

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, June 24, 2:00 PM – Electronic Meeting
- ✓ **Board of Adjustment:** Wednesday, July 1 – TBD
 1. 318 North Front Street – Lot depth
 2. 327 North Race Street – Parking in front & number of spaces
- ✓ **Town Offices Closed:** Friday, July 3, in observation of Independence Day
- ✓ **Town Council Meeting:** Wednesday, July 8 – TBD
- ✓ **Planning Commission Meeting:** Wednesday, July 15 – TBD
 1. 108 Cedar Street – Zoning amendment public hearing
 2. 211 West Market Street – Conditional use public hearing
- ✓ **Delaware League of Local Governments:** Cancelled until further notice
- ✓ **Sussex County Association of Towns:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of June 19, the Town has collected:
 - \$1,494,429 (90%) of the annual property tax billing (\$1,674,899)
 - \$978,343 (98%) of the April quarterly utility billing (\$1,006,491)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Completed IRS Form 720 Quarterly Federal Excise Tax Return for the Town of Georgetown's self-insured health care plan
- Finalizing the July Utility Billing
- Submitted to the Department of Finance the required information for PILOT Title 29 § 8318 Compensatory payments for certain exempt properties owned by the State
- Responded to property settlement inquiries and stamped deeds for property transfers

Public Works

- Completed set up for June 18 Summer Concert
- Street sweeper out for repairs
- Replaced alternator on sewer pump truck
- Installed umbrellas for dining area on South Race Street

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Police

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

Construction Coordinator

- Proshot Concrete, Inc has started restoration of storm water pipe under James Street
- C of O Inspection
 - 251 East Laurel Street Drive
- C of O Re-Inspection
 - 4 Cinder Way
 - 12 Frankenberry Drive
 - 202 Grammar Avenue
 - 8 Gordy Street
- Miss Utility Locate Summary (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 10.00 feet and Small Lagoon is 4.75 feet
- Farmer has finished cutting and bailing the Town's field – we are back to spraying on it
- Working with Hills Electric to get a quote on a replacement pump for Stevenson Lane Station
- Finishing up cutting around all the risers at the Town's Field
- Measured all wells on Baxter Farms fields, Town's field, and Pettyjohn's Woods

Planning

- Projects:
 - JB Wagamon Professional Building – Conference call to review comments on June 16
 - CHEER Kitchen Expansion – Engineer approval on June 17 – Plan submitted for signatures
 - 206 East Laurel Street (Super Tienda) – Engineer approval on June 15
 - Sandhill Fields – Building Permits issued on June 15 and 18 for gazebo, pavilions, restrooms, and maintenance building
- Comprehensive Plan 2nd extension granted for completion by January 13, 2021

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TOWN MANAGER'S UPDATE ...

- Responded to Washington Post reporter questions regarding Coronavirus and economic impact on Georgetown
- Participated in municipality teleconference call with Governor Carney (Gene Dvornick, Bill West)
- Met with KCI and staff to review status of Comprehensive Plan information gathering and update (Jamie Craddock, Gene Dvornick, Jocelyn Godwin)
- Submitted request to Office of State Planning Coordination for second extension on Comprehensive Plan due date (granted)
- Finalized write-up for selected initiatives for inclusion in Comprehensive Plan
- Responded to out of state request for contact information for Sussex Correctional Institution
- Followed up on building permit and project status questions
- Responded to resident questions and concerns of South Race Street dining area
- Participated in weekly call with DHSS, DPH, Sussex County, local nonprofits, and Office of the Governor regarding Coronavirus and activities in Sussex County
- Worked with staff to finalize Dunbarton dedication of Lee Avenue to Town of Georgetown (Gene Dvornick, Laura Givens, Jocelyn Godwin, Jeff Ward)
- Worked with property owner and staff on proposal for an Outdoor Market on North Race Street (initial thought was a 'street' market – will pilot on private parcel first to gauge interest and measure success (Jamie Craddock, Gene Dvornick, Jocelyn Godwin, Mike Picarello)
- Responded to questions from Revelation Craft Brewing concerning Town acceptance of process wastewater into our sewer system – Teleconference being scheduled
- Responded to DHSS request for information
- Distributed PPE Starter Kits to businesses in the downtown core (Circle, East Market Street, and North Race Street (Gene Dvornick, Mike Picarello, Karla Silvagni)
- Followed up on several code enforcement issues

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Happy Summer Solstice :-)



Happy Father's Day

LIVE SAFELY



**PLEASE STAY
HOME IF YOU
ARE SICK.**



de.gov/coronavirus

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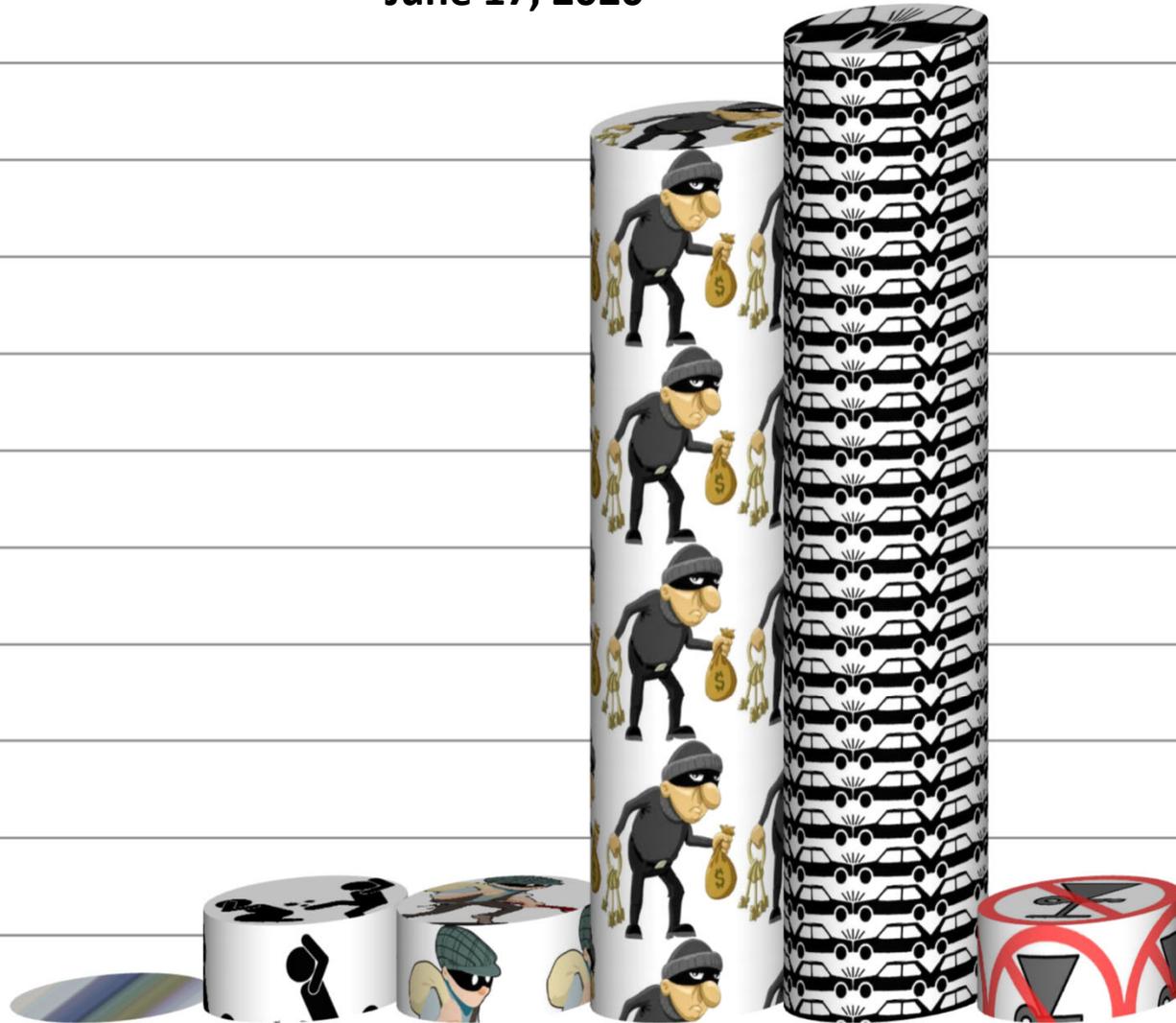


***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have comments, questions or suggestions regarding the Town Manager's Weekly Report, please contact Town Manager.

June 17, 2020

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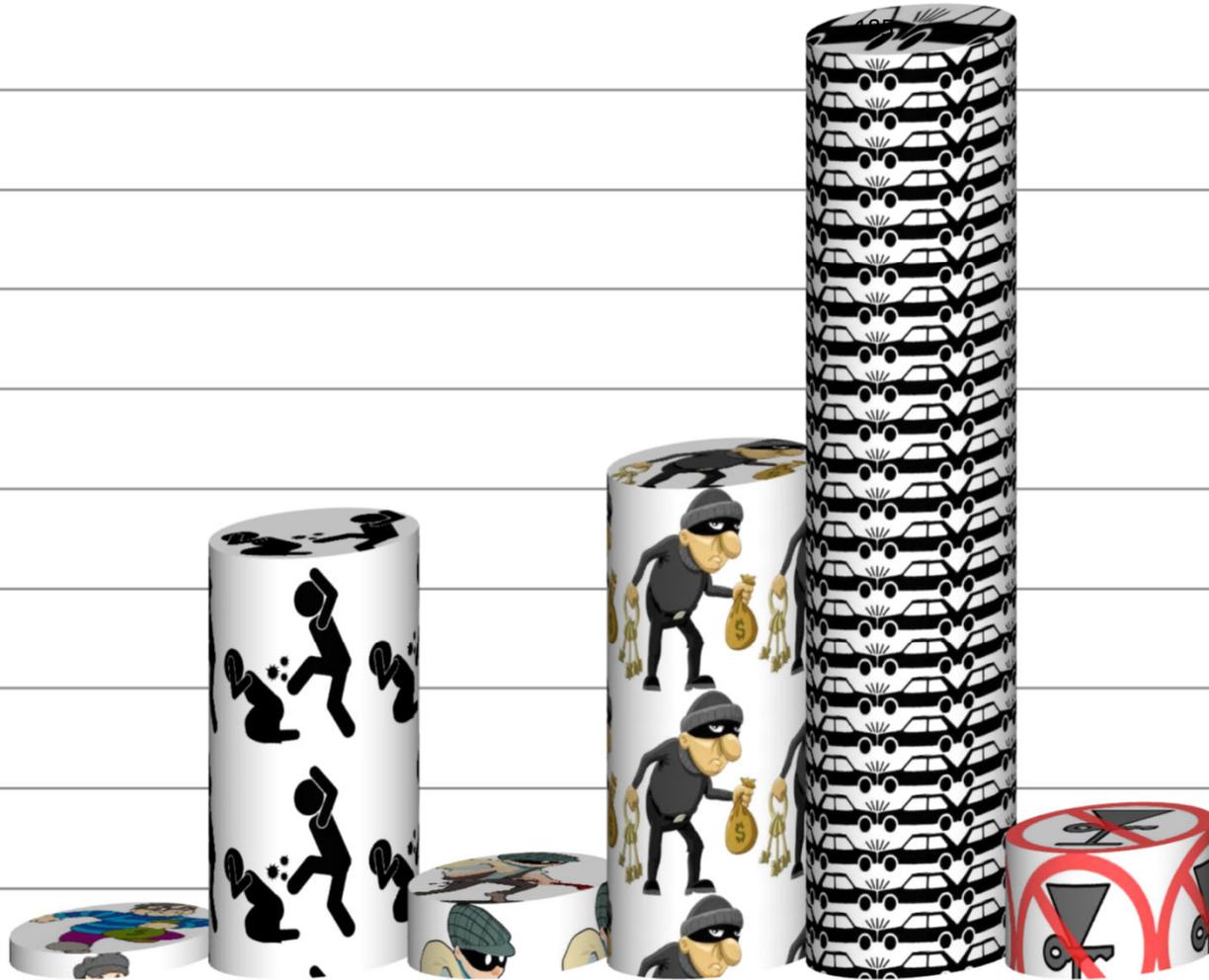


Weekly

*Robbery *Assault # Buglary *Thefts ■ Collision *DUI

June 17, 2020

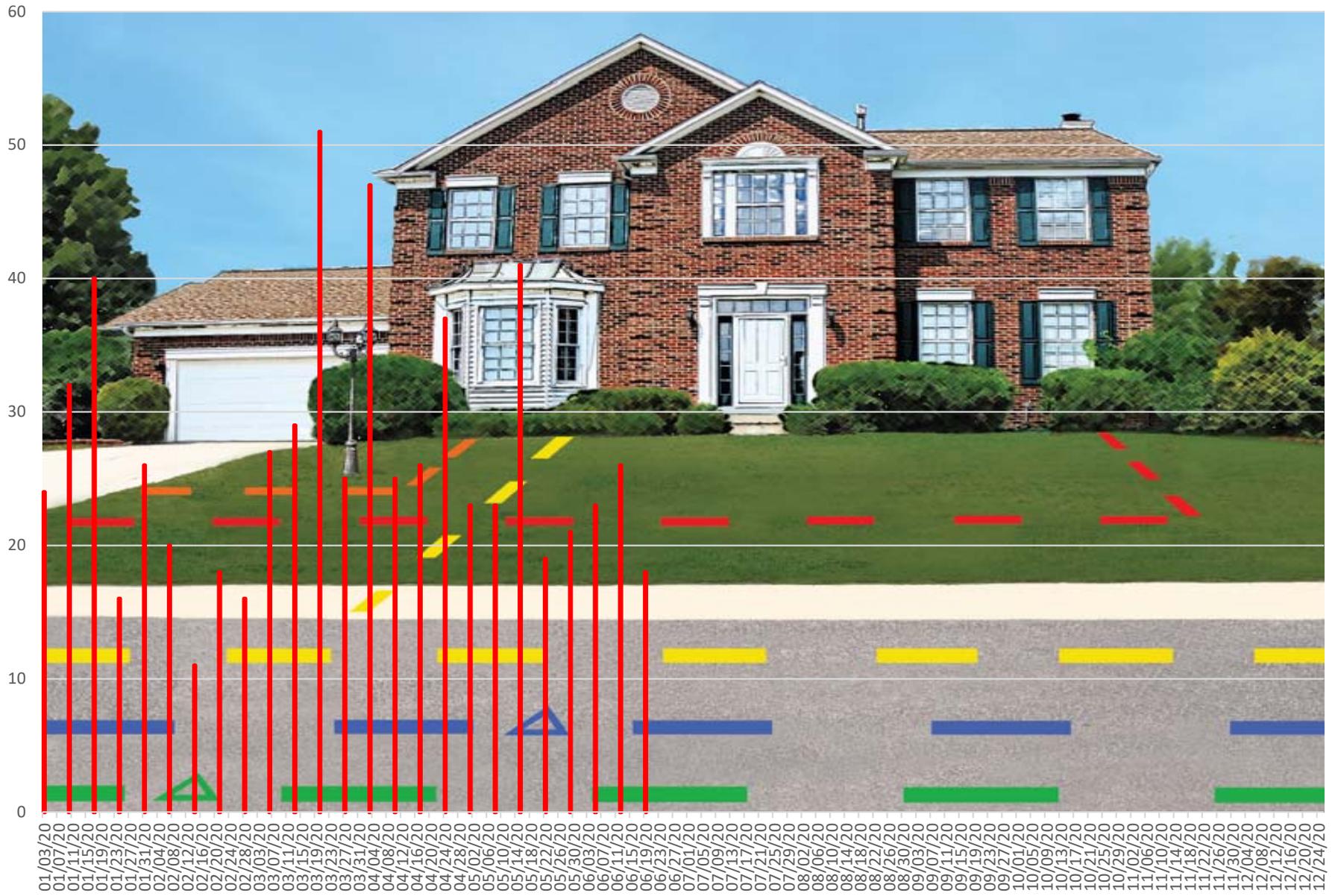
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Year to Date

*Robbery *Assault # Buglary ■ Thefts ■ Collision *DUI

Miss Utility Locate Tickets



WWTF Lagoon Depths

