

TOWN MANAGER'S WEEKLY REPORT



- ✓ Safety Committee Update
- ✓ Wellness Programs
- ✓ Pollution Liability Coverage
- Worked with organizers for the International Women's Day and Centennial of 19th Amendment March (March 8, 2020)
- Met Town Insurance Broker to discuss coverages and timing for renewal application (Gene Dvornick, Laura Givens)
- Followed up on several code enforcement issues



TOWN MANAGER'S
WEEKLY REPORT

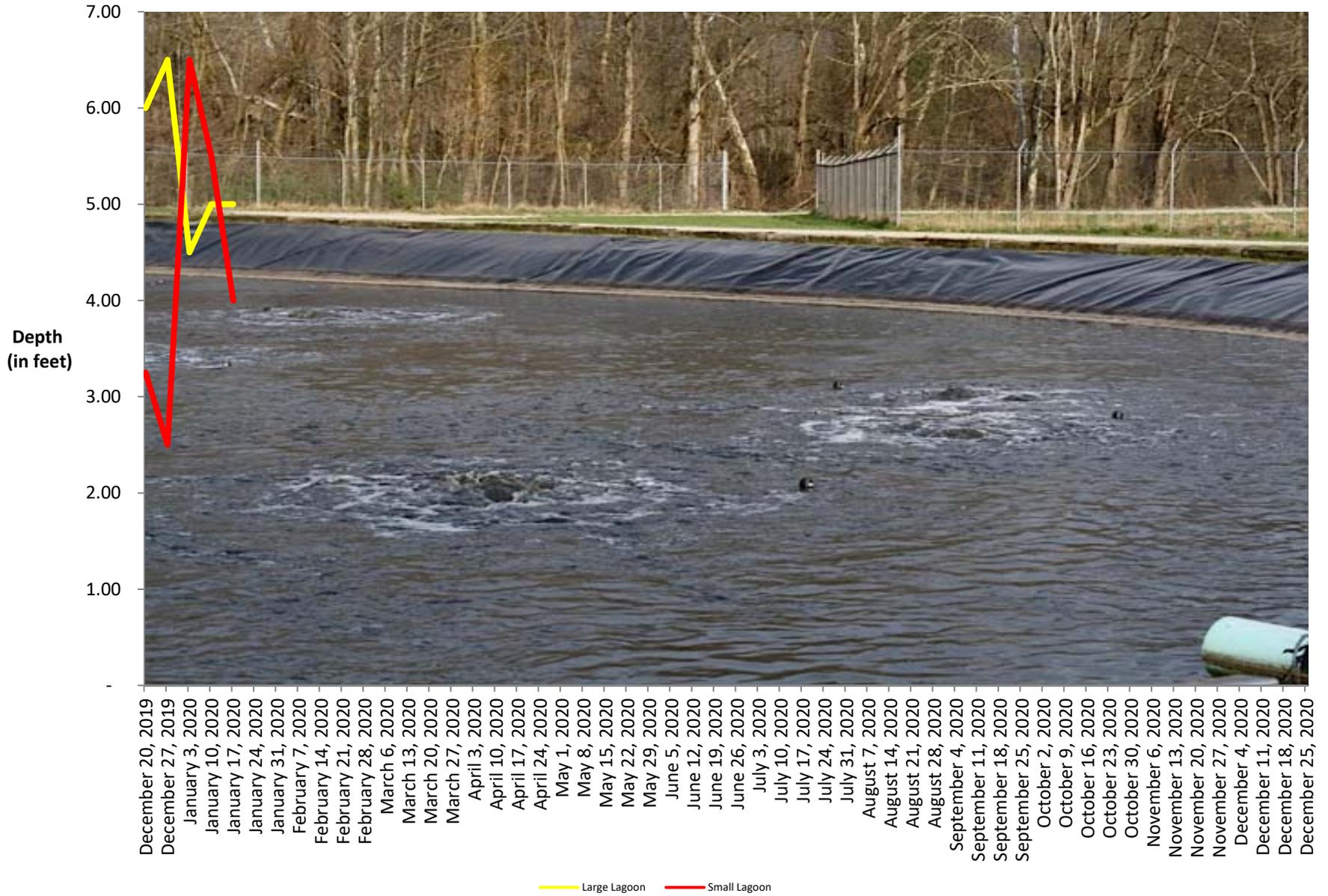


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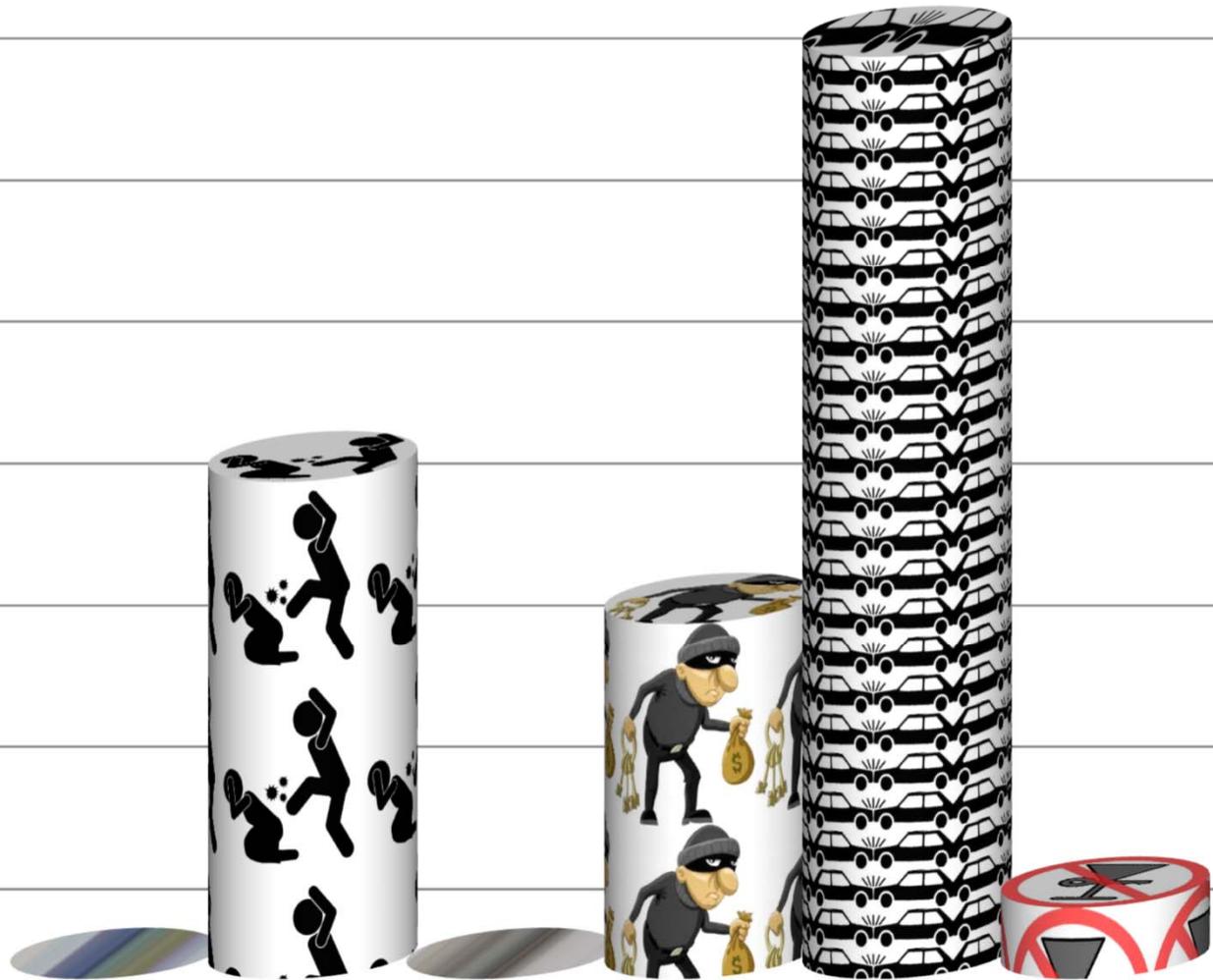
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

WWTF Lagoon Depths



January 15, 2020

14
12
10
8
6
4
2
0

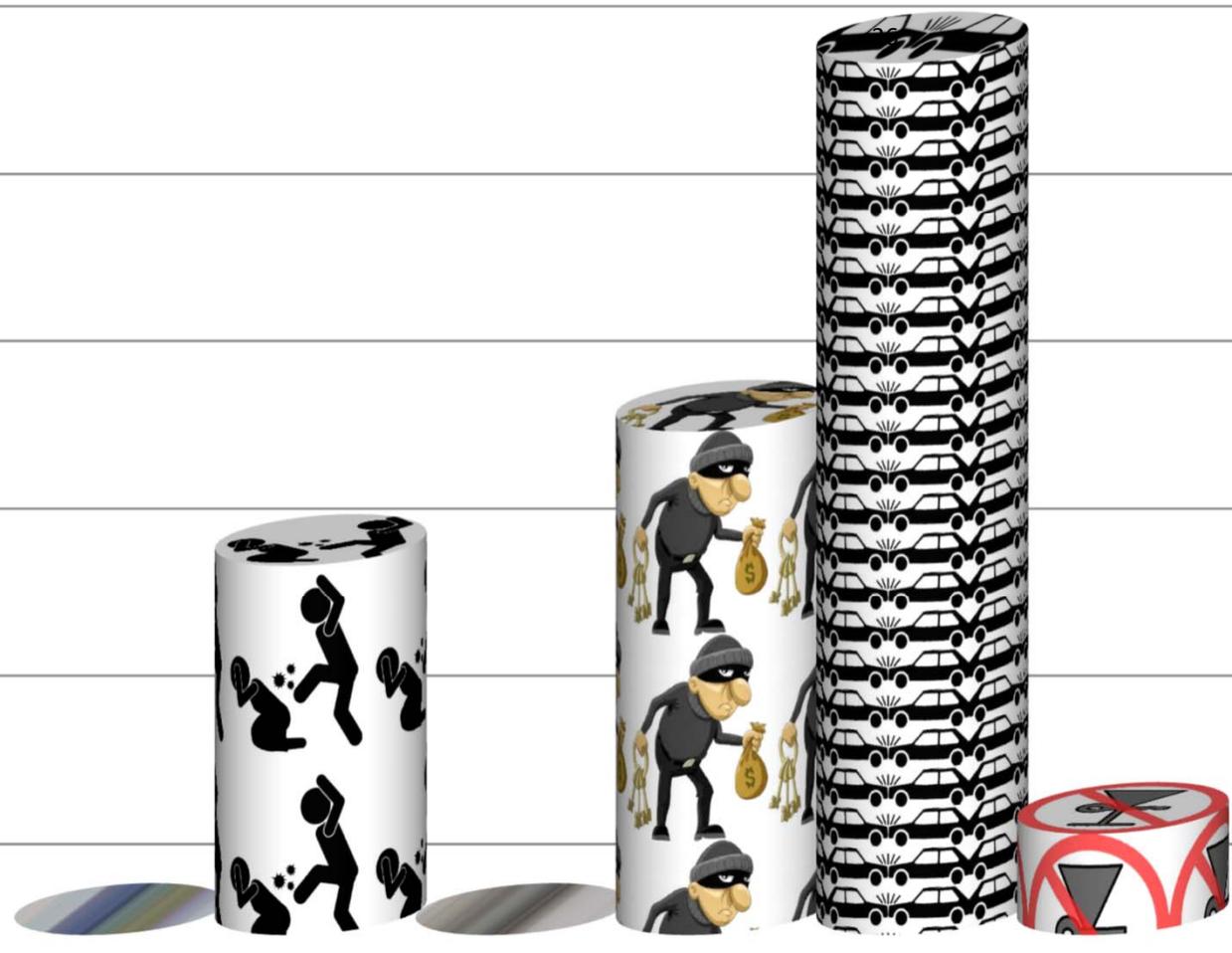


Weekly

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

January 15, 2020

30
25
20
15
10
5
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 | 12/01/2019 | 12/31/2019 |

Case Activity:

| | Dvornick, Gene | Picarello, Michael | Total |
|-------------------------------|----------------|--------------------|-------|
| New Cases | | 40 | 40 |
| Closed Cases | | 62 | 62 |
| Open Cases at start of period | 4 | 93 | 97 |
| Open Cases at end of period | 4 | 71 | 75 |

Violation Activity

| New Violations Cited | Dvornick, Gene | Picarello, Michael | Total |
|--|----------------|--------------------|-----------|
| Condemnation | | 1 | 1 |
| Condition of premises. | | 1 | 1 |
| Demolition order as a result of condemnation | | 1 | 1 |
| Depositing garbage prohibited | | 3 | 3 |
| Detrimental Objects | | 5 | 5 |
| Parking Area Standards | | 1 | 1 |
| Permit for construction required | | 3 | 3 |
| Rental/Business License | | 3 | 3 |
| Signs General Regulations | | 1 | 1 |
| Spaces prohibited for sleeping purposes | | 1 | 1 |
| Trash, Collection | | 24 | 24 |
| Vehicles wrecked, dismantled, inoperable or unregistered on private property | | 1 | 1 |
| Violations and penalties (Licensing) | | 2 | 2 |
| Totals | | 47 | 47 |



Code Enforcement Activity Report

Report Criteria:

| Location Type | Location Field | Date From | To |
|---------------|----------------|------------|------------|
| Ward | 1 | 12/01/2019 | 12/31/2019 |

Case Activity:

| | Dvornick, Gene | Picarello, Michael | Total |
|-------------------------------|----------------|--------------------|-------|
| New Cases | 3 | 0 | 3 |
| Closed Cases | 4 | 0 | 4 |
| Open Cases at start of period | 3 | 15 | 18 |
| Open Cases at end of period | 3 | 14 | 17 |

Violation Activity

| New Violations Cited | Dvornick, Gene | Picarello, Michael | Total |
|----------------------------------|----------------|--------------------|----------|
| Depositing garbage prohibited | 1 | 0 | 1 |
| Permit for construction required | 1 | 0 | 1 |
| Rental/Business License | 2 | 0 | 2 |
| Signs General Regulations | 1 | 0 | 1 |
| Totals | 5 | 0 | 5 |



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

| Location Type | Location Field | Date From | To |
|---------------|----------------|------------|------------|
| Ward | 2 | 12/01/2019 | 12/31/2019 |

Case Activity:

| | Dvornick, Gene | Picarello, Michael | Total |
|-------------------------------|----------------|--------------------|-------|
| New Cases | | 25 | 25 |
| Closed Cases | | 36 | 36 |
| Open Cases at start of period | 1 | 50 | 51 |
| Open Cases at end of period | 1 | 39 | 40 |

Violation Activity

| New Violations Cited | Dvornick, Gene | Picarello, Michael | Total |
|--|----------------|--------------------|-----------|
| Condemnation | | 1 | 1 |
| Demolition order as a result of condemnation | | 1 | 1 |
| Depositing garbage prohibited | | 1 | 1 |
| Detrimental Objects | | 3 | 3 |
| Parking Area Standards | | 1 | 1 |
| Permit for construction required | | 1 | 1 |
| Spaces prohibited for sleeping purposes | | 1 | 1 |
| Trash, Collection | | 17 | 17 |
| Totals | | 26 | 26 |



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

| Location Type | Location Field | Date From | To |
|---------------|----------------|------------|------------|
| Ward | 3 | 12/01/2019 | 12/31/2019 |

Case Activity:

| | Picarello, Michael | Total |
|-------------------------------|--------------------|-------|
| New Cases | 11 | 11 |
| Closed Cases | 18 | 18 |
| Open Cases at start of period | 22 | 22 |
| Open Cases at end of period | 15 | 15 |

Violation Activity

| New Violations Cited | Picarello, Michael | Total |
|--|--------------------|-----------|
| Depositing garbage prohibited | 1 | 1 |
| Detrimental Objects | 2 | 2 |
| Permit for construction required | 1 | 1 |
| Rental/Business License | 1 | 1 |
| Trash, Collection | 7 | 7 |
| Vehicles wrecked, dismantled, inoperable or unregistered on private property | 1 | 1 |
| Violations and penalties (Licensing) | 2 | 2 |
| Totals | 15 | 15 |



Code Enforcement Activity Report

Report Criteria:

| Location Type | Location Field | Date From | To |
|---------------|----------------|------------|------------|
| Ward | 4 | 12/01/2019 | 12/31/2019 |

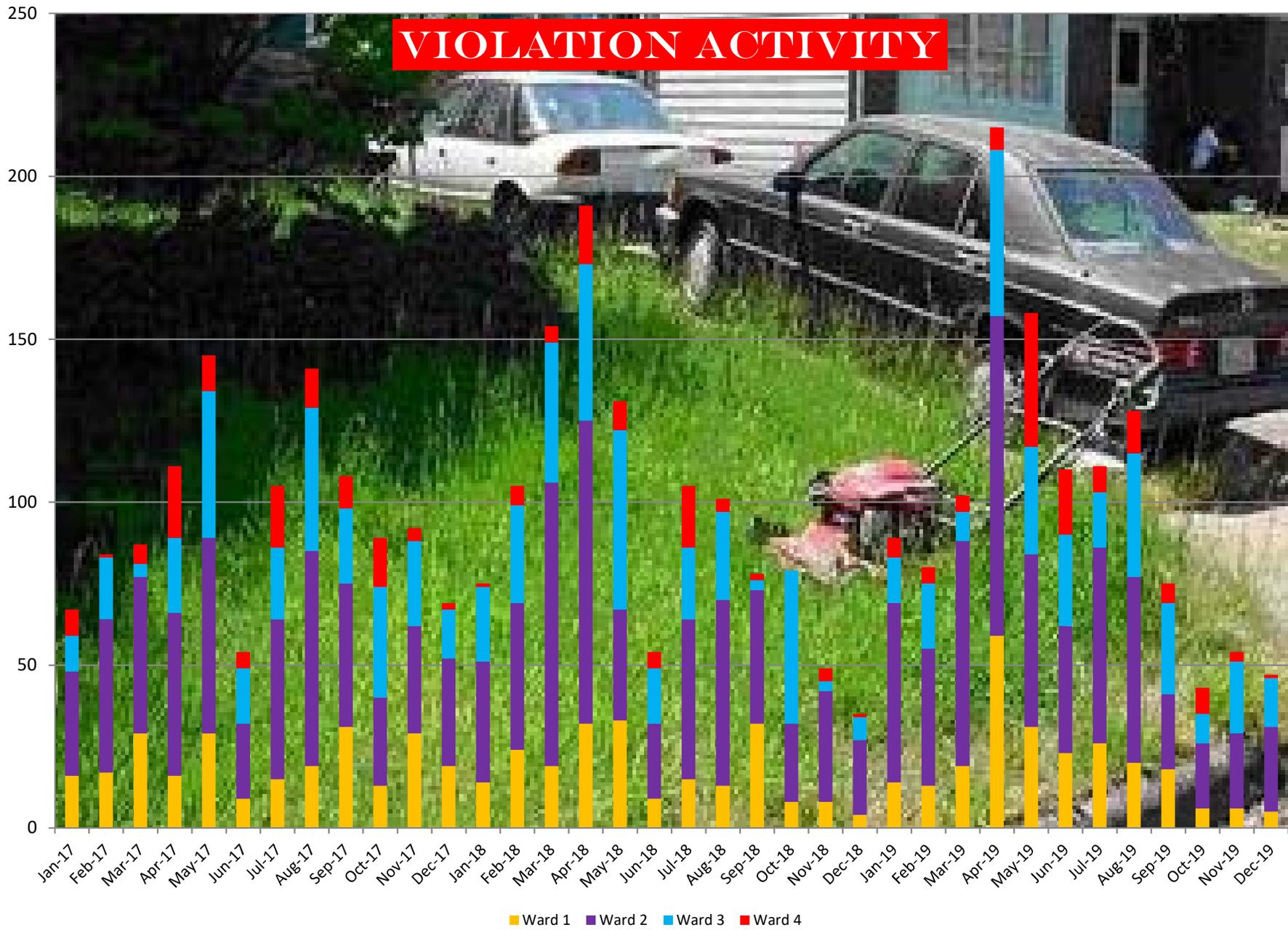
Case Activity:

| | Picarello, Michael | Total |
|-------------------------------|--------------------|-------|
| New Cases | 1 | 1 |
| Closed Cases | 4 | 4 |
| Open Cases at start of period | 6 | 6 |
| Open Cases at end of period | 3 | 3 |

Violation Activity

| New Violations Cited | Picarello, Michael | Total |
|------------------------|--------------------|----------|
| Condition of premises. | 1 | 1 |
| Totals | 1 | 1 |

VIOLATION ACTIVITY



Miss Utility Locate Tickets

