

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, February 8, 6:45 PM, Public Hearing; 7:00 PM, Regular Meeting, Town Hall
- ✓ **Planning Commission Meeting:** Wednesday, February 15, 6:00 PM, Town Hall
  1. Shops of College Park – Retail and Hotel
  2. VA Clinic – Additional Signage
- ✓ **Town Council Meeting:** Wednesday, February 22, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, February 23, 5:30 PM, Duncan Center (Dover)

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of February 3, the Town has collected \$549,712 (61%) of the January 2017 Utility Billing (\$895,193)
- As of February 3, the Town has collected \$1,506,566 (98%) of the May 2016 Property Tax Billing (\$1,533,832)
- Working closely with department heads with preparing FY 2018 Budget
- Compiled information for Sewer Asset Management questionnaire (Laura Givens, Eric Rust)

### **Wastewater**

- Lagoon depths: Large Lagoon is 13.75 feet and Small Lagoon is 6.75 feet
- Responded to sewer issue at 101 North Railroad, used sewer jetter to open line
- Reviewed new permit requirements with Envircorp (testing lab)
- Tri-Jay electric installed new controller at County seat pump station

### **Public Works**

- Work at King Street Water Plant going well
- Remodeling at Police Station continues
- Staff working on CDL endorsements

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## Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – December 2016 issued and posted to website (copy attached)

## Planning

- Board of Adjustment:
  - La Red Health Center – two additional wall signs – **Approved**
- Conditional Use application for 310 North Race Street (Xergy) received January 31
- Shops of College Park – out pad comments to applicant on February 2
- Village of Cinderberry Site Plan Amendment submitted on February 1
- Building Permit Summary (January 2017)

Building Activity	January 2017	December 2016	January 2016
Permits Issued	15	15	9
Value of Improvements	\$168,198	\$1,517,592	\$1,031,647
Permit Revenue	\$1,215	\$7,890	\$5,350

## TOWN MANAGER'S UPDATE ...

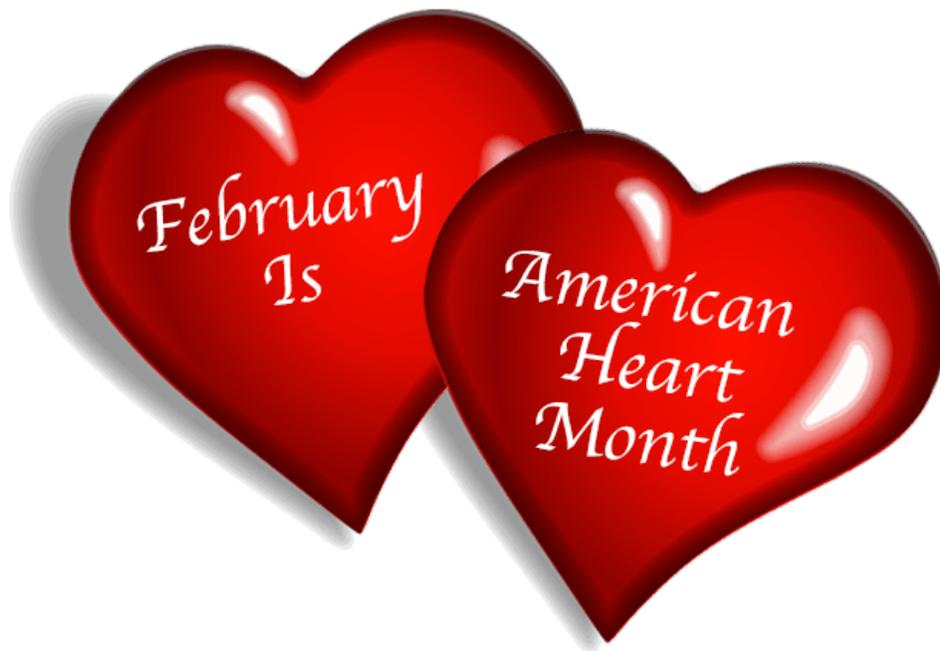
- Participated in Water Infrastructure Advisory Council Finance Subcommittee Conference call
- Met with Dr. Bill McGowan to discuss activities within Georgetown and greater Sussex County
- Authorized burning, subject to DNREC approval, of tree debris
- Met with Broad Valley Micro Fiber Systems to discuss broadband for the Town – Presentation at the February 22 meeting
- Participated in Comprehensive Plan Update joint meeting with Town Council and Planning Commission
- Town Hall & Annex Pre-Bid meeting held on February 1 – eight (8) potential bidders in attendance
- Attended Chamber Economic Development Meeting – College Park Site Update (Gene Dvornick, Jocelyn Godwin)
- Asset Management (Wastewater Department) kick off meeting (Gene Dvornick, Laura Givens, Eric Rust)
- Attended Sussex County Association of Towns dinner meeting – Legislative Night

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- Held meetings with two (2) property owners to discuss Downtown Development District program and incentives
- Attended Delaware League Legislative Advocacy Meeting
- Attended SCAT Steering Committee (Gene Dvornick, Bill West) – Legislative Update and initial planning for Legislative Breakfast (Friday, April 7, 2017)



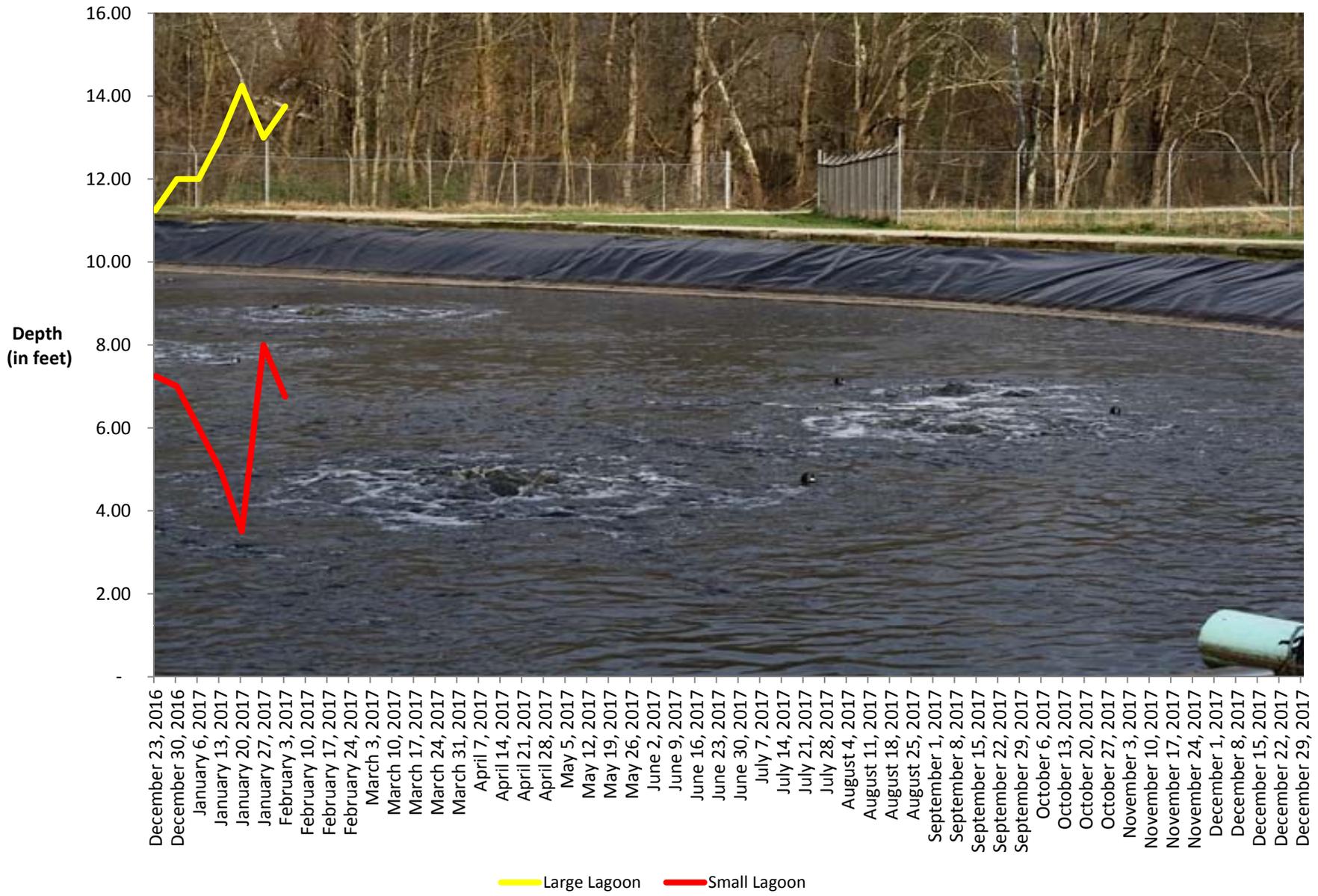
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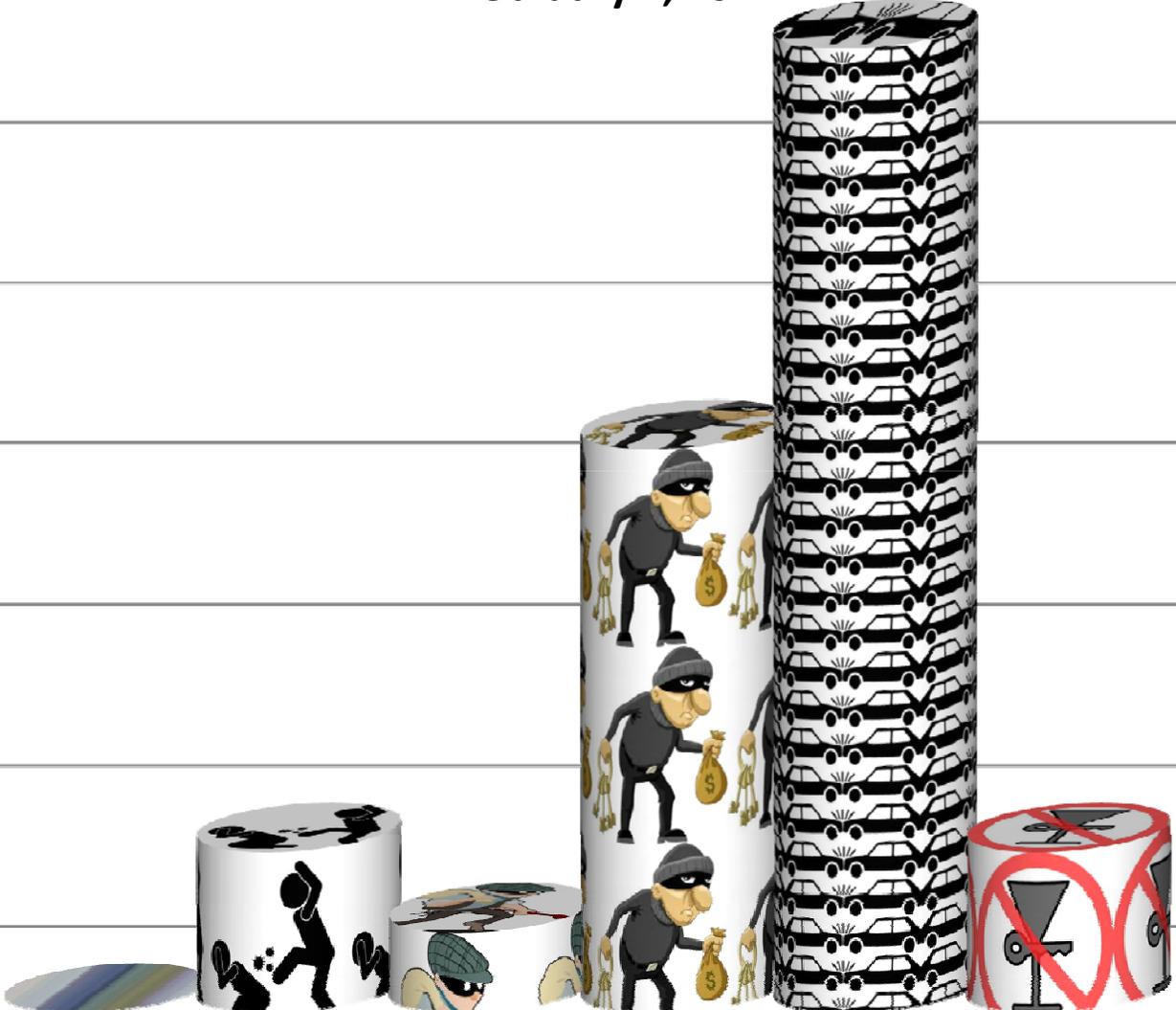
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# WWTF Lagoon Depths



February 1, 2017

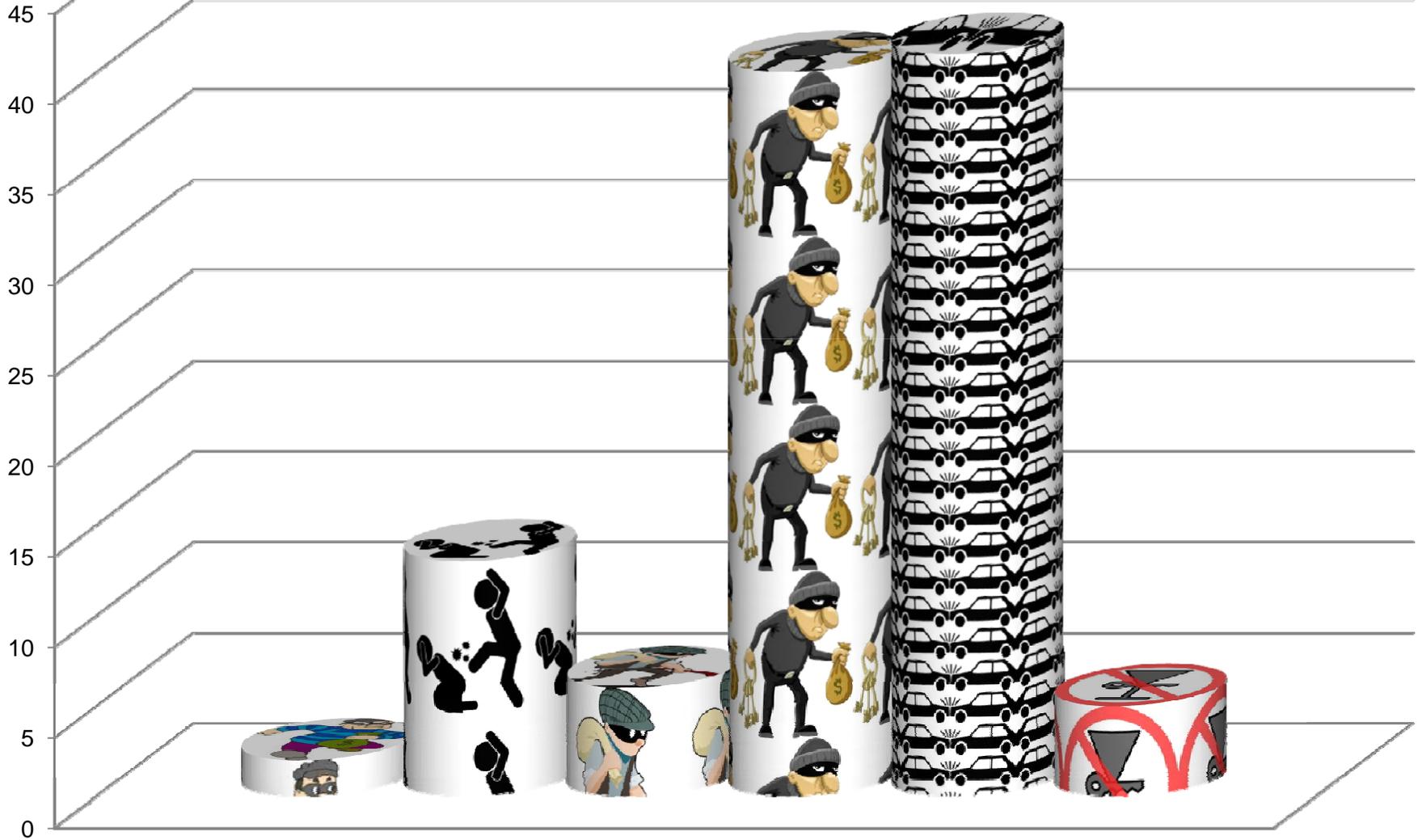
12  
10  
8  
6  
4  
2  
0



Weekly

Robbery Assault Buglary Thefts Collision DUI

February 1, 2017



Year to Date

Robbery Assault Buglary Thefts Collision DUI



### Code Enforcement Activity Report

#### Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	All	12/01/2016	12/31/2016

#### Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			35	35
Closed Cases			66	66
Open Cases at start of period	6	4	62	72
Open Cases at end of period	6	4	31	41

#### Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited			10	10
Detrimental Objects			11	11
Exterior Surfaces			2	2
Exterior Walls			1	1
Indoor Furniture/Outside			1	1
Outdoor Burning, Permit Required			2	2
Parking - Certain other parking prohibited			1	1
Permit for construction required			1	1
Railings-Exit Facilities			1	1
Scrap Tire Management - General			3	3
Sign regulations for all districts.			6	6
Stairs & Porches			4	4
Trash, Collection			2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property			1	1
Windows and doors to be weathertight.			1	1
Windows, Doors & Frames			3	3
<b>Totals</b>			<b>50</b>	<b>50</b>



### Code Enforcement Activity Report

#### Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	12/01/2016	12/31/2016

#### Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		4	4
Closed Cases		14	14
Open Cases at start of period	1	17	18
Open Cases at end of period	1	7	8

#### Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited		1	1
Detrimental Objects		1	1
Exterior Surfaces		1	1
Exterior Walls		1	1
Railings-Exit Facilities		1	1
Sign regulations for all districts.		1	1
Trash, Collection		1	1
<b>Totals</b>		<b>7</b>	<b>7</b>



### Code Enforcement Activity Report

#### Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	12/01/2016	12/31/2016

#### Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			17	17
Closed Cases			18	18
Open Cases at start of period	3	3	20	26
Open Cases at end of period	3	3	19	25

#### Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited			4	4
Detrimental Objects			6	6
Exterior Surfaces			1	1
Indoor Furniture/Outside			1	1
Outdoor Burning, Permit Required			2	2
Parking - Certain other parking prohibited			1	1
Scrap Tire Management - General			2	2
Sign regulations for all districts.			1	1
Stairs & Porches			3	3
Trash, Collection			1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property			1	1
Windows and doors to be weathertight.			1	1
Windows, Doors & Frames			3	3
<b>Totals</b>			<b>27</b>	<b>27</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	12/01/2016	12/31/2016

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			9	9
Closed Cases			29	29
Open Cases at start of period	2	1	25	28
Open Cases at end of period	2	1	5	8

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited			4	4
Detrimental Objects			2	2
Permit for construction required			1	1
Scrap Tire Management - General			1	1
Sign regulations for all districts.			1	1
Stairs & Porches			1	1
<b>Totals</b>			<b>10</b>	<b>10</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	12/01/2016	12/31/2016

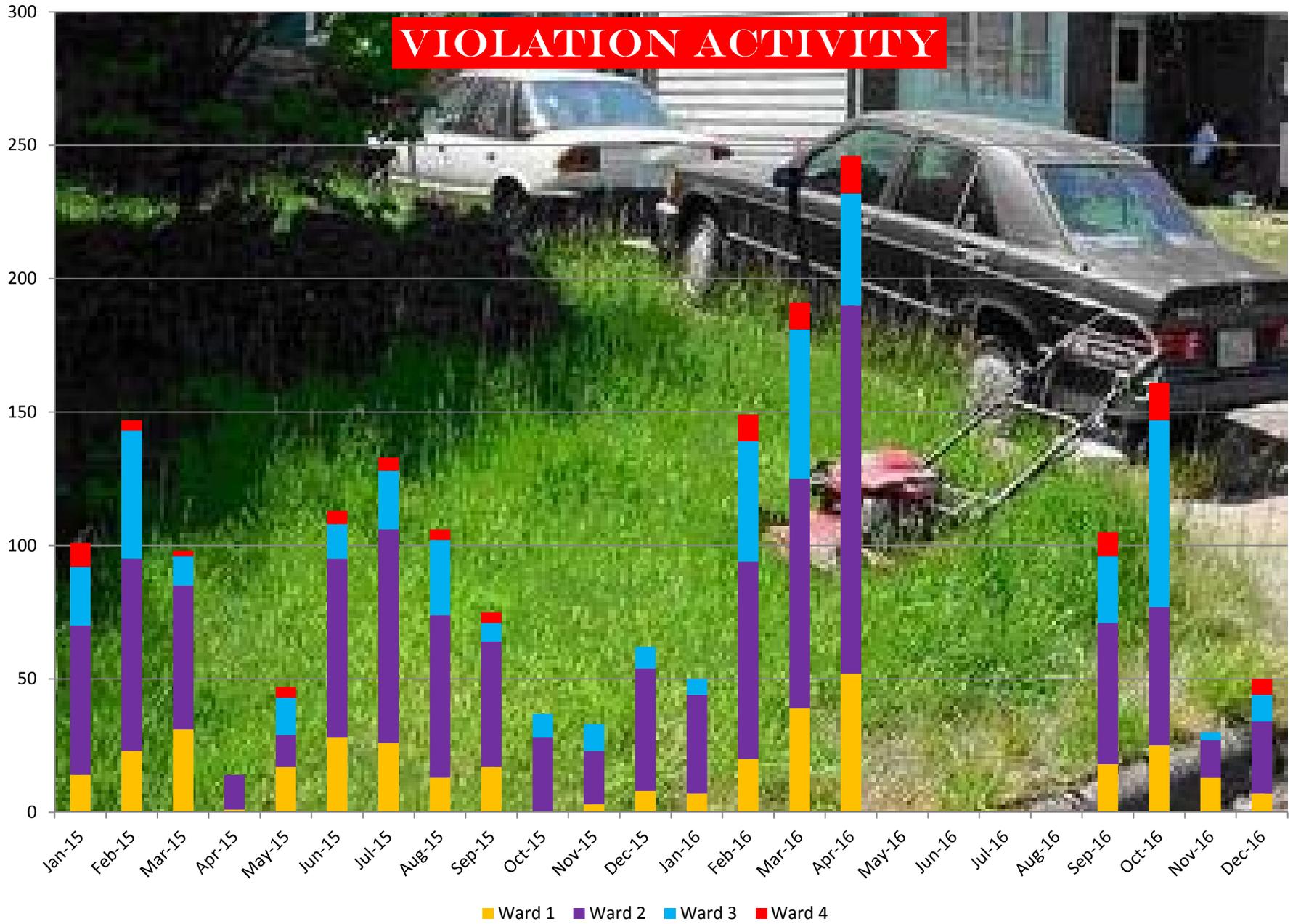
**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	5	5
Closed Cases	5	5
Open Cases at start of period		0
Open Cases at end of period		0

**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited	1	1
Detrimental Objects	2	2
Sign regulations for all districts.	3	3
<b>Totals</b>	<b>6</b>	<b>6</b>

# VIOLATION ACTIVITY



**Town of Georgetown  
Building Permit Report  
January 2017**

Permit #	Date	Address	Map/Parcel	Property Owner	Use			Type					# of EDU	Project Cost	Emerg. Fee	Inspect Fee	Bldg. Per. Fee	Brief Description
					SF	MF	COM	New	Int	Ext	Demo	Misc						
P1700001	1/10/2017	135 East Market St.	135-14.20-216.00	HP Layton Partnership			1					1	\$ 450.00			\$ 25.00	Replace Sign	
P1700002	1/12/2017	104 Tranquility Lane	135-19.07-41.00	David Nicholas	1					1			\$ 9,643.00			\$ 70.00	Replace Shingles	
P1700003	1/12/2017	32 The Circle	135-14.20-196.00	Greenlea LLC			1			1			\$ 2,208.00			\$ 35.00	Replace Windows	
P1700004	1/17/2017	6 College Park Lane, Ste 2	135-14.00-35.05	College Park SC LLC			1		1				\$ 25,000.00	\$ 35.00	\$ 170.00	\$ 170.00	Tenant Fitout	
P1700005	1/17/2017	1 Elderberry Street	135-19.00-69.08-33	Richard Ley	1					1			\$ 6,277.00			\$ 55.00	Enclose Porch	
P1700006	1/18/2017	302 West Market St.	135-19.08-109.00	Steven Peritz	1							1	\$ 15,542.80			\$ 100.00	Solar Panel Install	
P1700007	1/19/2017	20980 Dupont Blvd.	135-19.00-8.05	Thomas Isaacs Trustee	1						1		\$ 10,858.00			\$ 100.00	Demo SF Home Fire	
P1700008	1/19/2017	6 College Park Lane	135-14.00-35.05	College Park SC LLC			1					1	\$ 5,900.00			\$ 50.00	Install Sign	
P1700009	1/24/2017	8 Lantern Lane	135-14.00-123.00	Romelia Perez	1							1	\$ 1,600.00			\$ 30.00	4' x 6' Porch	
P1700010	1/24/2017	680 North Bedford St.	135-14.00-66.08	DE State Police			1			1			\$ 41,300.00			\$ 230.00	Replace Roof	
P1700011	1/25/2017	5 & 9 Academy St.	135-15.17-160.00	Rockford Academy LLC			1			1			\$ 33,600.00			\$ 190.00	Replace Shingles	
P1700012	1/25/2017	404 South Bedford St.	135-20.00-6.04-5	Gerald Pusey Trustee			1		1				\$ 4,999.00			\$ 45.00	Interior Renovs.	
P1700013	1/27/2017	122 West Adams Street	135-19.08-233.00	William Conaway	1					1			\$ 820.00			\$ 25.00	Replace Windows	
P1700014	1/30/2017	3 Georgetown Plaza	135-19.00-29.00	Georgetown Plaza Assoc.			1			1			\$ 1,000.00			\$ 25.00	Cooler Door	
P1700015	1/31/2017	103 Spicer Street	135-19.12-17.00	MGL Ventures	1				1				\$ 9,000.00			\$ 65.00	New Bathroom	
<b>Totals</b>					7	0	8	0	3	7	1	4	0	\$ 168,197.80	\$ -	\$ 35.00	\$ 1,215.00	

Permits	15
Imprvmts	\$ 168,198
Fee	\$ 1,215

<u>Use</u>	<u>Type</u>
SF - Single Family	New - New Construction
MF - Multi-family	Int - Interior Renovation
COM - Commercial	Ext - Exterior Renovation
	Demo - Demolition
	Misc - Miscellaneous

# Building Permit Activity

